



## **BOARD OF TRUSTEES MEETING**

*The mission of this Board of Trustees is to champion the cause of students in public education by establishing the framework through which all educational resources are maximized.*

### **Special Board Meeting and Work Session**

#### **Meeting Minutes**

*SCHOOL BOARD WORK SESSION*

*Library Media Center*

*205 Northwest Lane, Kalispell MT 59901*

*Tuesday, May 29, 2018 06:00 PM*

#### **(1) CALL TO ORDER**

Members Present: Chair Lance Isaak, Vice Chair Jack Fallon, Mike Merchant, Mary Tepas, Jon Endersen, Diane Morton Stout, Bette Albright, Frank Miller, Mark Kornick

Members Absent: Anna Marie Bailey

Officials Present: Superintendent Mark Flatau, Assistant Superintendent Andrea Johnson, Finance Director Gwyn Andersen, HR Director Tracy Scott, IT Director Rich Lawrence, GHS Principal Micah Hill, Elrod Principal Glenda Armstrong, KEA President Lynn Rider, Edgerton Principal Merisa Murray

Others Present: Erick Enz, Erik Militech, Tom Coburn, Renee Cordes, Shawn Bubb, Tony Koenig, Moira Bruce, Conrad Hedinger, Makena Tanko

#### **(2) PLEDGE OF ALLEGIANCE**

Chair Isaak called the meeting to order at 6:00 pm with the Pledge of Allegiance.

#### **(3) PUBLIC COMMENT**

Chair Isaak asked if any member of the audience wished to comment on a matter not on the agenda, further stating that the Board could not take action on any matter brought up in public comment because the public had not previously been notified of the matter.

FHS teacher Renee Cordes brought IB senior students Moira Bruce, Conrad Hedinger, and Makena Tanko to talk about their experience with the ESS Ecology Camp. This is a 5 day field trip every year in the spring for IB students who take two years to study and learn about different eco-systems and environments outside of Montana. This is a very intense trip, not a vacation, but so exciting. Packets are given on the bus and turned in as soon as students return. The trip alternates yearly between Moab, Utah and Newport, Oregon. The students study the two different eco systems and how they are tied together. This program also gives students an opportunity to see landscapes they have never seen. The opportunity to make a connection to the earth and learn personal skill development by leaving the classroom allows students to become connected with real life scenarios. The students also experience bonding, teamwork, camping, and a natural experience. The students wrapped up by telling the Board "Thank you for supporting our scientific adventure".

#### **(4) NEW BUSINESS**

Chair Isaak introduced the next item on the agenda, New Business.

##### **(4.a) MSGIA/MTSBA TRUSTEE WORKSHOP**

**(Information)**

Shawn Bubb with MSGIA and Tony Koenig with MTSBA presented to the Board giving a short Trustee Workshop on being a Board member. Koenig stated that this workshop is a good thing to do as an administrative team and is great for newer Board members as well as a refresher.

Koenig spent an hour going over the 3 key points of the workshop, as presented.

- Boardmanship
- Open Meeting Laws
- Confidentiality

**(4.b) PRE-SCHOOL GRANT REVIEW**

**(Information)**

Assistant Superintendent Andrea Johnson updated the board on the Pre-School program, as presented

- 54 students all year long, had a waiting list.
- 3 teachers and 4 1/2 Paras (2 adults must be present in the room for 18 students).
- Currently two classes at Hedges and one at Russell
- Next year there will be two classes at Russell and one at Peterson

There was discussion of what will happen to the program after next year, when the grant is done. Johnson and Flatau stated that they will look at the possibility of a two year Kinder program where 4 year olds would be enrolled in K1 and then retained for K2. The 4 year olds would be eligible for ANB funding. Johnson stated that she will share out the budget for next year so the Board can get an idea of what the ANB would cover and what aspects of spending would no longer be necessary without the constraints of the grant.

**(4.c) J2-MANAGED PRINT SERVICE (PAPER-CUT)**

**(Possible Action)**

IT Director Rich Lawrence explained to the board about the J2 Managed Print Services. This is an agreement between the district and J2 Office Products, as presented.

Through this program the district will be able to save about 50% on our black image printing costs. Currently the district has a black image volume of 1,200,000 pages per year at .06 per page. That equals \$72,000 per year. This cost is just for toner. The J2 Managed Print Service program would cost \$35,940 for the same volume.

Lawrence also explained that the district is using Paper Cut which is a piece of soft ware that will allow the site administrators to manage printing of their staff. "We have over 250 print devices in the district and we spend 100's of thousands each year on maintenance and supplies for those. We can also set limits on the amount of printing staff can do." Lawrence stated that the Bozeman school district entered into a similar type of solution and saved about \$66,000 on the Paper Cut side alone. Lawrence added that the IT department thinks these programs are a way to drive our costs down. The maintenance program covers all of this with toner, maintenance kits, etc. All but 7 machines in the district would fall under this plan.

There was some discussion on the details and the length of contract which is a 5 year locked in price.

Trustee Tepas stated that worries that "we are stretching our teachers so thin and now we are asking them to count their copies?"

Both Assistant Superintendent Andrea Johnson and Edgerton Principal Merisa Murray stated that it just helps the teachers to plan ahead and go out to print at the print shop rather than use an in house copier for bigger jobs.

Lawrence added that the last thing his team wants to do is stifle any type of instruction, but the major push for this is to be more cost effective.

