

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

08/09/2016

Special Session Meeting in High School Library

1. *Called to order at 6:03 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, Dan Wolsky (arrived 6:50 pm) Jennifer Channer, Kathi Harder-Brouwer, Ginny Hoffman and Adam Sangster(arrived 7:05pm)
Absent: None

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*
There was no public comment.
3. *Budget Hearing and Request for approval of the budgets for the 2016-2017 fiscal year*

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

Recap of the 2015-2016 School Year

Tax Revenue came in better than last years and it was mainly in the General Fund. So thank you to our district's tax payers. There was also a small decrease in the Transportation Fund again this year.

Tax Receivables Due from our Taxpayers. At year-end our "Total Tax Receivables" due from our taxpayers was \$102,894 compared to \$127,895 the year before. This includes the protested taxes in the amount of \$6,986.

District's Long Term debt "that has to be budgeted for" is the Greer property. Our annual payment is \$7,356, and the remaining balance due is \$43,974. The "non-budgeted debt" will be finalized when I am able to complete the Annual Trustee Financial Report by the middle/latter of September. Our overall total debt is affected by the GASB accounting requirements that seem to change regularly, which overall cost government agencies more in expenses to provide the data.

Interest Revenue increased. In the General fund it was approximately \$4,591 more than last year. But, over the last years our interest earnings in the General Fund have gone from approximately \$62,000 down to a low of \$13,877. For the 2015-2016 SY we received \$21,006 for the General Fund. I have been on the County Investment Committee since January 2015, and my term will expire December 31, 2016.

2016-2017 School Year – The Budget Reports are in Draft Format

Change in Tax Revenue and Budget Amounts

- **Our taxable valuation is \$13,207,224.** It increased by \$323,248 compared to last year's decrease of \$847,628. Which was caused by the new property tax valuations accessed for the 15-16 SY. The State has started assessing the values on a biannual basis for future years to help reduce fluctuations in taxable values.
- **General Fund Is set by the State based upon ANB Funding**
 - Budget Increased \$423,836 less the required earmarked funding of \$64,114 = \$368,722 for ALL operating expenses.**
 - Our ANB enrollment is up 15 students at the elementary level, and down 10 students at the high school level.
 - Our District was able to balance the budget through attrition of staff and prepaying the health premium in the amount of \$75,000.
 - The Certified Teachers Union Contract has not been settled for the 2016-2017 SY.
- **Transportation – Budget Increased \$20,000**
 - Mainly because of salary increases, from the new Federal regulations, and another SPED route was added as a precaution. We never know the number of routes we will need until after the start of the SY.
- **Bus Depreciation – Budget Increased \$101,168**
 - We expect to purchase (order) a new bus this year to be delivered July 2017. Per OPI's recommendation we moved \$122,000 from the reserves to adopt the budget. This allows schools to use all available funds without a budget amendment for a bus replacement in emergency situations.
- **Tuition Fund - Budget Increased \$13,800**
 - The budget will help us pay for SPED paraprofessionals that are required because of student's IEP needs. This budget allows us to absorb some of the reduction in Federal Funding for these student services.
 - 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. In June we had to pay the detention center \$1,060 for the 15-16 SY services.
 - 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.
- **Retirement Fund - No mill charge for this Fund - Budget Increased \$102,110**
 - This is because of the required employer contribution for both TRS & PERS. Along with the classified increases and projected certified teachers that have not been agreed upon. Once this budget is set we are locked in to the amount for the next school year.

- **Adult Education - Budget Increased \$13,000**
 - The budget includes \$6,000 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, and potential course offering changes.
- **Technology - Budget decreased \$3,765**
 - Our annual technology levy remained in the amount of \$50,000. The decrease in the budget amount is because there was minimal remaining year-end dollars. This year we will receive \$8,717 from the States Timber Harvest revenue which is included in the budget.
- **Flexibility Fund - No mills used for this fund - Budget Increased \$79,074**
 - The reason for the increase is because we transferred \$58,000 from the Transportation Fund to cover a portion of any unexpected operations. Last year we used the fund to pay for two required extra teachers. Those positions have been moved back to General Fund.
 - Then we have all of our combined School Block Grant dollars in this budget. Instead of spreading out \$3,000 to each budgeted fund.
 - There is no mill charge to the local tax payers.
- **Debt Service Fund - Was closed out as of June 30, 2013**
 - This year we did not receive any additional tax receivables. When we do receive these taxes they are transferred to the General Fund. We leave this fund to recoup the outstanding unpaid back taxes. As of June 30, 2016, they were \$2,287.
 - There is no mill charge to the local tax payers.
- **Building Reserve Fund - Budget Decreased \$9,357**
 - The levy expired some years ago. We leave this fund open to recoup the outstanding unpaid back taxes. As of June 30, 2016, they were \$2,156.
 - There is no mill charge to the local tax payers.

