

*****09-10 MINUTES*****

St. Regis School

June 9th, 2010

The meeting was called to order at 6:04 p.m. by Chairman Dunlap.

>>>Board Roll Call<<<

H = Here

A = Absent

P = Partial

H- John Cheesman

H- Shelly Dunlap

H- Jolie Skelton

H-Jackie Sanford

H- Carol Young

H- Patrick Low, Superintendent

H-Edward Huenemann

H-Tina Hill, Clerk

>>>Visitors<<<

Visitors (according to Sign-in sheet): Lucie Shea, Kern Wilson, Julie Burklund, Diane Gingerich, Bernie Patterson, Sharon Patterson

>>>Public Forum<<<

The chairman made the following statement, "Public Forum is an opportunity to discuss items that are not on the agenda. These items may not be voted on by the board, however. Also, a reminder that individual's right-to-privacy laws usually exceed the public's right-to-know, therefore prohibiting any discussions of individual performance during the public forum section, or any other time during the meeting."

>>>Minutes<<<

A motion was made by Trustee Young and seconded by Trustee Skelton to approve the minutes of the May 10th meeting.

Motion carries 5-0

A motion was made by Trustee Cheesman and seconded by Trustee Young to approve the minutes of the May 26th meeting.

Motion carries 5-0

A motion was made by Trustee Young and seconded by Trustee Sanford to approve the minutes of the June 2nd meeting.

Motion carries 5-0

>>>Finance Committee<<<

The committee found the beginning and ending warrant numbers of both claims and payroll to be accurate. Payroll check numbers 24146 through 24227 were approved at the June 2nd board meeting. These were for teacher contract payouts. A duplicate payment \$197 was made to Morgenroth Music and will be applied to end of year orders.

>>>Activity Accounts<<<

A motion was made by Trustee Skelton and seconded by Trustee Sanford to approve activity accounts with an ending balance of **\$16,554.73 including check number 5370 to 5379. There are 8 outstanding checks.**

Motion carries 5-0

>>>Payroll and Bills<<<

A motion was made by Trustee Sanford and seconded by Trustee Young to approve the Payroll Warrants from number **24228 to 24260 and direct deposit transactions from – 89316 to -89278**, and Claim Warrants from number **34322 to 34383**.

Motion Carries 5-0

>>>Old Business<<<

>>>New Business<<<

1. Audit Report

Lucie Shea from Denning Downey and Associates presented the audit report. We received the best audit opinion you can get which is called an Unqualified Audit Opinion.

Lucie spoke about the improvements that have been made since 2008 in the student activity and hot lunch accounts. Still have some documents to finalize. The findings are as follows:

- 1) The extracurricular activity schedule included hot lunch receipts and disbursements resulting in a \$7714 overstatement of revenues and expenses.
- 2) The following errors on the depreciation schedule:
 - Operating lease for copier in the amount of \$14800 was incorrectly included on the list
 - Capital assets of \$69631 and their related depreciation of \$6049 were missing
 - The beginning depreciation for Old Shop should have been \$49918 but was shown as \$1387
 - The beginning depreciation for a 44 passenger bus should have been \$55052, but was shown as \$30431
 - Additional depreciation of \$5000 was subtracted from the net book value of a 78 passenger bus which had been fully depreciated at the end of the last fiscal year.
- 3) Enrollment records do not agree to the reported amounts submitted to the Office of Public Instruction. The fall count for Kindergarten and 3rd grade were overstated by one student. One 19-year student enlisted in fall was not included on the report submitted to OPI. No reduction in funding as a result.

4) Improper coding of revenue in the Statement of Activities (classification)

A motion was made by Trustee Young and seconded by Trustee Sanford to approve the audit report for 08/09

Motion Carries 5-0

2. Business Manager's Leave of Absence (rate of substitute/consultant)

There was a lengthy discussion regarding the issue of leave of absence for the Business Manager and whether or not leave would be taken. Due to Business Manager's involvement in the discussion, minutes are not detailed on this topic.

A motion was made by Trustee Young and seconded by Trustee Cheesman to accept the plan for the Business Manager's leave to have 3 individuals listed "on call" and Business Manager to work from home as much as possible. If a backup is needed, the 3 individuals will be called to complete duties with a rate cap of \$30/hr.

