

AGENDA
Board of Trustees
School District Six and Columbia Falls High School District
Regular Board Meeting
Monday, August 12, 2019
6:00 p.m.
School District Six Board Room

1. **Call to Order**
2. **Pledge to the Flag**
3. **Approval of Agenda**

4. **Consent Agenda**

- Approval of July meeting minutes – Pgs. 1-3
- Approval of July bills
- Approval of investment reports

5. **Public Participation**

6. **Reports**

- Clerk / Business Manager – Pg. 4
- MTSBA / NSBA Board Report – Trustee Riley
- Superintendent – Steve Bradshaw
- Board Chair

7. **Action/Discussion Items:**

- a) Presentation recapping ISTE Conference by attendees.
- b) Consideration of Resolution 364 – Apportionment of Ending Fund Balance for Elementary District budgeted funds 6/30/19. – Pg. 5
- c) Consideration of Resolution 365 – Apportionment of Ending Fund Balance for High School District budgeted funds 6/30/19. – Pg. 6
- d) Consideration and adoption of the FY 2020 Elementary District Budget.
- e) Consideration and adoption of the FY 2020 High School District Budget.

8. **Personnel**

a. **The superintendent has accepted the following resignations:**

Kate Preston	Computer Technology Teacher – Glacier Gateway
Jacqueline Branstetter	Health Liaison – Glacier Gateway / Business Office
Kelly Conklin	Bus Driver
Amy Piilola	Special Education Paraeducator – High School
Jonathan Blankenship	Freshman Boys Basketball Coach – High School
Erin Quintia	Senior Class Advisor (shared position)

b. **Consideration of the following hiring recommendations:**

Josiah Osborne	Freshman Football Coach – SY 19-20
Melanie Byrd	Assistant Girls Soccer Coach – SY 19-20

9. Miscellaneous and Future Planning:

- Health Insurance Committee Meeting – September 3, 2019 – 4:00 p.m.
- Close of voter registration – GO Bond Election – September 9, 2019

10. Adjournment

**The next Regular Board Meeting will be held at 6:00 p.m.,
Monday, September 9, 2019, in the School District Six Board Room**

REGULAR MEETING
BOARD OF TRUSTEES
SCHOOL DISTRICT #6
JULY 15, 2019

Unofficial

The Regular Meeting of the Board of Trustees of School District Six was held at 6:00 P.M., Monday, July 15, 2019, in the Boardroom of the administration offices at 501 Sixth Avenue West, Columbia Falls, Montana.

PRESENT:

Jill Rocksund Board Chair
Dean Chisholm Vice Chair
Barbara Riley Trustee
Michael Nicosia Trustee
Gail Pauley Trustee
Keri Hill Trustee
Heather Mumby Trustee
Steven Bradshaw Superintendent of Schools
Dustin Zuffelato Business Manager/Clerk

ABSENT:

Larry Wilson Trustee

Board Chair Jill Rocksund called the meeting to order at 6:08 P.M.

CALL TO ORDER

Motion by Riley, second by Pauley, to approve the agenda as presented. Motion passed 7-0.

APPROVE AGENDA

Motion by Riley, second by Nicosia, to approve the consent agenda as presented:

-Approve the minutes of the June 10, 2019 Regular Board Meeting, June 19, 2019 Work Session Meeting, and the June 24, 2019 Special Meeting.

-Approve June bills.

-Approve investment reports.

-Approve student activity account transfers

Passed 7-0

APPROVE CONSENT AGENDA

Public Participation:

Chair Rocksund requested public participation on any agenda or non-agenda items.

PUBLIC PARTICIPATION:

There was no public participation.

Reports:

Dustin Zuffelato, Business Manager/Clerk, provided the Board with a written report. Mr. Zuffelato noted that the transactions for the prior fiscal year have all been completed and shared some pertinent details. The net operating deficit for the food service program was approximately \$55,000, which is consistent to the prior year. The participation (meals served) increased as compared to the prior year. Breakfast meals served increased 14%. Mr. Zuffelato reviewed the notable budget to actual expenditure variances within

REPORTS:

the general fund. The District has experienced an increase to certified lane changes over the past few years. Mr. Zuffelato reviewed the non-general fund expenditures during FY 2019. The Elementary District School Major Maintenance Account (SMMA) was completely expended to replace the Junior High Roof while the High School District still has approximately \$50,000 remaining. The High School will utilize the SMMA during FY 2020 to fund the Energy Performance Contract with Johnson Controls and resurface the parking lots. The inaugural year of the Elementary District Technology Fund levy resulted in the expenditure of approximately \$400,000 to replace smart boards and chromebooks. The District expended approximately \$325,000 from the Multi District Agreement Fund. Mr. Zuffelato highlighted the year-end results for the health insurance program. The plan year ended with claims paid of 105% of expected resulting in the plan reserves decreasing by approximately \$200,000.

Trustee Barbara Riley updated the Board about the recent proceedings of the National School Board Association (NSBA) and the Montana School Board Association (MTSBA).

