

Proceedings of the Board of Trustees
Lockwood School District No. 26
Yellowstone County, Billings, MT
Regular Board Meeting of January 10, 2007

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CALL TO ORDER

Chairperson Vinton opened the regular meeting, called it to order at 7:00 p.m., and led those present in the Pledge of Allegiance.

The following trustees and officers were present: Trustees Jason Hamrick, Tim Sather, Greg Bochy, Peter Freivalds, Teresa Stroebe, Becky Malenowsky and Sue Vinton, Superintendent Eileen Johnson and District Clerk Diane Brook.

Staff members present were: Mike Bowman, Mike Sullivan, Art Anderson, Pam Richau, Darlene Hess, and Johanna Freivalds.

Registered guests present were: Luella Brien (Billings Gazette), Evelyn Pyburn (Yellowstone County News), Pam Malek (Exxon Mobil), Scott Chartier, High Tech Construction, and Ken Mayo.

Terry Sukut, AIA, JGA Architects was also present.

Mrs. Vinton welcomed visitors and advised the following:

If you wish to speak to the Board of Trustees at this meeting about agenda items, please complete a form and give it to the Board Chair or the clerk.

Any person present, who wishes to do so at this point in the agenda, may address the board or raise any question about public school district matters or governing policies. **No discussion of personnel or individual students is permitted at this time.** A limit of three minutes is placed on each speaker. Persons who want more time may make arrangements to be placed on a future agenda.

PUBLIC COMMENT

Ken Mayo, who lives on Peters Street, asked to speak. He expressed concerns about the construction of the student drop-off, and how it is affecting the people that live on Peters Street. He also said they have asked for two years for the teachers not to park on the street. Mr. Mayo said he felt the trustees should have specifically notified the people who live on Peters Street. He feels his property was devalued and that it will no longer be a nice quiet neighborhood.

Supt. Johnson said that about 200 students are dropped off each day. About one-third of these children will now be dropped off at the new location next to Peters Street.

Chair Vinton advised Mr. Mayo that this item could be put on a future agenda for discussion.

Kerri Millhollin who also lives on Peters Street asked to address the board. She is concerned for the safety of children walking to school with the added traffic, because presently there are no crosswalks or speed bumps.

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Trustee Malenowsky said this item and the safety concerns could be placed on a future agenda.

Sue said safety is of the utmost concern of the school board as well.

PUBLIC WRITTEN REQUEST TO BE PLACED ON THIS AGENDA

None received

APPROVAL OF MINUTES AND PAYMENT OF BILLS AND WAGES

The Board received a copy of the summary of paid bills by account. The summary included a detailed statement of all expenditures of money with the name of the person or business to which payment is made, showing the service rendered or goods furnished.

Chair Sue Vinton asked if there was any objection to the board meeting minutes of June 12, 2007 as presented. There were no objections, so the minutes were approved.

Sue asked if there was any objection to the bills as presented. Seeing no objection, the bills presented were approved.

CORRESPONDENCE

It was noted that a letter of resignation was received from Denise McGough after the agenda was sent out. Greg Bochy moved to accept her resignation and grant her request to be relieved from her contract. Becky Malenowsky seconded the motion. Jason Hamrick, Tim Sather, Greg Bochy, Peter Freivalds, Teresa Stroebe, Becky Malenowsky and Sue Vinton voted yes. The motion passed seven to zero.

A. Letter from Shawn Bubb, Director of MTSBA's Insurance Services

Supt. Johnson commented that, as noted in Shawn's letter, the competition from MTSBA saved the schools in Montana \$750,000 in insurance premiums.

Mrs. Vinton expressed appreciation for Shawn's proposal; she thinks he helped schools very much.

EDUCATION AND BUSINESS

A. Project Update

Representatives from JGA and High Tech were present to provide updates on the project. Terry Sukut advised that their documents are about 70 percent complete. They are currently working through the wastewater system. He advised that five or six people are working on the project. They have also been working significantly on the HVAC project. He said they have most of the old middle school done, and they are beginning work documents for the primary building and intermediate building HVAC systems. JGA is expecting to have the first run of the costs for the HVAC project available in late July. Keith Campbell is working with Associated Engineers to get the parts and pieces identified and delineated.