Motion Carries 5-0

Business Manager plans to work from home, and after a couple of weeks, will attempt to come to the office to work a couple days a week and bring the baby as long as it is possible to do so without disturbance.

A motion was made by Trustee Young and seconded by Trustee Cheesman to allow Business Manager to work at home for a period of up to 8 weeks. During that time Business Manager will receive full pay and benefits.

Motion Carries 4-1 Trustee Skelton voted opposed.

An audience member asked if it would be required for the Business Manager to log hours, and it was stated that salary positions do not log hours.

3. Strategic Plan

Should the Board empower Superintendent to facilitate and host two meetings to provide parents and constituents with the opportunity to offer input into the final Draft Plan?

The Board supports dates Superintendent shared via email.

4. Technology investments (Mr. Wilson)

It was recommended by the Superintendent that funding of the technology investments come from the end of year positive balance. Kern Wilson submitted a list of items to upgrade technology in the building. The list includes; equipment and labor for hard-wiring the elementary, 35 flat panel monitors, new server for email, 4 licenses for Windows Server 2008 and 100 CALS, 1 license for Microsoft Exchange 2010 and 50 CALS.

Network vision – the District is at fast Ethernet speed and Kern would like to get to gigabit speed. Have to have infrastructure to support. Uninterrupted, the process to upgrade would take 2 weeks. The quote referenced in the fact sheet is Cat 5E line. The top quality line is Cat 6 or Cat 7, however part of the building has Cat 5E and would have to replace that as well. At this time, there is not a large enough need to transfer internal files which would require the CAT 6 or CAT 7.

Currently there are some network issues in the elementary. Some of the issues were resolved last summer which made some slight improvements. The elementary still needs some work in order to make the connection fast for files such as the reading program. Kern would like to rewire the elementary so there is a dedicated line to each computer. Each time you go through another switch you loose some speed. Recommended best practice is 4 switches, but in the elementary we have some with 5 switches.

It was stated that the only items on the list that aren't necessary are the flat panel monitors. Infrastructure would be a better investment of funds. Jolie commented that the monitors are the only thing on the list that doesn't seem necessary. Kern stated it is bit of a luxury purchase. Infrastructure might be a better use of funds.

It was suggested that if expenses for updating infrastructure is more expensive than anticipated, less monitors will be purchased.

A motion was made by Trustee Young and seconded by Trustee Sanford to support the investment of \$11,625 to upgrade technology throughout the District which includes an upgrade to the elementary, new email server, licenses for windows server, licenses for Microsoft exchange and CALs.

Motion Carries 5-0

5. Calendar for 2010/2011

Should district adopt Proposed Calendar A? Three examples were provided to staff. The calendar consists of 180 instructional days, and 7 PIR days.

A motion was made by Trustee Cheesman and seconded by Trustee Sanford to approve the calendar for 2010/2011 with dismissal at 1 p.m. prior to Thanksgiving, Christmas and on the last day of school

Motion Carries 5-0

6. Summer Work – Student Assessment Data – hiring – Darlene Jasper

Mrs. Jasper is interested in serving up to 100 hours at a rate of \$20 per hour to consolidate each student's key assessment data into one cumulative chart to facilitate ease of use by teachers in the 2010/11 school year. It is recommended by the Superintendent that the board support this topic.

Darlene Jasper wants to create a spreadsheet to have all Dibels, NWEA score and Montcas, and (if upperclassmen) SAT scores to get a full picture of what the students are accomplishing. This will aide in assessing how students are progressing and also help Title I teacher to target students with needs. We have a wealth of data, but not compiled for each student right now. Once set up, the compiled document could be maintained throughout the year. It would also be possible to isolate information for grade level or school wide.

Superintendent is comfortable that funds are sufficient up to \$2,000 even if using stimulus funding.

Teachers do have NWEA & MontCas access, and training has been provided this past year in order for teachers to assess their classes.

A motion was made by Trustee Sanford and seconded by Trustee Cheesman to hire Darlene Jasper to work up to 100 hours at \$20 to compile student data. Board will also receive a grade level report once complete.

Motion Carries 5-0

7. Approval of Master Agreement

Clerk needs to update the Extracurricular salary schedule base amount. It had been left at the old base. During the meeting there was some discussion regarding whether or not the base should be on the extracurricular schedule, and if it is supposed to change from year to year. Nothing was mentioned during bargaining as part of the “story” that the base should remain stagnant. In prior years the base of the extracurricular schedule moved with the base of the regular salary schedule.

