

LOCKWOOD SCHOOL DISTRICT #26
REGULAR MEETING AGENDA
TUESDAY, DECEMBER 8, 2009
7:00 P.M.

Any person present who wishes to address the board or raise any question about public school district matters or governing policies may do so under public participation. **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. The public is also reminded that they may provide input on all motions being considered by the board at this meeting.

1. Call to order 7:00 PM
Pledge to the Flag
Welcome

2. Individuals, delegations, correspondence
Teresa Stroebe has requested to speak to the Trustees about a high school in Lockwood. Teresa is a Trustee representing Lockwood on the Billings High School Board.

3. **Items for action**
 - A. Approve minutes of previous meeting
 - B. Approve bills and wages for November 2009
 - C. Hiring—coach, paraprofessional, substitutes, Assistant Business Manager, and Administrative Assistant
 - D. Set tuition rates for New Day students
 - E. Request for out of district approval to attend Lockwood
 - F. Early information on general fund budget for 2010-2011
 - G. Approval of final funding for the projects on the Middle School and Intermediate HVAC systems
 - H. Letter of Support for Safe Routes to School from the Trustees

4. District reports
 - A. Primary
 - B. Intermediate
 - C. Middle
 - D. Curriculum
 - E. Athletics
 - F. Technology
 - G. Facilities
 - H. Superintendent

5. Trustee reports
 - A. Early Retirement Committee
 - B. Health Insurance Committee
 - C. Board Goals

6. Adjourn

NEXT MEETING IS JANUARY 13, 2010 AT 7:00 PM

Superintendent's Agenda Report December 8, 2009

3. Items for action

A. Approve minutes of previous meeting

B. Approve bills and wages for November 2009

C. Hiring Recommendations

Kristina Price as a paraprofessional. She has passed the fingerprint check.

Artis Brandt 8th grade volleyball coach. She is a substitute.

Debbie Strizich Assistant Business Manager

Substitutes see attached list

Administrative Assistant If interviews are completed a recommendation will be made.

D. Set tuition rates for New Day students

The school district is required to process and approve tuition agreements for state/court placements of New Day students. The tuition forms will be sent to the Office of Public Instruction for authorization of the state tuition payments. These funds are used to offset the district portion of the taxes for the general fund, so they reduce the taxes for our community. The final amount is dependent on each student's grade level and number of days attending. Your approval of the tuition agreements is necessary in order to carry out the process. The attached tuition rates are set by the state. The rates cannot be any higher, but could be set lower. I recommend that we use the state rates as indicated on the attachment.

E. Request for out of district approval to attend Lockwood

The following are recommended

Grade 1 Isaiah French

Grade 2 Keegan McDougall

 Tre Friedel

Grade 4 Gerry Purcell

Grade 6 Braden Brooks

Grade 7 Calob McDougall.

F. Early information on general fund budget for 2010-2011

Diane will share some details on the funding for the next school year.

G. Approval of final funding for the projects on the Middle School and Intermediate HVAC

There is a balance of \$89,021.87 remaining to pay off the complete project of the new Middle School and all the new HVAC operation in the Primary and Intermediate buildings. The following are notes from previous meetings that dealt with the final payment.

Supt. Johnson noted that the wording in the bond ballot said that we cannot use Building Reserve Fund for anything within the original scope of the bond project. We do have General Fund reserves, which could be used.

Trustee Freivalds moved to proceed with the cooling portion of Bid Pack 4 in the Intermediate school, using contingency funds available after reserving \$100,000 for completion of the existing Bid Pack 4 project, One-Time-Only Funds, General Fund, and General Fund Reserves to pay the additional costs. Jason Hamrick seconded the motion.

Considering all that has been accomplished—new building, new HVAC systems in the Primary and Intermediate, cooling in all buildings, and in a time when the interest rates on the bond dropped to the bottom, we are in good shape. My recommendation is to use General Fund Reserves (not Building Reserves) to make the final payment. A budget amendment would have to be passed at the next meeting, paperwork with OPI would be completed and then a payment would be made when everything checks out OK. There currently is \$311,230.14 in General Fund Reserves.