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Terry advised that they have received approval to use a residential style stove hood for the middle school kitchen.

Eileen advised that there will be commercial ovens, but not a commercial stove. The residential style stove will fit the needs of the middle school kitchen well.

Mr. Sukut commented that he and Mr. Chartier are working on the exterior package also.

Teresa advised that people should look at the siding used for the new Laurel School.

Trustee Bochy asked if science rooms were the same size as other classrooms. Terry said they are bigger. Greg also wanted to know about square footages of the band room. Terry advised that it will be about 1,800 square feet.

Terry said they could talk about the windows in detail at the regular Thursday construction meeting.

Trustee Stroebe commented that she is concerned with symmetry, aesthetics, and how it feels in the room.

Scott Chartier provided an update on the progress of the construction. The utility portion of Phase I will begin tomorrow. They are trying to use any and all materials on site. They think they have devised a plan to reuse existing asphalt for the fire lane and parking lot.

The Phase 2 Project will include the excavation of the new building site and level the site to just below the footings for the new building. They are looking at two options and are evaluating them based on cost to provide the least expensive foundation. Bids are due Thursday at noon here in the Board Room.

Scott advised that the equipment needed for the work that will be done for Bid Pack 2 will not be accessing the site through Peters Street. They will also try to limit dust with water trucks.

Sue asked for them to stay concerned about safety with children traversing campus to go to the Girls and Boys Club. Scott said they have fencing in place now; they will continue to add fence as needed, and they will stay vigilant about the safety of children.

B. Telephone RFP Results and Recommendation

Pam introduced Jeff Honcoop of Eide Bailley, consultant hired to assist with the development of the Request For Proposal for a new telephony system and the RFP evaluation process.

Mr. Honcoop presented the RFP results to those present. The interviews for the three finalists took place on July 9. Eight vendors had responded to the RFP. Jeff advised that the three finalists were chosen through the evaluation scoring process. They are Cerium, AB Telcom, and Data Com. Each of them were invited to make a one hour and 45 minute presentation yesterday.

Based on their analysis of the evaluation scoring instrument, he recommended that the school board accept the Cerium solution. The solution scored superior to the others in almost every category. The IP office platform was superior. It also allows for internal staff to manage the solution in the future.

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The other solutions would require involvement from the vendor from this time forward. The scoring was weighted for solutions that provided for the ability to be independent from the vendor; thus not having to pay the vendor each time there are changes.

There was discussion about the telephoning notification system that makes calls to the homes/cell phones of all students' parents or student groups in case of an emergency situation or for certain group notifications. This software was included in the solutions as an option that could be chosen.

Peter asked about support for the telephone system. Jeff said the RFP requested a three-year support contract, and it was included in the total cost.

It was noted that the emergency response requirement is two to four hours for the top three candidates, and the solutions will provide 200 new phones.

Jeff said they had received a revised copy of the RFP from Cerium, because the original response had inadvertently listed support costs more than once. The revised copy included a reduction for this error. Jeff said, though Cerium was the most expensive in the finalists, they were not the most expensive respondent.

Trustee Freivalds asked if it would be possible to cut back the support agreement from three years to two years to save some money. He thought two years would be adequate and practical.

Pam Richau commented that the first year of support is provided by all three solutions.

Jeff advised that software updates are included in the support agreements. They keep the system updated and provide for support for the upgrades. It is important to decide whether or not that is necessary for the school district.

It was noted that Cerium had offered a more complete support package than the others.

Trustee Bochy asked how much the ongoing cost per year would be. Jeff responded that Cerium would be \$11,000 per year and AB Telcom would be \$10,000 per year. Jeff said that cost is pretty much the same for all, \$10,000 to \$12,000 per year.

He noted that the Toshiba solution allows schools to purchase replacements at the original purchase price.

Eileen advised software support is extremely expensive. District wide the cost is about \$37,000 annually for software support for various programs.

Jeff detailed more information about the software and hardware support over the three years.

Eileen said the notification system could be taken out. The cost for it is \$23,000 plus an additional \$2,000 per year.

Mrs. Johnson advised that this type of notification can be outsourced per incident for emergency notification.