A motion was made by Trustee Sanford and seconded by Trustee Young to accept the Master Agreement as presented.

Motion Carries 5-0

8. Address policies discussed during bargaining

Discussed in the following topics.

9. Policy 5331 – review/update

Line 11 of Policy 5331 states “Classified staff”, but does not clarify whether permanent, temporary or part-time. The Board agrees that it should specify “permanent classified staff”. Temporary staff could be employed for a full year if it was created for a certain purpose, and allowance of benefits would have to be determined at the time of hiring. Certified staff receive insurance benefits through August, but there is not a place where this is defined for Classified staff.

10. Policy 2100 – review/update

The addition of a school calendar committee needs to be made to the Policy. It is agreed that the committee will consist of a teacher, classified staff member, board member, admin, and community member.

11. Policy 2115 – review/update

It has been suggested that the addition of when classes begin and end should be added to the policy.

12. Classified Staff Compensation Package

The Superintendent stated that there are 1.5% monies available for salary or benefits. The decision needs to be made whether those monies should be applied to salaries or benefits. There are other health insurance plans that can be elected by staff. If the increase was given in salaries, staff could make a choice to apply that increase toward the additional insurance premium, or choose a plan that costs less.

A motion was made by Trustee Cheesman and seconded by Trustee Skelton to give the classified staff a 2% increase to salaries and \$436/mo. toward health insurance.

Motion Carries 5-0

Bernie Patterson's contract was presented by the Clerk. There is a need for the Board to evaluate the way in which his leave is used. Due to Bernie working multiple positions, he accrues leave similar to a 40 hour week employee, but the way his contracts have stated leave usage is not in line with the way it is earned.

Draft contracts were presented to the Board for their review in hopes of rectifying at a meeting in the near future.

13. Maintenance Director Contract

Two contracts have been drafted for the position. One contract to finish 09/10 school year and one to finish the remaining 6 months. It was suggested that the first contract heading should state "Contract #1", and the second contract heading should state "Contract #2". The classified salary increase should also be applied to the contract starting July 1st. Once completed, contracts will be emailed to the board for review. No action is necessary on this item, as it is felt that it is purely housekeeping for the contract.

14. Approval of Black Mountain Software invoice

The amount of the Black Mountain Software invoice is \$4935. This software supports our accounting and payroll.

A motion was made by Trustee Skelton and seconded by Trustee Young to approve the Black Mountain Invoice for \$4935

Motion Carries 5-0

15. Approval of Nurses Contract

The cost of the nurse's contract increased by less than 3% for a total of \$9343.

A motion was made by Trustee Skelton and seconded by Trustee Sanford to approve the nursing contract for the 10/11 school year in the amount of \$9343.

Motion Carries 5-0

16 Approval of Western States Insurance Premium

The approval of the Western States Insurance Premium is recommended by the Superintendent. The cost of the coverage is \$44,182. It has been suggested that we "lock in" the rate for 3 years. Unless the district was to have a catastrophic loss/claim, the rate will not change during the 3 year period.

A motion was made by Trustee Skelton and seconded by Trustee Sanford to approve the insurance premium of \$44,182 with Western States for 3 years

Motion Carries 5-0

17. Phone system update approval

The existing phone system has been reviewed and our main phone lines tested. It has been determined that the equipment needs to be upgraded. The handsets currently in use are approximately 25 years old.

Protech Northwest Communications Co. provided an estimate of \$5125 for complete parts replacement of handsets and related equipment plus labor. This upgrade should hopefully get rid of any anomalies that seem to plague our phone system. Patrick will request a contract from Protech for work stated and pricing. The work should be completed by 8/20/2010.

A motion was made by Trustee Skelton and seconded by Trustee Young to approve the phone system upgrade with a maximum cost of \$5125.

Motion Carries 5-0

18. Hiring 21st Century Director – Julie Burklund

It is recommended by the Superintendent that Julie Burklund be hired as the 21st Century Directory.

The Board would like a copy of the grant, which was just completed today by Julie. The deadline was moved up this year to June 11th.

