

**LOCKWOOD SCHOOL DISTRICT #26
REGULAR MEETING AGENDA
TUESDAY, AUGUST 9, 2011
7:00 P.M.**

6:30 PM WEBINAR TRAINING FOR TRUSTEES

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
3. **Items for action**
 - A. Approve minutes of the July 12 and August 4, 2011 meetings
 - B. Approve bills and wages for July 2011
 - C. Hire an Athletic Director
 - D. Hire coaches and sponsor
 - E. Hire substitutes for the 2011-2012 school year
 - F. Trustees Financial Summary for 2010-2011
 - G. Budgets for 2011-2012
 - H. Approval of required policy 7515 GASB 54
 - I. Approve the Middle School Handbook for 2011-2012
 - J. Bus route change
 - K. Hire paraprofessionals
 - L. Permission to set up an additional account in extra curricular for on-line payments
4. District reports
5. Trustee reports
6. Adjourn

NEXT REGULAR MEETING IS SEPTEMBER 13, 2011 AT 7:00 PM

**Superintendent's Agenda Report
Tuesday, August 9, 2011**

- 3. Items for action**
- A. Approve minutes of the July 12, 2011 meeting**
 - B. Approve bills and wages for July 2011**
 - C. Hire an AD**
Keith Tresch is recommended to be Athletic Director for the 2011-2012 school year
 - D. Hire coaches and sponsor**
The following are recommended for the 2011-2012 school year.

Student Council	Charles Harvey
Cross Country	Becka Swanke and Jennifer Tresch
Softball	Jesse Swanke
 - E. Hire substitutes for the 2011-2012 school year**
See attached list.
 - F. Trustees Financial Summary for 2010-2011**
Business Manager Laurie Noonkester will present this document for your review and approval. See attached.
 - G. Budgets for 2011-2012**
Business Manager Laurie Noonkester will have all the budgets available for your review and approval. See attached.
 - H. Approval of required policy 7515 GASB 54**
This was discussed at the July meeting and a resolution was adopted, but now a permanent policy needs to be in place according to our auditor. This meets the federal business law and therefore requires only one reading.
 - I. Approve the Middle School Handbook for 2011-2012**
Mr. Klasna will be available to answer any questions about the proposed handbook for grades 6-8.
 - J. Bus route change**
The attached bus route change is proposed for the upcoming school year. The mileage will be available at the meeting. This will then be sent to the County Transportation Committee for approval.
 - K. Hire paraprofessionals**
Gretta Henrickson and **Amanda Rule** are recommended to work with our Special Education students in K-5.
 - L. Set up an additional account in extra curricular for on-line payments**
Permission is requested to set up an account to process on-line payments for lunch and activities.

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

CALL TO ORDER

August 9, 2011

At 6:30 p.m. Chair Tim Sather, Trustees Jason Hamrick, Caree Bernhart, Don Reed, Tamara Spillum, District Clerk Laurie Noonkester, Superintendent Eileen Johnson, K-5 Principal Mike Bowman, K-5 Assistant Principal Don Christman and Middle School Principal Gordon Klasna gathered to view the OPI training video with the topic being; "Out of District Students." Discussion on the topic was held until 6:54 p.m. "Open vs. Closed Meetings" will be next month's training topic.

Chair Tim Sather opened the regular meeting and 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 Susanne Vinton, Tim Sather, Jason Hamrick, Don Reed, Caree Bernhart, Tamara Spillum, Superintendent Eileen Johnson and District Clerk Laurie Noonkester. Trustee Becky Malenowsky was absent.

Evelyn Pyburn with the Yellowstone County News was also in attendance.

Registered guests are asked to sign in upon arrival.

Mr. Sather 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. As a courtesy, all cell phones should be turned off. The public is also reminded that they may provide input on all motions being considered by the board at this meeting.

INDIVIDUALS, RECOGNITION, ACCOMPLISHMENTS AND CORRESPONDENCE

Chair Sather noted that the board did not receive any correspondence this month.

ITEMS FOR ACTION

A. Approval of Minutes

Chair Tim Sather asked if there were any objections to the minutes as presented. Hearing none, the minutes of the August 4, 2011 special meeting and the minutes of the July 12, 2011 regular meeting were approved.

B. Approve Bills and Wages for July

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

C. Hiring of an Athletic Director

Superintendent Johnson recommends that Keith Tresch be hired as Athletic Director for the 2011-2012 school year. Keith had formerly functioned as the district's Athletic Director and is returning to his teaching career after actively serving in the National Guard.

Sue Vinton made the motion to hire Keith Tresch as Athletic Director for the 2011-2012 school year as recommended. Caree Bernhart seconded the motion.

Trustees Susanne Vinton, Caree Bernhart, Tim Sather, Jason Hamrick, Don Reed and Tamara Spillum voted yes; the motion passed unanimously.

D. Hiring of Athletic Coaches and a Student Council Sponsor

Superintendent Johnson recommends the following be hired as Athletic Coaches and Student Council Advisor for the 2011-2012 school year.