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The notification package included with the solution was for absence notification also. Outsourcing can be used with any package.

Sue asked how many times in the last five years we have needed it. Eileen said once about six years ago.

Eileen asked if it could be added later. Jeff said yes. The cost would be about \$16,000 in up front hardware and \$2,000 in software.

Jeff advised that Cerium currently has these clients: Wells Fargo, Billings Clinic, Crown Parts, Roscoe Steele, D.A. Davidson, Colstrip School, Ravalli County and Glacier County Schools.

Teresa asked how long we had been with the current system. Pam said 15

years.

Pam said the existing features are very good, and the board made a good decision at the time AB Telcom was chosen. She commented that longevity for a system is very important.

Greg asked if we are replacing the existing system or integrating it with the existing system. Pam responded that we would be getting new equipment, but using existing wiring.

Greg asked if we paid any support fees for the existing system. Pam said no, we pay per service call.

The goal is to have the system implemented by August 10, with everything completed by August 17, 2007, before school starts.

This system will provide invoicing and reports with an accurate and clear accounting of charges for long distance, etc. These will be used for billing tenants or others.

Greg asked if this system would work with our intercom. Eileen responded yes, that was a requirement of the RFP.

Peter moved to accept the Cerium RFP, without the emergency notification system, inclusive of a two-year support contract. Jason Hamrick seconded the motion.

Trustee Stroebe asked for the actual cost. Jeff advised that it would be \$99,636.18, which is reduced from \$103,236.18 because it is without the emergency notification system.

Tim Sather would like to re-visit the emergency notification issue. Sue likened it to having an insurance policy.

Jeff advised that the trustees and administration could decide to mix and match the solution with the outsourcing.

Greg commented that purchasing the emergency notification system now would be less expensive than later.

Eileen said it had been her idea to look into it, but she hates to spend the money for it if we never use it.

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Teresa asked which funds would be used to pay for the new telephone system. Eileen advised that Building Reserve funds will be used.

Becky asked Pam how she felt about having the support for two years instead of three. Pam said she would be happy with two years. It would get them

through implementation of the new Middle School phone system.

Mike Bowman said the emergency notification is very important, and it is a safety issue.

Jeff submitted the Sytervoice as a solution at a cost of \$1,700 per year which includes one minute calls for up to 1,400 phones.

Pam said she could check this out and bring information to a future board meeting.

Chair Vinton advised that there was a motion on the floor from Peter Freivalds. Jason Hamrick had seconded it. The motion was to accept the Cerium RFP without the emergency notification system and with a two-year support contract.

Greg Bochy, Sue Vinton, Jason Hamrick, Teresa Stroebe, Becky Malenowsky, Peter Freivalds, and Tim Sather voted yes. The motion passed seven to zero.

C. Middle School Handbook for 2007-2008

At the June meeting copies of the recommended handbook for the next year were distributed. Mr. Sullivan was present to answer questions. All changes were noted in red.

Becky Malenowsky moved to accept the 2007-08 Middle School Handbook as presented with changes noted in red. Jason Hamrick seconded the motion.

Jason Hamrick, Tim Sather, Greg Bochy, Peter Freivalds, Teresa Stroebe, Becky Malenowsky and Sue Vinton voted yes. The motion passed seven to zero.

D. Employee Handbook Update

Supt. Johnson advised: The attached handbook has updates and changes in red. If the Board approves these changes, the copies will receive final pagination and colored paper. These will be distributed to the employees at the beginning of the school year.

Peter Freivalds moved to accept the Employee Handbook as written with changes noted. Teresa Stroebe seconded the motion.

Peter asked questions about items on Page 9. He wanted to know if there is documentation at Level 1 for discipline. It was noted that the documentation is usually done via journaling Mike Sullivan said they log almost all parent contacts in PowerSchool.

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Eileen advised that Tim Sather had noted some corrections. She will revise the

section regarding substitute teachers to indicate that they need to use the Sub Finder System.

Tim Sather suggested that we have one area where all complaint issues are mentioned. He said that the wording on Page 13 about a Drug Free Workplace needs to reflect the wording in our policy.

Eileen said she can cite the policy number on Page 13 for clarification.