There have been committee meetings throughout the year to discuss programming and budget. The amount of the grant is \$51K again this year. \$1200 of the grant goes to Creating Change, which is a database that is required by the grant, of which Gloria

Hermes manages that database. Sustainability is a huge component to renew your grant each year. They want you to document matching funds or other grants that you have to support the program. Julie applied for a Mini Grant through the summer food service program. We have not heard if we received it or not, but the purpose is to help offset costs of the summer camps. The committee did not meet to organize programs for summer. Julie surveys staff to come up with camp ideas for summer. It was suggested by the Board that those summer camp ideas be brought to the committee, due to a majority of grant funds being expended during summer. Trustee Cheesman suggested topics such as a math or reading program be addressed during summer program. Julie explained that there are camps designed to address specific subjects. There has also been targeted tutoring for both reading and math in the past.

At the conference that Julie attended, they want the programs to be fun and enticing and not to resemble school classes. They have developed a way to make summer camps fun for kids and almost “trick” them into learning.

It was stated by the Board that the Strategic Plan points to a coordinated effort of combining resources for academics. A summer reading program was one thing mentioned.

Funding is not dependent on participation. The grant is not competitive but the programs are evaluated.

A motion was made by Trustee Cheesman and seconded by Trustee Sanford to hire Julie Burklund as the 21st Century Director for the 2010/2011.

Motion Carries 5-0

19. Hiring for summer sports camps

Four sports camps are planned for this summer. They are: JH Volleyball, 6-Man Football, Boys Basketball, Co-Ed JH Basketball. Janelle Pruitt was hired at a previous meeting to coach the JH Volleyball Camp. The following individuals are being suggested for the following camps:

Dan Noonan – HS Football
Jess Tuchscherer – HS Football
Dan Park – Boys Basketball
Mark Field – JH Co-Ed Basketball

The board inquired about a JH Flag football camp, and Patrick will check with the Athletic Director.

The suggested rate of pay for Janelle Pruitt and Mark Field is \$8.50 per hour. The rates for Dan Noonan, Dan Park, and Jess Tuchscherer TBD at the July board meeting.

There were some questions by the board regarding the Volleyball camp information that was distributed to parents. The fee of \$25 was questioned, and it is believed that the fee is to pay for t-shirts that will be given to the players as well as any additional costs of the program. The Board would like complete flyer information reviewed by administration prior to being sent home to parents.

A motion was made by Trustee Young and seconded by Trustee Sanford to adopt the summer sports camps programming and hire Dan Noonan, Dan Parks, Jess Tuchscherer and mark Field

Motion Carries 5-0

20. Grievance, Almquist <EXECUTIVE SESSION ANTICIPATED>

A brief recess was requested by the MEA representative at 9:12.

The meeting resumed at 9:18.

Tom Gigstad with MEA/MFT spoke on behalf of Mrs. Almquist. Tom handed out the written grievance appeal which Jackie Submitted on May 21st outlining the basis for her grievance and the remedy that she is seeking. There was an agreement to pay her 1/7th of her teaching salary, but it was for the period from the beginning of Semester 2, not when she started teaching in November.

The following is information shared by Tom Gigstad:

Jackie is an English teacher and the industrial arts teacher split the senior class. Last year, IA teacher taught ½ of the seniors for the 1st semester, and Jackie taught the rest of the senior class, and then they switched students for 2nd semester. At the beginning of this year, IA approached Jackie for a different arrangement for splitting seniors. He wanted the entire senior class 1st semester, and that was the arrangement that was entered into. Then Jacki took the entire senior class for 2nd semester. This was worked out between the 2 teachers, and understood to be approved by the Principal, and was also part of the agreement of the unassigned period. She would not be assigned another class but seen as a balancing for double class size in 2nd semester. In November, Jacki agreed to teach a special needs student for Sophomore English instead of the student attending the regular Sophomore English class. Planning and adjustment of curriculum was necessary due to special needs. This instruction started on November 30. It was also discussed at this time if she would get additional compensation. It was understood that she would. The figure that would be used would be 1/7th of annual teaching salary. This was based on the fact that other teachers had received a similar arrangement. Ultimately, she was not paid for period from Nov 30 – Jan 19th. She was given a pay slip at one time that stated the retro active pay, but that was then retracted and replaced with another pay slip that did not have the retro active pay. There was a school board meeting where this was discussed, and perhaps the board did not understand the nature of the situation. She understood that she would be paid from the time she started teaching the class, not just from Semester 2. She felt that through discussions with admin that they also felt she should be paid the 1/7th of pay from the beginning of service. She taught this class during her regular preparation period (5th period). IA teacher received preparation periods and

also got an unassigned period in 2nd semester. If she was not going to be paid, that should have been announced. Tom calculated between \$700 and \$800 pay in retroactive pay.