Student Council Advisor: Charles Harvey
Cross Country Coaches: Becka Swanke and Jennifer Tresch
Softball Coach: Jesse Swanke

Jason Hamrick made the motion to hire those listed as recommended for the 2011-2012 school year.

Tamara Spillum seconded the motion.

Don asked if any of the coaches were present and there were none. Mr. Reed commented on the participation numbers of activities from start to finish of seasons. He emphasized that the number of participants is important in positive experiences with athletics, not win/loss records.

Trustees Susanne Vinton, Caree Bernhart, Tim Sather, Jason Hamrick, Don Reed and Tamara Spillum voted yes; the motion passed with a six to zero vote.

E. Request to Hire Substitutes for the 2011-2012 School Year

The listed persons were recommended for hire as substitutes for the 2011-2012 school year pending successful background checks. Most of those listed currently have successful background checks on file.

Don Reed made the motion to hire those listed as substitutes for the 2011-12 school year as presented upon the return of a successful background check. Sue Vinton seconded the motion.

Trustees Susanne Vinton, Caree Bernhart, Tim Sather, Jason Hamrick, Don Reed and Tamara Spillum voted yes; the motion passed unanimously.

F. Trustees Financial Summary for 2010-2011

Business Manager Laurie Noonkester presented the 2010-2011 Trustees Financial Report for approval by the Board of Trustees. The TFS had been provided earlier in electronic format to agenda recipients. Copies were available at the meeting for trustees and the public. Business Manager Noonkester explained and clarified the summary. Questions included those about the reporting and review process (from auditor to OPI and federal government reviews), use of grant funding, and how protested and unpaid/delinquent taxes are reclaimed and included in the financial reporting. Laurie opened to questions.

Tamara Spillum moved to approve the 2010-2011 TFS as presented. Jason Hamrick seconded the motion.

Trustees and Mrs. Johnson thanked Laurie for her hard work and attention to her financial reporting duties.

Trustees Susanne Vinton, Tim Sather, Don Reed, Jason Hamrick, Caree Bernhart and Tamara Spillum voted yes; the motion passed six to zero.

(At the request of Mrs. Johnson, item K was addressed at this time to allow a meeting attendee to leave)

G. Budgets for 2011-2012

Business Manager Laurie Noonkester presented proposed 2011-12 budgets for all budgeted funds for board approval. Budget documents had been provided electronically as posted on the website. Paper copies were available at the meeting for the trustees and additional copies available upon request

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Business Manager Noonkester guided the board through the budget documents.

(Chart – “All Budgeted Funds”)

(Chart – “General Fund FY 11-12”)

(Document – “Overview of Budget” – narrative of budget categories)

Sue Vinton pointed out that many people don't understand that due to changes in taxable value, they are paying less toward education/schools than they were previously. Laurie has some documents regarding this topic of the fluctuations in taxable values.

Reserves have increased.

Laurie pointed out that when the teachers changed to an 80/20 insurance plan, the resulting cost savings helped significantly.

Position reductions and not having to pay corresponding benefits for a month have also helped to increase reserves.

Laurie pointed out changes in transportation funding including a bus route change that made a slight savings. She also noted changes in tuition for students placed at the Yellowstone Boys' and Girls' Ranch.

Retirement fund decreased by approximately \$43,000 due to staff layoffs. Retirement budgeting is forward-planning toward teachers who are at or nearing retirement.

Adult Education has been budgeted an increase in anticipation of more instructors and classes during the upcoming year. Laurie commended Becky Connor for her work in opening up the campus to welcome community members (some of whom may not have students or other connections to campus) and earning money through facility and class fees.

Flexibility fund is less from last year and largely goes to teacher salaries and benefits.

(Spreadsheet – “Taxable Value Comparison”)

(Spreadsheet – “Budget Comparisons”)

(Spreadsheet – “ANB Comparison”)

(Table – “Summary”)

Sue Vinton pointed out the past difficulty of taking “one time only” money knowing that it will go away. She noted that even with that knowledge, it feels like the right decision.

Eileen Johnson and Laurie Noonkester pointed out that many districts put that one time only money into personnel, which can make things difficult when reductions in staff must be made when those funds expire.

The board thanked Laurie for her hard work.

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Sue Vinton moved to adopt the budgets as presented for the 2011-2012 school year. Jason Hamrick seconded the motion.

Trustees Susanne Vinton, Tim Sather, Don Reed, Jason Hamrick, Caree Bernhart and Tamara Spillum voted yes; the motion passed six to zero.

H. Approval of Required Policy 7515 GASB 54

Laurie Noonkester reminded the board that GASB 54 was discussed at the July meeting and a resolution was adopted, but now a permanent policy needs to be in place according to our auditor. This meets the federal business law requirements and therefore requires only one reading.

Sue Vinton made a motion to approve the policy as submitted. Tamara Spillum seconded the motion.

Trustees Susanne Vinton, Caree Bernhart, Tim Sather, Jason Hamrick, Don Reed and Tamara Spillum voted yes; the motion passed unanimously.