All of the nine “budgeted” funds are now set in the amounts to establish the budgets. Then I will have to enter them in my school finance program once all the salary details are known. I am still working on the completion of the TFS reporting for all the other ten “non-budgeted” funds. The 215 Fund (federal, state and local grants) alone has 38 current active budgets within in the fund. I am still wrapping up the year-end financials, and I will start preparing for the auditors that will arrive in November.
And looking forward to another good year!

There was general discussion between the Board members and Vannesa, and Mr. Johnson during the review of the individual budgets, and the funding guidelines for 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 helpful and detailed.

The 2016-20167 budgets were presented to the Board in the following amounts:

<u>Budget</u>	<u>Amount</u>
General Fund	\$8,525,337.18
Transportation	610,000.00
Bus Deprecation	313,891.98
Tuition	35,000.00
Retirement	1,134,454.00
Adult Education	64,000.00
Technology Fund	64,473.85
Flex Fund	280,054.15
Building Reserve	534.70
Total	\$11,027,745.86

Trustee Bloom moved to approve the “Budgeted Funds” for the 2016-2017 school year as presented totaling \$11,027,745.86

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

4. *MCA 15-10-203 has been rescinded – No longer required for the action regarding the adoption of the “Resolution to Budget Additional Property Tax “*

Business Manager, Mrs. Bargfrede, informed the Board that state law no longer requires the District to pass a Resolution to affirm the Trustees’ possible intent to collect increased tax revenue from the District’s taxpayers. MCA 15-10-203 has been repealed. And she noted that the District showed a 0% increase to the tax payers with the new budget amounts when using the formula calculations.

Recess: 6:40 pm

Reconvene: 7:00 pm

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*

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.

No additions were made to the reports provided in the Board Packet.

4. Personnel

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

Certified Contracts for 2016-17:

<u>Classified Contract for 2016-17:</u>	Katrina Fehr	Preschool Para 1.0 FTE
	Jennifer Wiediger	PS Sped Para-professional 1.0.FTE
	Laura Fison	High School Administrative Secretary
	Jenell Semple	Change in contract from .47 to .5 FTE
	<i>Wesley Featherstone</i>	<i>Custodian 1 FTE</i>

<u>Extra Contracts for 2016-17:</u>	Doug McConnaha	Adult Ed Coordinator
	Alyce Leonardi	.5 FTE MS Cross Country

Trustee Harder-Brower moved to approve the employment recommendations as revised.

Trustee Hoffman seconded the motion and all voted in favor.

5. Nonresident Requests for Student Attendance

None presented.

6. Requests for Credit Approval

Name	Name of Class And Description of Class	Credits	Lane Change
Barcus, Julie	Mentoring a Beginning Teacher U of M	3 Semester	No

Trustee Bloom moved to approve the Requests for Credit Approval as presented.

Trustee Wolsky seconded the motion.

Mr. Johnson stated that the credit approval request guidelines may need to be discussed during the teacher's negotiations.

All voted in favor.

7. Golf fundraising report

Susie Thomas, Ben Greenwood, Tod McKay, and some other individuals were present but did not sign-in.

- Susie handed out and discussed the accounting details of the fundraising made so far. The start-up costs were more than originally projected. But they have exceeded their goal. Income: \$72,680 Expenses: 8,783.

Susie Thomas reported that the donations made have been so generous, from the community and others out of state. The direct public support from the local businesses in the valley was exceptional. The group intends to continue to have the annual events they had this year. Suzie also noted how helpful Lyndi Henson has been in the District Office, working with her during the start-up of the group activity account and the procedures required for activity funds.

Michael McKay, a student enrolled in the Golf Program, read a letter from Golf Coach, Kristy Schlemgin, that reviewed what they have been doing to get the program going and ready for official practice.

The Group asked if it would be possible to invest some of their account revenue in a CD or another option to draw better interest for their activity account.

Business Manager, Vannesa Bargrfede, stated that there were certain laws of investing school activity funds. Usually all the accounts receive interest based upon their account balance. She recommended that Susie talk with Lyndi regarding the activity account requirements.

The Board congratulated the group for exceeding their goal, and providing the funding for the district's first golf program.

8. *Parent Organization approval: PAWS*

As noted in the Board Packet:

The origination of the Parents At Work in our Schools group extends back to the spring of 2016. This group has provided the District with an overall plan to include short term and long term goals. Short term goals include materials/supplies needed in classrooms beginning with the Primary School. Long term goals are focused brining together the larger Corvallis community with the District. Their mission is intended to be guided by the District's Strategic Plan.

PAWS : Parents at Work in Our Schools

(At this time PAWS would be working strictly in the Primary School. As the group grows, it can expand into the Middle School and High School.)

Mission Statement

Our mission is to offer our energy, talent, and time to support the vision of Corvallis School District.

Objectives/Goals

We will work together to identify priorities and achieve outcomes.