The following is information shared by Superintendent Patrick Low.

The size of the senior class is 14 students.

Mrs. Almquist requested to combine her two Personal Finance classes into one class this school year. To not teach the class 1st semester and to pick up the students from 1st semester along with her 2nd semester class students. Administration so approved request. In November, Mrs. Almquist was reportedly asked by the Principal if she could help out with a student that could benefit from Language Arts support, to study one on one with her for an English Literature credit. It was Superintendent Low's understanding that the reply was in the affirmative. The Principal share this was an optional request. Teacher is saying she was directed to so teach. In either event, teacher still retained her regular Planning Period throughout the year. The additional free period, commencing from the start of school, was occupied, so to speak, by teacher being with a student as noted above.

It is believed that Mrs. Almquist had two periods 1st semester without students for planning periods. Superintendent Low spoke with Mrs. Almquist regarding her concerns, and he shared that he would be getting the Board's perspective as well as that of the District's attorney. Between Thanksgiving through the end of 1st semester, the planning period remained in place. Jacki did have a 2nd free period during that time. School attorney has addressed the "right of assignment" if there is an open period administration can assign.

Principal Huenemann stated that when approached by the IA teacher and Mrs. Almquist, he thought that if it worked for both parties, it should be acted upon for the sake of the students. It would not increase the number of students that the teacher would be working with. Principal does not remember if he said that it was required or optional. Principal stated to the teachers that in regards to pay, it was not his decision, but had to be discussed with the Superintendent. Attorney perspective at that time was that it was a right of assignment and pay was not required.

The following is Tom Gigstad's response.

It is understood that the combination of classes was requested by IA instructor not Jacki. IA teacher was also involved in the conversation with the Principal. The unassigned period would be a trade off for the combined class in the 2nd semester. The extra class for the special needs student came up much later than the beginning of the school year, which is when the IA and personal finance situation was brought up.

It was not explained in November that the unassigned period would be compensation for teaching the extra class. The teacher did not retain her regular planning period at all in the second semester, and in the 1st semester she taught the special class during regular prep period not the unassigned period. Right of assignment does not seem to be an issue. She was approached to perform, and agreed to perform for the extra compensation from

November 30th onward. Also, in the second semester she had twice as many kids as she would have had.

Superintendent Low's response follows.

If there was no planning period during the day, of course, compensation would be given, and that is the case for 2nd semester. Mrs. Almquist had 2 open periods almost all 1st semester. She had the planning period plus another unassigned period that she could have used for anything. If paid, she is being paid twice. The attorney perspective is that the District has the right of assignment and initiated the move to teach the period. To the Superintendent's knowledge there was no reference to money. The class size is very manageable. Attorney perspective is that this was a 2nd open period to the day.

Before giving a response, the Board would like to run it by the Attorney. This item will be on the July meeting agenda. The response will be issued at the meeting or before.

21. Exit Survey <EXECUTIVE SESSION ANTICIPATED>

Three teachers and the Principal were invited to attend. Tamara Williams and Ed Huenemann will participate in the exit surveys.

They were invited with the following topics:

- 2 or 3 perceived strengths of the District
- Strategic Plan strengths and/or needs
- Curriculum strengths and/or needs
- assessment strengths and/or needs
- things to work on.

Tamara Williams stated that her exit survey does not need to be in executive session. Strengths: She has spent four years here, and feels that the staff is very dedicated and informed, and that there is strong loyalty to the school from community members.

Strategic Plan: Has excellent long term goals, and is achievable. How do we get from beginning to future? By bringing together the collaboration of board, school staff, and community. Relationship building – there may be issues in the background that could help in establishing personal connections.

Curriculum: time is a constant challenge for collaboration, and so is money to gather all vested interests. This year there wasn't much time to collaborate as a team. Portion of time last year was during cohorts, and there was also some committee time during school day. Time during school year and school day is essential.

