

LOCKWOOD SCHOOL DISTRICT #26
REGULAR MEETING AGENDA
TUESDAY, MARCH 13th, 2018
REGULAR MEETING – 6:00 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.

NOTE TO OUR GUESTS: VISITORS WISHING TO RECORD THIS MEETING ELECTRONICALLY MAY DO SO PROVIDING THE RECORDING DOES NOT DISRUPT THE ORDERLY CONDUCT OF THIS MEETING.

1. Call to Order
Pledge to the Flag
Welcome
2. Individuals, Delegations, Correspondence
 - A. Public Comment
 - B. Student Recognition – Mathcounts Team
 - C. PTA Update
 - D. Correspondence
3. District Reports
 - A. Facilities Report
 - B. Technology Report
 - C. Primary Principal's Report
 - D. Intermediate Principal's Report
 - E. Middle School Principal's Report
 - F. Superintendent's Report - Update on High School
4. Trustee Reports
 - A. SD #2 High School Trustee Update
 - B. Trustee Discussion – MTSBA
 - C. MTSBA Training
5. Items for Action
 - A. Consent Agenda
 1. Approve Minutes of February 13th and 26th Meetings
 2. Building Committee Meetings February 2nd, 9th and 23rd
 3. Approve Bills and Wages for February 2018
 4. Hire Classified Staff
 5. Approve Substitute Staff
 - B. Approve Memorandum of Understanding with Lockwood Paraprofessional Association
 - C. Declaration of Unforeseen Emergency Day
 - D. Approve 2018-19 Calendar Addendum
 - E. Approve Variance to Teachers' Master Agreement
 - F. Approve Contact with Bond Counsel
 - G. Approve Estimated Permissive Funds Resolution
 - H. Accept Bid for Phase I of Roofing Project
6. Adjourn

NEXT REGULAR MEETING IS APRIL 10th, 2018 AT 6:00 PM

Superintendent's Agenda Report – Action Items

5. Items for Action

A. Consent Agenda

1. Approve Minutes of February 13th and 26th Meetings
2. Building Committee Meetings February 2nd, 9th and 23rd
3. Approve Bills and Wages for February 2018
4. Hire Classified Staff
5. Approve Substitute Staff

Items 1-5 can be approved with one motion and vote. Any trustee can pull an item from the consent agenda at any meeting if they want to discuss that item further. I recommend that we approve the consent agenda.

B. Approve Memorandum of Understanding with Lockwood Paraprofessional Association

I recommend that the board approve the attached MOU with the LPA. This clarifies the procedure for a Paraprofessional to notify the District of a lane change on the salary schedule due to obtaining a 4-year degree or becoming a certified teacher.

C. Declaration of Unforeseen Emergency Day

I recommend that the Board declare February 20, 2018 an unforeseen emergency closure day. I also recommend that under MCA 20-9-806(2) we do not have students make this day up. I would further recommend that we do not have staff make this day up either. Any certified staff member who put in leave for just that day will have the leave refunded; any certified staff member on planned leave of more than that one day will not. Classified staff that did not work on that day can either opt to use vacation leave or not be paid for the day.

D. Approve 2018-19 Calendar Addenda

I recommend that we make one addition to the 2018-19 school year before we publish it. I'd like to designate March 18, 2019 as a weather related make up day. We can use this day this way regardless but I'd prefer to notify parents and staff of the possibility ahead of time.

E. Approve Variance to Teachers' Master Agreement

In January, we approved a variance to the Master Agreement that allowed staff to donate an additional five days of leave to a specific staff member dealing with an ongoing illness. I recommend that the Board approve allowing this staff member to receive five additional days at this time.

F. Approve Contact with Bond Counsel

I recommend that the board approve the agreement to utilize Dorsey as our bond counsel as outlined in the attached engagement letter. I clarified that the final bond amount being \$900,000 more will not change their fee estimate. I also clarified that if the bonds should fail, due to this being a different process than a typical bond due to the expansion issues, their fee will be around \$4,000 for work leading up to the vote.

G. Approve Estimated Permissive Funds Resolution

Last legislative session SB307, now codified as 20-9-116, requires public notice of non-voted levies prior to March 31st. The attached sheet includes both our BASE budget as well as the non-voted levies in order to give our taxpayers as much information as possible. Using our current taxable value we estimate a decrease of approximately 9 mills. These estimates are dependent on the HS bond passing, if it does not, then I will recommend increases from the current estimates to the Permissive Building Reserve and possibly other funds to address facility needs we have rolled into the bond cost.