**Trustee Miller made a motion to approve the use of J2 Managed Print Service and Paper Cut, as presented.**

**Trustee Endresen seconded the motion.**

**Motion carries unanimously.**

**(4.d) CONTRACTS - HIGH SCHOOL**

**(Action)**

Update on bid process and time schedules from Erick Enz and Tom Coburn of Morrison Maierle, as presented.

- 5 bids, lowest was Outback Construction
- recommendation is to move forward with Outback Construction out of Missoula. Competitively bid project because there is no general contractor.

**Trustee Albright made a motion to accept the bid of Outback Construction for Phase 1 on the Ag Ed Center**

**Trustee Morton Stout seconded the motion**

There was discussion regarding costs and deductive alternates (subtracted from final value) #1 (sewer system and #2 green house addition), and some concern about annexation issues with the city.

**Motion carries 7-1 with Trustee Miller opposing.**

**(4.e) PROPOSED SALARY INCREASE FOR 18/19 (Action)**

HR Director Tracy Scott brought forth the proposed salary increase for 18-19 school year for the groups of district employees that do not have a union and have not already been negotiated, as presented.

**(4.e.1) Building Principals**

HR Director Tracy Scott stated that the Finance Committee proposed a COLA of 1.63% in addition to the step for those groups with steps, which will be equivalent to approximately a 3.6% wage increase.

Vice Chair Jack Fallon explained that many employee groups have steps and negotiation groups and so the Finance Committee, of which he is Chair, "looked at the last 2 years for the different groups to see what their 2 year average has been and they are in this 4.2% range. The district is trying to come up with a fairness to it all. Certified groups have steps and lanes, but others only have steps."

**Trustee Merchant made a motion to approve the 1 Year of COLA for Building Principals, as presented.**

**Trustee Morton Stout seconded the motion.**

**Motion carries unanimously.**

**(4.e.2) Central Administrators**

**Vice Chair Fallon made a motion to approve the proposed salary increase for Central Administrators, as presented.**

**Trustee Mike Merchant seconded the motion.**

**Motion carries unanimously.**

**(4.e.3) Non Union**

**Trustee Morton Stout made a motion to approve the proposed salary increase for Non-Union employees, as presented.**

**Trustee Albright seconded the motion.**

**Motion carries unanimously.**

**(4.e.4) Non Union with Matrix**

HR Director Tracy Scott stated that this wage increase is a 1.5% plus step.

**Trustee Miller made a motion to approve the wage increase for Non Union Employees with a matrix.**

**Trustee Tepas seconded the motion.**

**Motion carries unanimously.**

Scott added that the employees have conveyed to her how much they truly appreciate this salary increase because no one expected this.

**(4.f) APPROVAL OF CALENDAR - 2019-20 (Major Dates Only) (Action)**

HR Director Tracy Scott presented the calendar for school year 2019-20 (major dates only) for board approval stating that staff will start on Aug 26th , and the last day for students will be June 9th.

**Vice Chair Fallon made a motion to approve major dates on the school calendar for 2019-20, as presented.**

**Trustee Tepas seconded the motion.**

**Motion carries unanimously.**

**(5) OLD BUSINESS**

Chair Isaak introduced the next item on the agenda, Old Business.

**(5.a) MONTHLY BUDGET REPORT (Information)**

Finance Director Gwyn Andersen updated the board with the Monthly Budget Report, as presented.

**(5.b) WASTE DISPOSAL UPDATE (Information)**

Superintendent Flatau explained to the board that the County was recommending large increases in waste disposal charges that would impact schools. Flatau stated that he and Trustee Albright, along with other representatives from other districts attended the meeting to discuss the issue. Flatau stated that he just received a letter from the County stating that they are postponing the decision until 2019.

**(5.c) APPROVAL OF CALENDAR - 2018-19 (All Dates) (Action)**

HR Director Tracy Scott presented the 2018-19 Calendar with all dates for board approval. Scott stated that next year there will be a Professional Development Calendar on Google that will showcase what each department and each school is doing. Scott stated that there might be one additional half day in December.

**Vice Chair Fallon made a motion to approve the 2018-19 Calendar with the possible addition of a 1/2 day in December, as presented.**

**Trustee Tepas seconded the motion.**

**Motion carries unanimously.**

**(6) CONSENT AGENDA (Action)**

Chair Isaak asked the Board to consider a motion regarding the Consent Agenda as presented.

**Trustee Miller made a motion to approve the Consent Agenda as presented.**

**Vice Chair Fallon seconded the motion.**

**Motion carries unanimously.**

**(6.a) FINANCIAL REPORTS/BILLS AND PAYROLL (Consent Agenda)**

**(6.b) PERSONNEL ACTION ITEMS (Consent Agenda)**

**(6.c) BUS DRIVER CERTIFICATION LIST**

**(6.d) TUITION**

**(6.e) CONTRACT APPROVALS (Consent Agenda)**

**(7) ADJOURNMENT**

Chair Isaak called for a motion regarding the adjournment of the meeting.

**Trustee Morton Stout made a motion to adjourn the meeting.**

**Trustee Miller seconded the motion.**

**Motion carries unanimously.**

**Meeting adjourned at 8:26pm**

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Chair of the Board

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Date

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary of the Board

\_\_\_\_\_  
Date

**(8) ACCOMMODATIONS (Information)**