Assessment: need to strike a balance. Scale is tipped with all the information which keeps people accountable, but teachers haven't had time to develop their plan of attack and collaborate with other staff.

Tamara thanked the board for the opportunity to speak, and the Board expressed their gratitude for participating in the exit interview as well as her years of service.

Ed requested that his survey be conducted in an executive session.

Executive Session started at 10:10

Regular meeting resumed at 10:46

>>>Information/Discussion Items<<<

A. Building Maintenance Update

The same firm as last year, Walter E. Nelson, will be refinishing the gym floor. The Boilers have been inspected and passed inspection. The elevator is scheduled to be serviced to keep in compliance. The fire inspection has been completed.

B. Adult Education Update – Dustin

Adult Ed is finished for this year, and the position will be posted for next year.

C. 21st Century Summer programming

This topic was discussed earlier in the meeting. The Wellness Committee has scheduled a clothes exchange on August 12th. There is also a star party, so maybe the two events could be combined.

D. Laptops for students

Surveys still need to be tallied.

E. 8 Period Day progress

In order to be in compliance with expectations of the Gear-Up Program, the District needs to provide additional teacher contact time with students. To address this compliance requirement, the staffing model provides for one period a day by a JH teacher and one by a SH teacher. Student contact needs to be weekly per class period. No less than one period per grade level. Gear Up is for grades 7-12. Perhaps a board member could be on the Gear Up team in order to see what the program covers. Students have to have contact time with Gear Up liaison. In the schedule, JH would have a semester of Gear Up. For grades 9-12, there would be a Gear Up teacher that would go in to the classroom. This is more contact than is needed, but very important to JH students to think about post-secondary program.

Darlene asked if the Board would support a JH and SH Gear UP teacher, and that topic was deferred to the Superintendent. There is a desire to not overdo what isn't necessary. If all that is needed is one class a week, then that is what they would want, not 2-3 days a week.

The board suggested that a Gear-Up and study skills be one semester and something else another semester.

Montana Project Course/Year Long Elective – using cross-curricular approach, it is being proposed that Mr. Martin and Mr. Tuchscherer team teach this course. It would be

history and literature combined to bring the course alive. (Local history and why certain events happened.) Board supported adding this to a schedule.

Increasing graduation requirements was also discussed. This would result in the following:

Freshman – 28 credits

Sophomore – 27 credits

Junior – 26

Senior - 25

Additional Requirement for graduation requirements:

Personal finance, business course, and industrial arts course

If these requirements are not updated, then Darlene feels that the 8 period day would not be effective.

Instituting Career Pathways – maybe Darlene could look into that. With current curriculum all 8 pathways would not be able to be pursued. This was something that was discussed through Strategic Planning. It was the understanding that the Board wanted to require Business course, but the Board didn't realize that it was already required. The District needs a teacher with endorsements if you are going to have classes such as graphic design, or computer science.

There was some discussion regarding AP programs and if those could be added. Currently those are offered through FVCC, and students can take them during their Junior and Senior years. The District is not certified to teach AP. The Board would like more information on Montana Virtual Academy for July meeting.

To change graduation requirements, it requires two to three readings of the policy. This will be added to the July agenda.

F. Driver's Education Program

Communication has been sent to parents that a teacher has yet to be found. An Email has been sent to staff to see if anyone is interested in undergoing training as well as the position being posted with OPI.

G. Centennial Planning Committee
Ongoing.

H. New Yearbook Vendor – Interstate Studio Co, 1 yr contract
Recommended by Mrs. Almquist as rates with Lifetouch have accelerated.

>>>Administrative Report<<<

Principal's Report Highlights

- State track champion, Thomas Spencer, for high jump

- Seniors took trip to Superior to tour government buildings.

Superintendent's Report Highlights

- Board would like another work-session with Supt. Tentatively 6-29 in conjunction with Strategic Plan meeting.

>>>Clerk's Report<<<

End of year budget – budget committee of Shelly and Carol will meet with Clerk and Supt. to discuss year end investment of surplus funds.

>>>Set Next Meeting/Adjourn<<<

The next regular meeting will be July 14th at 6 p.m. in Room 107. The meeting was adjourned by Chairman Dunlap at 11:33 p.m.

District Clerk

Board Chairperson