I. Approval of the Middle School Handbook for 2011-2012

Middle School Principal Gordon Klasna presented to the board the Middle School Handbook for the 2011-2012 school year. He pointed out minor changes to the proposed handbook from last year for grades 6-8. Some adjustments include confiscated cell phone retrieval, dress codes for specific classes (music performance, science/cooking safety), that music classes are not a requirement as part of the Elective/Encore class rotation, and clarification of school attendance requirements prior to participation in athletics/activities.

Jason Hamrick made a motion to approve the policy as submitted. Don Reed seconded the motion.

Trustees Susanne Vinton, Tim Sather, Don Reed, Jason Hamrick, Caree Bernhart and Tamara Spillum voted yes; the motion passed six to zero.

J. Bus Route Change for 2011-2012 School Year

Superintendent Johnson reported that Lockwood parent Mike Keenan contacted her and she was made aware of an issue with bus route 6 that had students having to cross two lanes of traffic on Coburn Road when being picked up or dropped off. She rode the route herself with First Student driver Eva Pearson. They found an alternative route that adds two miles per day to the route but

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gives a much safer crossing to the children. This change if approved, will then be sent to the County Transportation Committee for approval.

Don Reed asked about snow removal on the proposed change. Eileen Johnson explained that it will likely be plowed as a secondary plow road once approved and submitted to the county.

Sue Vinton made a motion to approve the route as submitted. Jason Hamrick seconded the motion.

Trustees Susanne Vinton, Tim Sather, Don Reed, Jason Hamrick, Caree Bernhart and Tamara

Spillum voted yes; the motion passed six to zero.

K. Hiring of Special Education Paraprofessionals

Superintendent Eileen Johnson recommends that Gretta Henrickson and Amanda Rule be hired to work with our Special Education students in K-5. She explained that due to the inability to find a qualified special education teacher to fill the position held by Annette Efta, who notified the district in July of her retirement, she and Mr. Bowman have thought it prudent to have certified teachers serve as special education paraprofessionals. They will be under the supervision of qualified special education teaching staff. Mr. Bowman introduced Gretta Henrickson, who was in attendance.

Tamara Spillum made a motion to approve the hiring of Gretta Henrickson and Amanda Rule. Don Reed seconded the motion. Motion passed unanimously.

L. Request to Open Up an Additional Account in Extra-Curricular for On-Line Payments

Business Manager Laurie Noonkester clarified that she is asking the board for permission to open up a separate bank account for collecting lunch monies paid through an online payment program and to add an additional category within the extra-curricular bank account if needed for the collection of student fees, also using the online payment program.

She explained that Yellowstone County acts as the district's bank and since it is such a large account she feels a local and separate account would be a better means for balancing and tracking the lunch payments made online. The extra-curricular account is already active, so an additional category may be needed for tracking and balancing student fee payments made via the online payment program.

She further noted that the online lunch payments should be up and running before school begins but will wait to bring up the student fee portion in October. The staggered implementation would allow her to work out any bugs the program may have.

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Don Reed made a motion to approve the addition of a category (if needed) within the extra-curricular bank account and to approve the opening of a new bank account to collect lunch fees from the online payment as requested. Caree Bernhart seconded the motion.

Jason Hamrick requested to be kept informed of how the implementation of this system progresses.

Trustees Susanne Vinton, Tim Sather, Don Reed, Jason Hamrick, Caree Bernhart and Tamara Spillum voted yes; the motion passed six to zero.

DISTRICT REPORTS

- A. K-5 – Principal Mike Bowman had nothing further to add.
- B. Middle School- Principal Gordon Klasna had nothing further to add to his written report.
- C. Facilities- Director Rob Guzman had nothing further to add.
- D. Technology- Director Darlene Hess was absent
- E. Superintendent- Mrs. Johnson had nothing further to add.

TRUSTEE REPORTS

Discussion of Hillner sidewalk grant: An entity needs to be responsible for the maintenance (e.g. snow removal). The district's insurance company has been gracious in allowing the sidewalk to fall under our liability. Eileen understands that the county will assist in this process.

Lion's Lair discussion – Rob Guzman explained that as soon as any contractor gets involved with the project, it becomes a construction project and must become compliant to all building codes for such a structure (ADA & safety compliance, etc.). Some maintenance can be done by the district on a "volunteer" basis (board replacement, etc.) without falling under the new guidelines and building codes.

Open house reminder: August 24th 5:30 to 7:00. Sue Vinton suggested that the board have a table to hand out something or give out refreshments and help establish dialogue.

ADJOURN

The next Regular Meeting will be on Tuesday, September 13, 2011, at 7:00 p.m.

Jason Hamrick moved to adjourn the meeting at 8:38 p.m. Tamara seconded the motion.

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Trustees Susanne Vinton, Caree Bernhart, Tim Sather, Jason Hamrick, Don Reed and Tamara Spillum voted yes; the motion passed unanimously.

Tim Sather, Chairperson

Charles Harvey, Lockwood Teacher