Short Term

- Identify school needs by communicating with school faculty.
 - Example: A teacher survey was conducted last spring to identify teacher volunteer current /desired usage and teacher non-reimbursed spending.
 - Goal: Reduce Title 1 non-reimbursed spending to 2/3 within 1 year
- Recruit and train volunteers
 - Example: Recruit senior volunteers through RSVP and grandparent outreach
 - Example: Train Copy team in laminating and copy machines
 - Non-parent volunteers to be approved by Mrs. Stranahan and organized through the volunteer coordinator.
 - Goal: Add 5 community volunteers within 1 year
- Locate/source resources for school programs
 - Example: help teachers sign up for Adopt A Classroom.org
 - Collect supplies for Title 1 classrooms
 - Reduce teacher non-reimbursed spending on Field trips
- Help coordinate mini-grants
 - Example: Primary school Life Skills room needs electronic readers, prepared CSF grant for Teacher review and submission.
 - Example: Primary School Artist in Residence. Source outside grant to cover some of the costs of this program.
 - Goal: 3 mini grants for 2016/2017 school year.
- Fundraising
 - Example: sell PAW tattoo at football games.
 - Goal: Raise enough money to purchase school supplies for Title 1 and general fund for Teacher supplies.

Long Term

- Build a communication platform for PAWS (i.e. Facebook)
 - Post events and meetings
 - Platform for Teachers to post needs and community to supply
- Build PAWS membership to grow community participation to support Corvallis student education.
- PAWS to sponsor thank you dinner for all volunteers and donors.
- Build Community within the school and encourage the community's investment of resources into Corvallis Schools.

Harlene Marks reported on how the group was formed. The primary school does not have a current PTA, or other support group. Their goal was start at the primary school level and expand to the other school grade levels. She distributed a survey handout of the current teachers' needs that will help them move forward with their funding requests. Their main focus at the start will be to help the Title teachers at the primary school.

**Trustee Channer moved to approve the establishment of the Parent At Work Group in our Schools.
Trustee Bloom seconded the motion.**

Mr. Johnson stated that he would like to have a new approach this year and meet with all the new groups to know what each group was working towards. This would help eliminate any overlaps in fundraising efforts.

All voted in favor.

The Board thanked the group for all their efforts in establishing the group and helping support the teachers and students of the district.

9. Establish Activity Account 93 (PAWS)

As a board approved fundraising/booster group, the PAWS group will need approval for activity account #93 to conduct fundraising activities.

**Trustee Bloom moved to approve the establishment of student activity account #93.
Trustee Sangster seconded the motion and all voted in favor.**

It was noted that if the group needs to discuss access to the Face Book page they would need to talk with Mr. Johnson.

10. Extra Contract for FFA (school year and summer)

Details in the Board Packet from Mr. Johnson

The FFA position requires during the school year and summer extra-curricular duties. These include meetings, trainings, competitions, maintaining agricultural resources throughout the year. Because the teacher's collective bargaining agreement's Extra Curricular Activities Appendix does not contain FFA Extra Curricular Activities, it is necessary to request approval in this manner.

HISTORY:

An extra contract for school year 2015/2016's extra-curricular activities was approved for \$ 3,000 (10% of base \$30,000; CFG page 26). The first contract (2015/2016) didn't include summer activities, it only reflected school year activities.

CALCULATION:

Because this year (2016/2017) includes summer duties, the addition of summer duties (\$2,400 or 8%) should be rolled in with the existing school year duties increasing the overall compensation to \$5,400 (18%). Also, this is the second year that the extra school year duties are in place which then activates experience pay (Article X, Section 1, SUBD 1; page 13)

increasing the total percentage to 18.5% for a total compensation of \$5,550. It is important to remember that there are FFA activities and extra duties all year.

The recommendation of \$5,550 contract for Brandon Braaten during SY 2016/2017 will cover school year and summer extracurricular duties.

**Trustee Wolsky moved to approve the extra contract for Brandon Braaten related to extra FFA duties during the 2016-2017 school year in the amount of \$5,550.
Trustee Hoffman seconded the motion and all voted in favor.**

11. Policy 3145 Foreign Exchange Students

Corvallis has a long history of support in accepting foreign exchange students into our high school. Policy 3145 in its current form doesn't reflect the flexibility or articulate the intent of the board and administration. The proposed language articulates the intent and flexibility needed to address the number of foreign exchange students that may want to attend Corvallis High School while maintaining board oversight and control beyond the 1% of CHS enrollment.

The Board recommended some edits to the first reading of the policy.

Trustee Bloom asked Mr. Johnson to verify the wording with the High School Principal before the policies final approval.

**Trustee Wolsky moved to approve Policy 3145 with the recommended wording changes on first reading.
Trustee Harder-Brouwer seconded the motion and all voted in favor.**

12. 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.

13. Correspondence

A memo from EBMS (the district's third party health plan provider), regarding the new PCORI fees employers are required to pay the IRS for offering a medical plan. Business Manager, Vannesa Bargfrede, reported that she filed the new tax Form 720 and this year's tax payment on behalf of the employees was \$592.80.

14. Approval of Minutes

**Trustee Sangster moved to approve the minutes of 7/12/2016 as presented.
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.**

16. Adjournment

**Trustee Wolsky moved to adjourn.
Adjourned – 8:23 p.m.**

District Clerk

Board Chair