****Thanks to Pam Malek whose efforts with ExxonMobil made it possible for us to obtain \$2,000 for our school. These funds were used to purchase books, an ELMO, and drums for the music department

The Superintendent's evaluation and consideration of rehire will be on the January agenda.

**LOCKWOOD SCHOOL DISTRICT #26
YELLOWSTONE COUNTY, BILLINGS, MT
REGULAR MEETING**

CALL TO ORDER

DECEMBER 8, 2009

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

The following trustees and officers were present: Trustees Susanne Vinton, Tim Sather, Peter Freivalds, Becky Malenowsky, Jason Hamrick, and Tamara Spillum, Superintendent Eileen Johnson and District Clerk Diane Brook. Trustee Greg Bochy was absent.

Staff members present were Dave DeBoer, Mike Bowman, Laurie Noonkester, Art Anderson, Pam Richau, Jessica Billinger, and Susan Hankel.

The only registered guest was Teresa Stroebe.

Evelyn Pyburn from the Yellowstone County News and Pam Malek from Exxon/Mobil were also present.

Mrs. Vinton welcomed visitors and advised the following:

Any person present who wishes to address the board or raise any question about public school district matters or governing policies may do so under public participation. 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. The public is also reminded that they may provide input on all motions being considered by the board at this meeting.

INDIVIDUALS, DELEGATIONS, CORRESPONDENCE

Chair Vinton read aloud a letter from the Town Pump Charitable Foundation regarding a \$500 grant for the Adopt a Family Program. Mr. Sullivan submitted the grant request and he will use the money for a family in need. Susanne also read aloud Diane Brook's letter of retirement.

Chair Vinton asked if there was any objection to changing the order of the agenda to be able to consider the hiring next, seeing none, she proceeded.

ITEMS FOR ACTION

C. Hiring Recommendations

Superintendent Johnson recommended hiring the following people in the positions noted:

Kristina Price - Paraprofessional; Artis Brandt - 8th Grade Volleyball Coach; Debbie Strizich - Assistant Business Manager; Substitutes: Jan Dulker, Letitia Hankel, John Hart, Jennifer Lair, Brita Marrello, Ashley Vanek and Melina Ketterling; Administrative Assistant Susan Hankel; Tim Bastian - 8th Grade Instructional Basketball Team Coach. (This was a late addition to the agenda.)

Eileen noted that Kristina Price and all substitutes had passed the fingerprint background check. Artis Brandt has been employed as a substitute teacher; Debbie Strizich is currently the administrative assistant; Susan Hankel is currently the substitute/attendance clerk/special education scheduler.

Intermediate Principal Dave DeBoer introduced Tina Price to the board and she briefly summarized her background and experience.

Becky Malenowsky moved to hire the above-mentioned staff into the positions indicated. Tamara Spillum seconded the motion. Susanne Vinton, Tim Sather, Peter Freivalds, Jason Hamrick, Becky Malenowsky, and Tamara Spillum voted aye; the motion passed six to zero.

Eileen advised that Laurie Noonkester will need to be officially appointed District Clerk and Authorized Representative as she was previously hired to take over those duties upon Diane's retirement on December 31, 2009. Also Susan Hankel needs to be appointed as Extracurricular Fund Custodian as that is part of the Administrative Assistant's duties.

Tim Sather moved to appoint Laurie Noonkester as District Clerk and Authorized Representative and Susan Hankel as Extracurricular Fund Custodian. Tamara Spillum seconded the motion. Susanne Vinton, Tim Sather, Peter Freivalds, Jason Hamrick, Becky Malenowsky, and Tamara Spillum voted aye; the motion passed six to zero. The trustees signed Laurie's appointment certification.

INDIVIDUALS, DELEGATIONS, CORRESPONDENCE

Teresa Stroebe asked to speak to the Lockwood Board of Trustees about a high school in Lockwood. Teresa is a trustee representing Lockwood on the Billings High School Board.