**ACTION /
DISCUSSION ITEMS:**

**MOTION TO
APPROVE SURPLUS
PROPERTY
RESOLUTION 363**

**MOTION APPROVED
TO CONTINUE
UTILIZING SERVICES
OF LPW
ARCHITECT FOR
PROPOSED K-8
FACILITY PROJECT**

**MOTION TO
APPROVE MAIL
BALLOT ELECTION
PLAN FOR
OCTOBER 8 2019
GENERAL
OBLIGATION BOND
ELECTION**

**MOTION APPROVED
TO RENEW BUILDING
USE AGREEMENTS
FOR FY2020**

Action/Discussed Items:

The Board considered approving the disposition of property listed on the surplus property detail from April 9, 2019 to July 15, 2019.

Motion by Chisholm, second by Mumby, to approve the Surplus Property Resolution 363 – Disposition of Abandoned, Obsolete, and Undesirable Property. Passed 7-0

The Board considered continuing to use LPW Architecture for the proposed K-8 Facility project by executing an addendum to the current agreement extending their scope of services beyond the planning phase to the master project phase.

Motion by Riley, second by Mumby, to continue utilizing the services of LPW Architecture for the master project phase of the proposed K-8 facility project. Passed 6-0

The Board considered the Mail Ballot Written Plan for the October 8, 2019 General Obligation Bond Election. A mail ballot election will be conducted to ensure the District does not have to comply with the voter turnout requirements necessary for a bond election to be valid. One of the requirements necessary to legally conduct a mail ballot election is to submit an election plan to the Secretary of State at least sixty days prior to the election.

Motion by Riley, second by Hill, to approve the Mail Ballot Election Plan for the October 8, 2019 General Obligation Bond Election. Passed 6-0

The Board considered the renewal of building use rental agreements for the Canyon Elementary School for fiscal year 2020. The agreements produce approximately \$25,000 of annual lease rental revenue, which covers a significant portion of the annual utility/operating costs of the Canyon Elementary Building.

Motion by Riley, second by Nicosia, to renew the building use agreements with Flathead Community Health Center, Canyon Baptist Church, All Saints Episcopal Church, and State of Montana-Probation and Parole Division for fiscal year 2020. Passed 6-0

Unofficial

The Board of Trustees reviewed the parent/student and staff handbooks for school year 2019/20. Scott Gaiser-High School Principal, discussed the changes. Board discussion focused on the changes to the attendance policy. One of the changes allows a student to forego the final exam if specific attendance threshold has been achieved. Vice Chair Chisholm noted that this policy illustrates that attendance is more important than demonstrating proficiency in a subject matter, which is contrary to the recent changes to state statutes replacing seat time requirements with proficiency. The District should strive to offer enriching coursework and provide opportunities to students that intrinsically motivates them to attend school. Mr. Gaiser noted that this policy encourages students who would otherwise struggle and perhaps give up, to simply attend each class to participate and at least obtain some knowledge of the subject matter. Mr. Gaiser noted that the intent of the policy is to require the District to consult with students after a specific number of absences to determine and address the reason(s) why a student is absent.

Personnel:

Motion by Riley, second by Hill, to approve the following Elementary District hiring recommendations: Kayla Krollpfeiffer-Para-educator, Annalee Miner-Para-educator, and Crystal Sundberg-Para-educator. Passed 6-0

Motion by Pauley, second by Riley, to approve the following High School/District-Wide hiring recommendations: Cory Pete-Assistant Soccer Coach, Bryan McGrath-Weight Room Supervisor, Cassidy Schweikert-Weight Room Supervisor, Bill Coleman-Drivers Education Instructor, and Chad Cincis-Drivers Education Instructor. Passed 7-0

Miscellaneous and Future Planning:

Superintendent Steve Bradshaw informed the Board that the Negotiations Committee conducted a successful meeting with the Classified Union just prior to the current meeting. He anticipates the union to approve the tentative agreement. If this occurs, the District will need to formally approve the agreement prior to the next scheduled payroll on August 9, 2019. Board consensus was to conduct a special meeting (if necessary) on August 6, 2019 after the Health Insurance Committee Meeting.

Regular Board Meeting/Annual budget Meeting August 12, 2019 6:00 P.M.

As there was no further business to come before the Board, Chair Rocksund adjourned the meeting at 7:21 P.M.

Board Chair

Business Manager/Clerk

PERSONNEL:

MOTION TO APPROVE ELEM DISTRICT HIRING RECOMMENDATIONS

MOTION TO APPROVE HS DISTRICT WIDE HIRING RECOMMENDATIONS

MISC / FUTURE PLANNING:

MEETING ADJOURNED

TO: Board of Trustees
FROM: Dustin Zuffelato, Business Manager/Clerk
DATE: August 8, 2019
RE: Business Office Report for the August 12, 2019 Regular Meeting

Insight into Agenda Items

Apportionment of Ending Fund Balances Resolution(s):