It was noted that a formal written complaint goes to the entire board.

Greg Bochy, Sue Vinton, Jason Hamrick, Teresa Stroebe, Becky Malenowsky, Peter Freivalds, and Tim Sather voted yes. The motion passed seven to zero.

E. Contract with Custer for Special Education Services

Mrs. Johnson provided the following information: Custer School needs a special education teacher for only a short period of time each year as indicated on the attached contract. If you approve this, Sandra Maloughney, who is assigned to the students at New Day, will go to Custer for 16 days during the school year. Other certified teachers at New Day will take her duties while she assists Custer. Lockwood and Custer have had this type of agreement for the past two school years.

Greg Bochy moved to approve the contract with Custer Schools for Special Education Services per the contract document attached to the agenda. Tim Sather seconded the motion.

Greg Bochy, Sue Vinton, Jason Hamrick, Teresa Stroebe, Becky Malenowsky, Peter Freivalds, and Tim Sather voted yes. The motion passed seven to zero.

F. Recommitment to Eastern Yellowstone Special Education Cooperative

The Eastern Yellowstone Special Education Cooperative is requesting that each of the eight schools recommit for the upcoming school year. This requires a motion to recommit to the Co-op for the 2007-2008 school year and appoint a representative to serve on their Board. I have served as Chair of that Board for eight years and will be pleased to continue as your representative.

Greg Bochy moved to recommit to the Eastern Yellowstone Special Education Cooperative for the 2007-08 school year. Tim Sather seconded the motion.

Greg amended his motion to include the appointment of Eileen Johnson to serve on the Special Education Cooperative Board as the designated representative. Tim Sather seconded amended motion.

Greg thanked Eileen for her commitment to the school and community.

Greg Bochy, Sue Vinton, Jason Hamrick, Teresa Stroebe, Becky Malenowsky, Peter Freivalds, and Tim Sather voted yes. The motion passed seven to zero.

G. Security Cameras Information

Art distributed some information about security cameras. He noted the costs

can range widely based on

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how sophisticated the system is. He said they are looking for direction from the Board or Trustees.

Teresa said the price has decreased and the needs have increased.

Art advised that the 30 cameras are for the entire campus; these are for the interior only. There is a tremendous expense for outdoor cameras.

Art was asked if there is real time viewing. He responded that it can be, and it is web based.

Eileen said they could put together the information and put it out to bid inclusive of alternatives for some outdoor cameras. The estimated price is so close to \$50,000, it is best to go to bid.

Peter said he would like to get a lot more detailed information before it went out to bid.

It was noted that the money would come from the Building Reserve Fund.

Peter Freivalds moved to direct Art and Eileen to develop a bid for security cameras for board consideration. Greg Bochy seconded the motion.

Greg Bochy, Sue Vinton, Jason Hamrick, Teresa Stroebe, Becky Malenowsky, Peter Freivalds, and Tim Sather voted yes. The motion passed seven to zero.

H. Request for Change in Time of the Board meetings

Sue Vinton requested a discussion and possible action on the starting time for Regular Board Meetings. She advised that her request was to begin the meetings at 6:00 or 6:30 p.m. instead of 7:00 p.m. to facilitate getting finished earlier.

Peter Freivalds advised that he does not get off work until 6:00 p.m.

Sue said she did not realize that Peter had work commitments until 6:00 p.m., so she withdrew her request for the change. She's comfortable with how it is presently.

No action was taken on this item.

I. MT Board of Investments INTERCAP General Obligation Loan for \$540,000

District Clerk Diane Brook provided this information in the agenda report: After review with Bridget Ekstrom of D.A. Davidson, it was evident that requesting an INTERCAP loan to access the remaining \$540,000 of bond authority rather than going through the entire bond process again was the best and most cost

effective option. The \$540,000 remaining bond authority is available to us on July 1, 2007.

Even though interest is higher on the INTERCAP loan than for a regular bond, we will save approximately \$13,900 in fees for Dorsey Whitney, D.A. Davidson, and a paying agent. This makes the cost about the same, especially when you count the time involved to process another bond. Mark English, an attorney with Yellowstone County, advised that he would be able to issue the required opinion on the general obligation INTERCAP loan, so we will have no attorney fees for this process.