Mrs. Stroebe advised that School District 2 has formed a Strategic Planning Committee led by Trustees Peter Gesuale and Barbara Bryant and a Planning and Development Committee chaired by Kathy Aragon. These committees will be looking at five-year plans and school boundaries. Teresa believes now is the time to start work on a high school in Lockwood. She is asking for volunteers to serve on the committees. She would like to see the younger families of Lockwood get involved. Teresa also requested support from the Lockwood Board.

Supt. Johnson suggested that Teresa write an article for the Lockwood School Newsletter providing information about the committees and asking for volunteers to serve. Eileen advised that it would probably be more effective to have the committee meet in Lockwood, perhaps in the Blue Room, at an advertised meeting where they could get input from Lockwood people. She also suggested conducting a survey of Lockwood parents and community members regarding having a high school in Lockwood.

Teresa thanked those present for their time and said she would work on some of the suggestions to get volunteers and information to the community.

ITEMS FOR ACTION

A. Approve Minutes of Previous Meetings

Chair Susanne Vinton asked if there was any objection to the minutes as presented. Hearing none, the minutes of the November 10, 2009 regular board meeting were approved.

B. Approve Bills and Wages for November

Chair Vinton asked if there was any objection to the bills and wages as presented. Hearing no objection, the bills and wages were approved.

C. Hiring Recommendations - (Completed earlier in the meeting.)

D. Set Tuition Rates for New Day Students

The school district is required to process and approve tuition agreements for state/court placements of New Day students. The tuition forms will be sent to the Office of Public Instruction for authorization of the state tuition payments. These funds are used to offset the district portion of the taxes for the general fund, so they reduce the taxes for our community. The final amount is dependent on each student's grade level and number of days attending. Board approval of the tuition agreements is necessary in order to carry out the process. The following tuition rates are set by the state. The rates cannot be any higher, but could be set lower. Superintendent Johnson recommends using the 2009-10 maximum state rates as indicated below:

\$485.70 for half-time kindergartners and Pre-K students with an IEP.

\$971.40 for full-time kindergartners and students in grades 1-8.

\$1,243.60 for grades 7-8 if the school runs an accredited 7-8 program or junior high.

Special education add-on rates are calculated under ARM 10.16.3818.

Tamara Spillum moved to set the New Day Tuition rates using the maximum state rates indicated above. Jason Hamrick seconded the motion. Susanne Vinton, Tim Sather, Peter Freivalds, Jason Hamrick, Becky Malenowsky, and Tamara Spillum voted aye; the motion passed six to zero.

E. Request for Out-of-District Enrollment at Lockwood

The following students are recommended for out-of-district placement at Lockwood.

Grade 1: Isaiah French; Grade 2: Keegan McDougall and Tre Friedel

Grade 4: Gerry Purcell and Ireland Coin (late addition to agenda);

Grade 6: Braden Brooks; Grade 7: Calob McDougall.

Becky Malenowsky moved to approve attendance of the listed out-of-district students. Jason Hamrick seconded the motion. Susanne Vinton, Tim Sather, Peter Freivalds, Jason Hamrick, Becky Malenowsky, and Tamara Spillum voted aye; the motion passed six to zero.

F. Early Information on General Fund Budget for 2010-2011

District Clerk Diane Brook presented the following information regarding estimated general fund budget for 2010-2011:

ESTIMATED 2010-2011 ANB - (Using the October enrollment count.) **1,213**
Historically this figure has increased with the February count.

ANB for 2009-2010 **1,216**

Estimated Maximum Elementary General Fund Budget Without a Voted Levy:

\$7,128,433.76 2010-2011 Est. Without Levy
\$7,081,516.37 2009-10 Adopted Budget
\$ 46,917.39 Budget Increase Without Levy

Estimated Maximum Levy Amount: **\$151,416.85**

Estimated Maximum General Fund Budget With Voted Levy:

\$7,279,850.61 2010-2011 Est. With Levy
\$7,081,516.37 2009-10 Adopted Budget
\$ 198,334.24 Budget Increase With Levy

Estimated Salary and Health Ins. Increases: **\$221,631.00**

G. Approval of Final Funding Middle School Building/HVAC Renovation Project

There is a balance of \$89,021.87 remaining to pay off the complete project of the new Middle School and all the new HVAC operation in the Primary and Intermediate buildings.