The operating reserves for the General Funds remained consistent to the prior year.
 The operating reserves for the Elementary District Transportation Fund decreased about \$20,000 as a result of fully spending the FY19 budget due to an additional SPED Route, unusual high bus repair and maintenance expenses, and a cut to state funding.
 The Operating reserves for the Elementary Tuition Fund decreased approximately \$50,000 as the result of unforeseen mid-year SPED Para hires.
 The Technology Fund balance increased approximately \$60,000 as this represents the unspent tech levy during the inaugural year of the new 16 mill tech levy.
 The fund balance in the health insurance fund decreased approximately \$400,000 as the result of higher than expected claims cost.
 The Interlocal Agreement Fund balance decreased \$106,000 to \$735,000 as it was used to purchase SmartBoards and Chromebooks for the High School District to maintain the same technology but without a tech levy.
 The High School Flex Fund decreased approximately \$25,000 as it was used to replace appliances and refrigeration for the food service program.
 The High School Building Reserve fund increase approximately \$60,000 as this represents unused School Major Maintenance Levy funds.
 There are no other notable changes to ending fund balances as compared to the prior year.

FY 2020 Budget Adoption:

The Elementary District ANB for budget **decreased 1 ANB** to 1,508. The High School District bucked a downward trend and posted the first increase within the past three years. ANB for budget **increased 20** to 675.

FY20 represents the first year of the current biennium. State funding was statutorily increased .91%.
 The Elementary General Fund budget authority increased \$2,507 or .02% to \$10,550,979. Elementary District operating expenses increased \$313,116 (3.0%). This created a **\$310,609 budget deficit**. \$122,426 of expenses are being proposed to be moved to the Technology Fund and \$188,183 moved to the Tuition Fund.
 The High School General Fund budget authority increased \$159,829 or 2.91% to \$5,633,858. High School District operating expenses increased \$197,337 (3.6%). This created a **\$37,508 budget deficit**. \$37,508 of expenses are being proposed to be moved to the Tuition Fund.

The local Tax Levy necessary to support the FY 2020 proposed Elementary District budget increased \$317,342.
 The local Tax Levy necessary to support the FY 2020 proposed High School District budget increased \$101,120.
 The good news is the tax valuation increased approximately 7.5%. Without the increased taxable valuation, the District would have increased the mills 17.88 to support the proposed FY20 Budget. The total mills levied to fund both the Elem and HS proposed budgets **decreased 9.75 mills**. What this all means to the local taxpayer is summarized as follows:
 Considering a 7.50% increase to the market value of the home, which represents the market valuation increase (in total) for all the homes within the taxing jurisdiction of the High School District, and the total mills levied (254.67; 9.75 less than the PY) the tax estimate of a \$200K home will increase **3.6%** or \$26 per year.

Monthly Insurance Claim Summary

Paid Claims July, 2019

Medical Plan Paid Claims	\$247,795
Specific Stop Loss liability	0

Monthly medical expected claims based on an enrollment of 240 Plan participants (63 singles/177 families):	\$217,553
Plan claim liability as a percentage of expected claims:	113.90 %

Resolution 364 Board of Education School District #6

Apportionment of Ending Fund Balances - Elementary District

The Board of Trustees of School District Six designates the following amounts as Unreserved Fund Balances Re-appropriated and Operating Fund Reserves for the year 2019-20

Fund	Ending Fund Balance 6/30/19	Unreserved Fund Balance Reappropriated	Operating Fund Reserves	Percent of Budget
General	756,570.34	0.00	756,570.34	7.17%
Transportation	108,534.38	0.00	108,534.38	14.25%
Bus Reserve	22,320.79	22,320.79	0.00	0.00%
Tuition	20,633.36	20,633.36	0.00	0.00%
Retirement	420,600.38	97,099.78	323,500.60	20.00%
Technology Acq.	97,999.35	97,999.35	0.00	0.00%
Flex	34,043.86	34,043.86	0.00	0.00%
Debt Service	24,701.19	24,701.19	0.00	0.00%
Building Reserve	143,501.83	143,501.83	0.00	0.00%

Date

Signature of Board Chair

Date

Signature of Clerk/Business Manager

Resolution 365 Board of Education School District #6

Apportionment of Ending Fund Balances - High School District

The Board of Trustees of School District Six designates the following amounts as Unreserved Fund Balances Reappropriated and Operating Fund Reserves for the year 2019-20.

Fund	Ending Fund Balance 6/30/19	Unreserved Fund Balance Reappropriated	Operating Fund Reserves	Percent of Budget
General	414,101.31	0.00	414,101.31	7.35%
Transportation	68,577.11	0.00	68,577.11	17.33%
Bus Reserve	12,357.06	12,357.06	0.00	0.00%
Tuition	53,375.37	53,375.37	0.00	0.00%
Retirement	234,330.41	66,516.01	167,814.40	20.00%
Adult Education	23,764.67	23,764.67	0.00	0.00%
Technology Acq.	56,199.73	56,199.73	0.00	0.00%
Flex	86,937.85	86,937.85	0.00	0.00%
Building Reserve	248,991.09	248,991.09	0.00	0.00%

Date

Signature of Board Chair

Date

Signature of Clerk/Business Manager