H. Accept Bid for Phase I of Roofing Project

I recommend that we accept the bid from Perfect 10 Roofing to do the Phase I work of our roofing project. They were the lowest bid by a significant amount and we have experience in working with them as they re-roofed Sturtevant Gymnasium.

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

Call To Order

March 13, 2018

Chair Tim Sather called the Regular Meeting of the Board of Trustees to order at 6:00 p.m. by leading those present in the Pledge of Allegiance. The following trustees and officers were present: Trustees Tim Sather, Kat Pfau, Jana Lind, Pamela Ask, Sylvia Noble, Joe Borgstrom, Scott Kiekover, Superintendent Tobin Novasio and District Clerk Laurie Noonkester. Trustee Joe Borgstrom was late to the meeting with his arrival noted within the minutes.

Evelyn Pyburn with the Yellowstone County News, Dan Carter with ExxonMobil, Nick Pancheau with Collaborative Design and HD 56 Representative Susanne Vinton were in attendance.

All 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. Visitors wishing to record this meeting electronically may do so, providing the recording does not disrupt the orderly conduct of the meeting. 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

Public Comment: None were submitted.

Correspondence: Emails, Thank You cards were passed around for review.

Student Recognition: Mr. Klasna noted the Middle School Math Counts team has placed 2nd overall in the competition and will be competing in the State event in Butte next week.

PTA Update: No information was provided.

DISTRICT REPORTS

- A. Facilities - Manager Marc Dearing provided a verbal report on recent maintenance issues and fielded questions from the Trustees.
- B. Technology - Technology Director Darlene Hess noted the results of a phishing test she recently held and also updated the Trustees with the news regarding Website ADA Compliance requirements. She has been informed the state has hired a firm to assist entities in meeting the federal ADA requirements. Mrs. Hess also provided an update on E-rate projects and fielded questions from the Trustees.
- C. Primary - Primary Principal Jenny Fox had nothing further to add to her written report.
- D. Intermediate - Intermediate Principal Kelly Kinsey had nothing further to add to his written report but fielded questions from the Trustees.
- E. Middle School - Middle School Principal Gordon Klasna had nothing further to add to his written report. Activities Director Tony Derrig noted the district is hosting NAIA basketball practices for teams from Tennessee and Oklahoma. He further noted that Scheels Sporting Goods is sponsoring the 5th, 6th and 7th grade girls basketball teams at the NAIA tournament on Friday.
- F. Superintendent Novasio reviewed his written report. Trustee Pamela Ask reported she has been given a one year appointment to the TEDD Advisory Board. Mr. Novasio reported Curriculum Coordinator Cindy Gopp was honored as the State Gifted and Talented Teacher of the Year. The Trustees and audience took time to congratulate Mrs. Gopp. Mr. Novasio continued noting that the Educator for the Day Event will be held this Friday. Different groups scheduled to attend the Community Luncheon were as noted.

Trustee Joe Borgstrom arrived at this juncture of the meeting.

Other noteworthy items reported by Mr. Novasio were; Two Para professionals have turned in their resignations. Sharmi Lagge and Anglea Pedersen. Two Teachers, Barb Asleson and Nikki Alt will be resigning at the end of the school year.

Mr. Novasio reviewed some of the legislative issues that are being discussed by the MTSBA and SAM organizations.

Superintendent Novasio sought guidance from the Trustees on the issue of out

of district students riding buses to and from current stops. It was clarified that the busses would not leave the district boundaries. Fees will be investigated that other districts are charging for this service.

Out of District Tuition collections issues were discussed and payment options were requested such as Credit Card or prepayment of tuition requirements. Enrollment requirements for Out of District Students were reviewed. Mr. Novasio reviewed the High School Website, updated plans and played the video of the proposed campus.