Superintendent Johnson recommended using General Fund Reserves (not Building Reserves) to pay the balance due after the all Bond and One-Time-Only Deferred Maintenance Funds are used. To do so the Board must approve a budget amendment at the next meeting and applicable paperwork must be filed with OPI. As of June 30, 2009 General Fund Reserves were \$311,230.14.

Mrs. Johnson advised that she had just learned that Northwestern Energy will be giving Lockwood Public Schools a rebate of about \$25,000 to \$30,000 for the lighting retrofit. They provide these funds as an incentive or reward for retrofitting to become more energy efficient. Art Anderson and Eileen will work out the details and get the paperwork filled out to receive the rebate. This rebate can be used to help defray the shortage of funds for the bond project, thus lowering the amount needed from general fund reserves.

Eileen said that after this major building/renovation project our buildings will be in great shape for another 50 years.

Peter Freivalds moved to begin the process of consideration of a General Fund Budget Amendment that would use General Fund Reserves to pay the final costs of the HVAC project. Tamara Spillum seconded the motion. Susanne Vinton, Tim Sather, Peter Freivalds, Jason Hamrick, Becky Malenowsky, and Tamara Spillum voted aye; the motion passed six to zero.

H. Letter of Support for Safe Routes to School from the Trustees

Chair Vinton provided a draft letter for perusal by the trustees. Upon approval of trustees, she will provide the signed letter for submittal with the grant.

Becky Malenowsky moved to approve the letter of support of Safe Routes to School Grant application. Tim Sather seconded the motion. Susanne Vinton, Tim Sather, Peter Freivalds, Jason Hamrick, Becky Malenowsky, and Tamara Spillum voted aye; the motion passed six to zero.

DISTRICT REPORTS

- A. Primary – Mr. Bowman had nothing to add to his report.
- B. Intermediate – Dave DeBoer nothing to add.
- C. Middle School – Mike Sullivan was absent.
- D. Curriculum – Don Christman was absent.
- E. Facilities – Art Anderson briefly reviewed his report noting projects that will need to be discussed in the future, such as roofing.
- F. Athletics
- G. Technology – Pam Richau- reviewed her report with those present.
- H. Superintendent – Eileen briefly summarized her report. She noted that the Steering Committee is working to get accurate census data for Lockwood.

TRUSTEE REPORTS

A. Board Goals

Wireless Electronic Reading Devices and Textbook Downloads: Trustee Peter Freivalds expressed the desire to add the goal of having the board and administration work as a team to research using this technology as part of the curriculum in the future.

B. Board Committee Reports

Tim Sather reported that the second Retirement Incentive Committee meeting had been held. They reviewed materials presented and discussed the upcoming TRS presentation. At this meeting people really began thinking about possible options for early retirement incentives; the staff is very interested in insurance. The committee will meet again at the end of January.

Jason Hamrick reported on the Health Committee. He advised they may look at different benefit options and health education. They reviewed the results of the survey. People were very interested in prescriptions and choices.

DONATIONS ACKNOWLEDGED

The board and superintendent expressed thanks to Pam Malek whose efforts through ExxonMobil made it possible for us to obtain \$2,000 for our school. These funds were used to purchase books, an ELMO, and drums for the music department

The next regular meeting will be Tuesday, January 12, 2010 at 7:00 p.m.

Chair Vinton advised that the superintendent's evaluation will be conducted in January. The meeting will start at 6:30 p.m. with a closed session for completing the evaluation with Eileen.

ADJOURN

Jason Hamrick moved to adjourn the meeting at 8:47 p.m. Peter Freivalds seconded the motion. Susanne Vinton, Tim Sather, Peter Freivalds, Becky Malenowsky, Tamara Spillum, and Jason Hamrick voted aye; the motion passed six to zero.

Susanne Vinton, Chairperson

Laurie Noonkester, District Clerk