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District Clerk Brook advised that the resolution had not yet been provided by the Montana Board of Investments, but it will be available for the July 17, 2007, board meeting. Diane distributed the Montana Board of Investments letter.

PERSONNEL

None

POLICY

A. Updates Resulting from Recent Legislation

All of the policies attached are either new or revised as a result of actions by the 2007 Montana Legislature. The policy changes or new polices are recommendations from Montana School Boards Association's Policy Department. Eileen noted that it is in law and required and under policy one reading.

Policy Nos. 1105, 1111, and 1420 are revised as the result of various changes in laws. These are noted in red. Policy Nos. 5325 and 8430 are required as a result of new laws.

Policy Nos. 3121 and 3416 and attached forms are required and the result of Senate Bill No. 49. This bill establishes a caretaker relative who has most of the rights of a parent or guardian. Wording from the bill is attached, also.

There was a brief discussion about whether or not the Board of Trustees could add an item to the agenda during the meeting. Trustees noted that good judgment would have to be used to do this, as it is required that the public receive notice of all items to be discussed at a board meeting.

Trustee Greg Bochy made a motion to accept all revisions for Policy Nos. 1105, 1111, and 1420 and adopt new Policy Nos. 5325, 8430, 3121, and 3416 and attached forms as required by new laws or changes in laws from the 2007 legislative session. Peter Freivalds seconded the motion.

Eileen noted that the new policies or policy revisions due to legislative action require only one reading.

Greg Bochy, Sue Vinton, Jason Hamrick, Teresa Stroebe, Becky Malenowsky, Peter Freivalds, and Tim Sather voted yes. The motion passed seven to zero.

REPORTS AND MISCELLANEOUS

None

OLD BUSINESS OR FOLLOW UP INFORMATION

A. Scheduling a Work Session

After discussion the trustees scheduled the work session for Wednesday, August 1, 2007 at 6:00 p.m.

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TRUSTEE REPORTS

A. Workshop Reports

Sue Vinton and Tim Sather attended the symposium and it was excellent. There was a good presentation about the roles and responsibilities of school boards and administration.

Sue talked about being proactive, and she wants to set up a work session to talk about goals and vision for the future. She thought it would be a good idea to develop an Annual Board Mission Statement.

Tim advised that he had attended the New Trustee's Workshop.

Tim asked about the current Board Policy updating process. Teresa responded that they had recently reviewed the entire Policy Manual, and she thinks it is in good shape.

B. Committee Assignments for Trustees

A committee assignment sheet was attached to the agenda. Eileen asked trustees to make choices and let her know their decisions so the committee chairs can contact them when these groups meet. A copy of the curriculum rotation was attached, also.

Peter said he would take Instructional Technology. Jason took Music and Insurance. Tim will take Math and Science. Sue will take Library and Health Enhancement. Teresa gave up Professional Development and Peter took it. Greg took FRC. Becky Malenowsky took Communication Arts.

Greg noted that any trustee can go to any meeting.

NEXT MEETINGS

The next regular meeting is Tuesday, August 14, 2007.

Other upcoming meetings are as follows:

Thursday, **July 12** at 12:00 noon: Public bid opening.

Tuesday, **July 17** at 12:00 noon: This meeting will be to take action on the contractor's recommendation and proposal on Bid Pack No. 2.

DONATIONS

Eileen provided this information to the board: Thank you to Lorayn Easley and Peter Freivalds for donations to our school through the Wells Fargo Foundation Educational Gift Program. In March their donations of \$25 and \$30 helped our library and clothing fund.

Thank you to Shirley Erdmann from Office Reporter for the donation of a large supply of dry erase markers for our schools.

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ADJOURN

Becky Malenowsky moved to adjourn the meeting at 10:12 p.m. Greg Bochy seconded the motion. Sue Vinton, Greg Bochy, Peter Freivalds, Tim Sather, Becky Malenowsky, Teresa Stroebe, and Jason Hamrick voted aye. The motion was passed unanimously.

Respectively Submitted,

Sue Vinton, Chairperson Diane M. Brook, District Clerk

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