TRUSTEE REPORTS

- A. SD #2 Trustee Update – SD2 High School Trustee Gordon Klasna noted he will be attending the upcoming semi-finalist Superintendent Interviews. Projects to review board policy, pre-enrollment and well as current enrollment increases were noted. The facilities master plan should be completed next month which will assist in future bond measure discussions.
- B. Trustee Discussion – MTSBA budget training upcoming at Lockwood on March 26th.
- C. MTSBA Training – Review of Policy 5460 regarding social media use between staff and students. MCA review of Non renewal of non tenured staff. Mr. Novasio reviewed the statute in preparation for the yearly issue of staff contract renewals.

ITEMS FOR ACTION

- A. Consent Agenda Items
 - 1. Approval of the February 13th, 26th Meeting Minutes.
 - 2. Approval of the February 2nd, February 9th, and February 23rd Building Committee Meeting Minutes
 - 3. Approval of February 2018 Bills and Wages
 - 4. Hire Classified Staff- No hiring noted
 - 5. Approve Substitute Staff

Chair Tim Sather asked if there were any objections to the consent agenda items as presented. Hearing none, the above agenda items were approved as presented with corrections to the minutes of February 13th to reflect the absence throughout of Pamela Ask.

- B. Approve Memorandum of Understanding with Lockwood Paraprofessionals Association

Superintendent Novasio recommended the Trustees approve the MOU with the LPA noting this document clarifies the procedure for a Paraprofessional to notify the District of a lane change on the salary schedule should a member obtain a four year college degree or become a certified teacher.

Trustee Pamela Ask made the motion to approve the MOU with the LPA as recommended. Sylvia Noble seconded the motion.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

C. Declaration of Unforeseen Emergency Day

Superintendent Novasio recommended the Trustees declare February 20, 2018 as an unforeseen emergency closure day with further recommendations to not make the day up under MCA 20-9-806(2). He further recommends that staff not be required to make this day up as well, clarifying that any certified staff member who already had leave requests in for that day would have leave refunded, certified staff who had planned leave of more than February 20th will not have leave refunded. Classified staff who did not work on February 20th can opt to either use vacation leave or take the day without pay.

Trustee Scott Kiekover made the motion to declare February 20, 2018 as an unforeseen emergency day that will not be made up and with leave/pay options as recommended. Janna Lind seconded the motion.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

D. Approve 2018-2019 Calendar Addendum

Superintendent Novasio recommended the Trustees approve the addenda to the 2018-19 school calendar that designates March 18th, 2019 as a weather related make up day should it be called for. Mr. Novasio pointed out this would provide staff and parents notice of the potential make up day in advance so they may plan accordingly.

Discussion was held.

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Trustee Sylvia Noble made the motion to approve the 2018-19 School Calendar Addendum as presented. Kat Pfau seconded the motion.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

E. Approval of a Variance to Certified Master Agreement

Superintendent Novasio noted the Trustees had approved a Variance to the Certified Master Agreement in January allowing for the donation of additional days of leave to a staff member dealing with a serious medical condition. Mr. Novasio recommends the Board approve an additional five days of leave for this individual.

Trustee Kat Pfau moved to approve the Variance to the Certified Master Agreement as presented. Sylvia Noble seconded the motion.

Discussion was held.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

F. Approval Contract with Bond Counsel

Superintendent Novasio recommends the approval of the agreement to use the firm of Dorsey and Whitney LLP for the district's bond counsel as outlined in the engagement letter.

Trustee Pamela Ask moved to approve the contract as presented. Kat Pfau seconded the motion.

Discussion was held.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

G. Approve Estimated Permissive Funds Resolution

Superintendent Novasio recommended the Trustees approve the resolution as presented. Mr. Novasio explained the SB307 is now codified as 20-9-116 requiring public notice of estimated non-voted levies prior to March 31st. Business Manager Laurie Noonkester has provided a spreadsheet that includes both the base and over base levies for the general fund in an effort to provide the district taxpayers with as much information as possible.

The spreadsheet shows an approximate decrease of 8.95 mills over last year's final budget. Mr. Novasio further noted these estimates are dependent upon the passage of the HS building bond and if the bond should fail these funds will have to be increased to assist in addressing facility

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needs. HD 56 Representative Susanne Vinton asked if the bill she co-sponsored helps with the school facility needs. Chairman Sather noted the Permissive Levy for Building Reserve is much appreciated and has been used to address the dire roofing needs.

Trustee Joe Borgstrom made the motion to approve the Permissive Levy Resolution as presented in accordance with MCA 20-9-116. Pamela Ask seconded the motion.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

F. Accept Bid for Phase I of Roofing Project

Superintendent Novasio recommends the acceptance of the bid from Perfect 10 for Phase I of the roofing project. Mr. Novasio explained Perfect 10 was the lowest bid by a significant amount and is the same contractor used when the Sturtevant Gymnasium was re-roofed.

Trustee Janna Lind moved to accept the bid as presented. Sylvia Noble seconded the motion.

Discussion was held.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

ADJOURN

The next Regular Meeting will be on Tuesday, April 10, 2018, at 6:00 p.m. in the Lockwood School District Board Room.

Trustee Joe Borgstrom moved to adjourn the meeting at 7:55 p.m. Sylvia Noble seconded the motion.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

Tim Sather, Chairperson

Laurie Noonkester, District Clerk

**RESOLUTION OF THE BOARD OF TRUSTEES LOCKWOOD ELEMENTARY SCHOOL
DISTRICT #26**

At the Regular Meeting of the Lockwood School District #26 Board of Trustees on March 13, 2018, the following resolution of the intent to impose an increase in a non-voted levy was passed.

Trustee Joe Borgstrom moved the following resolution:

Resolution of Intent to Impose an Increase in Levies

As an essential part of its budgeting process, the Lockwood School District #26 Board of Trustees is authorized by law to impose levies to support its budget. The Lockwood School District #26 Board of Trustees estimates the following increases/decreases in revenues and mills for the funds noted below for the next school fiscal year beginning July 1, 2018, using certified taxable valuations from the current school fiscal year as provided to the district:

Fund	2017-18 Actual Levies		2018-19 Projections					
	\$	Mills	\$	Mills	Change \$	Change Mills	Est. Annual Tax Impact \$100K home	Est. Annual Tax Impact \$200K home
General - BASE	\$ 1,120,242	46.18	\$ 965,719	39.81	\$ (154,523)	(6.37)	Decrease \$ (8.60)	Decrease \$ (17.20)
General - OverBASE	\$ 1,305,397	53.81	\$ 1,302,221	53.68	\$ (3,176)	(0.13)	Decrease \$ (0.18)	Decrease \$ (0.36)
Transportation	\$ 638,150	26.31	\$ 726,931	29.97	\$ 88,781	3.66	Increase \$ 4.94	Increase \$ 9.88
Tuition	\$ 284,722	11.74	\$ 208,972	8.61	\$ (75,749)	(3.13)	Decrease \$ (4.23)	Decrease \$ (8.46)
Adult Ed	\$ 47,243	1.95	\$ 43,242	1.78	\$ (4,001)	(0.17)	Decrease \$ (0.23)	Decrease \$ (0.46)
Technology	\$ 75,000	3.09	\$ 75,000	3.09	0	0	0	0
Debt Service	\$ 901,387	37.16	\$ 908,288	37.44	\$ 6,901.00	.28	Increase \$.38	Increase \$.76
Building Reserve Permissive	\$ 137,800	5.68	\$ 62,800	2.59	\$ (75,000)	(3.09)	Decrease \$ (4.17)	Decrease \$ (8.34)
Building Reserve Voted	\$ 75,000	3.09	\$ 75,000	3.09	0	0	0	0
Grand Total	\$ 4,584,940	189.01	\$ 4,368,172	180.06	Decrease \$ (216,768)	Decrease (8.95)	Decrease \$ (12.09)	Decrease \$ (24.18)

*Impacts above are based on current certified taxable valuations from the current school fiscal year.

Regarding the Permissive Building Reserve Levy referenced above, the following are school facility maintenance projects anticipated to be completed at this time:

Roofing Repairs & Maintenance, Building Repairs & Maintenance, Safety Measures & Equipment

The above figures are estimates only. Accurate numbers for ending fund balances, reserves, and re-appropriation, all of which affect permissive tax levy revenue, are not known until after the fiscal year end books are closed, which is after June 30, 2018. Taxable value for the FY2019 budgets, which is used to calculate the number of mills needed to generate the tax levy revenue, is not received from the Department of Revenue until August 1, 2018.

Trustee Pamela Ask seconded the motion in support of the above mentioned resolution. On a call for a vote, the motion passed unanimously.

Tim Sather, Board Chairman
Laurie Noonkester, District Clerk
Dated this 13th day of March, 2018