

1 The Regular Meeting of the Board of Trustees of the Florence-Carlton School District #15-6 was called to
2 order by Chair, Mrs. Vickie Cornish, at 7:00 p.m. on Tuesday, February 12, 2008, in the District Conference
3 Room. Present at the meeting were Trustees Mr. Jim Shreve, Mrs. Dorothy Rhodes, and Mr. Kevin
4 O'Brien; Superintendent Mr. John McGee; Principals Mrs. Audrey Backus and Mr. Dan Grabowska; Mr.
5 Vance Ventresca and Assistant Elementary Principal Mrs. Christine Hulla, and District Clerk, Ms. Julie
6 Mason. Mr. Rick Paris was not present. The Pledge of Allegiance was led by Mrs. Cornish.

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10 **APPROVAL OF CONSENT AGENDA:**

11 The Board reviewed the minutes of the Regular Meeting held on January 15th and the Special Meetings
12 held on January 8th and January 22nd and the Board reviewed the warrants for the month of February.

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14 *Mr. Shreve moved to accept the January 8th minutes as written. Mr. O'Brien seconded and the
15 motion carried 4-0.*

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17 *Mr. O'Brien moved to accept the January 15th minutes as written. Mrs. Rhodes seconded and the
18 motion carried 4-0.*

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20 *Mr. O'Brien moved to accept the January 22nd minutes as written. Mr. Shreve seconded and the
21 motion carried 4-0.*

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23 *Mr. Shreve moved to accept the February warrants as written. Mrs. Rhodes seconded and the
24 motion carried 4-0.*

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26 **MEETINGS:**

- 27 1. March 11th - 7:00 pm - Regular Board Meeting / District Conference Room
28 2. February 19th - 5:30 pm - Special Board Meeting – Strategic Planning Workshop

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30 **PUBLIC COMMENT:**

31 Mr. Herbert Warford stated that he was a taxpayer and that there was an incident that had happened to him
32 at the boys basketball game the past weekend. He claimed he was assaulted and Mr. Warford stated that
33 he brought the incident to Mr. McGee's attention at the basketball game and asked him for an apology. Mr.
34 McGee informed Mr. Warford at that time that he would look into the matter and take care of it. Mr. Warford
35 stated that at this time he did not feel the situation had been taken care of and he had not received an
36 apology. He asked the Board if they thought he deserved an apology and wanted to know about the
37 districts assault policy. The Board responded by letting him know they could not respond to public
38 comment and he would need to put it on an agenda if he would like it discussed further. Mr. Warford
39 requested that his issue be put on the next Agenda.

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41 **CORRESPONDENCE:**

42 Mrs. Cornish read the accreditation letter sent to the district out loud.

43
44 **NEW BUSINESS:**

45 **A. Girl Scout Project Approval**

46 Emily Martin and Kiarra McGee gave a presentation on their proposed community service project
47 that would require the use of school property. They explained that they would like to paint a map of the
48 United States on the middle school building wall next to the playground that would be approximately 10x23
49 feet in size. They also asked the Board if they could maintain the painting in the future and gave some
50 suggestions on how to do that.

51
52 *Mr. O'Brien moved to approve the painting of the map of the United States on the middle school
53 wall and the maintenance of this project in the future. Mr. Shreve seconded and the motion
54 carried 4-0.*
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56 **B. Key Club Presentation**

57 Three of the Florence-Carlton High School Key Club members gave a presentation on a project
58 called Project Life. During the week the Key Club members will put up silhouettes in the hallways with
59 facts about the teen attached to them. They will have an assembly and then a "Ghost Out Day" in which
60 eleven students will "die" throughout the day. The Key Club stated they are hoping to educate the students
61 and staff and community about suicide awareness and the issues surrounding this tragic issue and let
62 everyone know that it is ok to talk about this issue and if this saves even one person from suicide it would
63 help. The Board stated they thought this was a good project.
64

65 **C. Out of State Travel Request**

66 Mr. McGee asked the Board members to review Nancy Stock's travel request. She had requested
67 to travel to Fort Worth Texas, April 7-13, 2008 to attend a national conference for Health and PE.
68

69 *Mr. O'Brien moved to approve Ms. Stock's out of state travel request to Texas for the National*
70 *Conference. Mr. Shreve seconded and the motion carried 4-0.*
71

72 **D. February Enrollment**

73 The Board looked over the enrollment numbers. The total enrollment was 890 compared to 898 in
74 the fall. Mr. McGee informed the Board that the decrease in enrollment in the school will have a definite
75 impact on our 2008-2009 budget.
76

77 **E. Safe Routes To Schools**

78 In December the district put in an application for a federal transportation department grant called
79 SRTS. Mr. McGee informed the Board that it would be 6-8 months before we hear anything on that grant.
80 Mr. McGee reviewed with the Board about a meeting that he and Mr. DiBrito had with the County
81 Commissionaires regarding CTEP funds and our proposed project. The commissionaires stated they had
82 set aside \$217,000 for our project but would like the Florence-Carlton Board to take action to officially
83 commit to this project before the project monies and application can move forward. Mr. McGee informed
84 the Board that the county commissionaires stated that the school would need to create an official letter
85 stating it would make a project match of monies or materials or labor to this project in the amount of
86 \$33,000. It was stated that the district needs to send a Thank You note to Mr. DiBrito for all of his help with
87 this project. Mr. Shreve stated he would like to see a complete plan so the public could also see what will
88 happen with the trail and funds associated with this project.
89

90 *Mrs. Rhodes moved to agree to approve a promissory letter for improvement on school property*
91 *for pedestrian traffic in the amount of \$33,000 by the school district. Mrs. Cornish seconded and*
92 *the motion carried 4-0.*
93

94 **REPORTS:**

95 **A. Student Council President – Jack Finlay reported on the following:**

- 96 1. Honors Lunch had been postponed. This includes students that have a GPA over 3.75.
97 2. Change of Pace Day is May 2nd.
98 3. Approved monies to purchase and new flag and state flag for the school.
99

100 **B. SRO Report – Chuck Gividen reported on the following:**

- 101 1. Meetings with school safety team.
102 2. Patrols during lunch and recesses to make sure everything is ok.
103 3. Discussed how prepared law enforcement is to deal with serious incidents and talked about the training
104 they are receiving on that. Mr. Gividen showed a power point on important areas of our school such as
105 where a helicopter would land, where a command post would be and all of the doors for exits and entries to
106 our buildings. He stated that all of this information would be given to different agencies in a power point
107 version so everyone would know the layout of the school in emergency cases.
108

109 **C. Elementary & Assistant Principal - Chrissy Hulla and Vance Ventresca reported:**
110 **Chrissy Hulla:**

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- 111 1. Parent/Teacher conferences will be next week.
112 2. In March elementary will be doing the NCLB testing.
113 **Vance Ventresca:**
114 1. Artwork in the conference room was done by Mrs. Miller's third graders.
115 2. There are three student teachers in the elementary. One in Mrs. Crawford's class, one in Mr.
116 Tamietti's class, and one in Mrs. Saylor's class.
117 3. Accelerated reading assemblies, which recognize the students for their reading achievements.
118 4. Survey of students of ongoing problems that occur at school show that students seem to think the
119 atmosphere here at the school has improved over the last three years. Mr. Ventresca passed out the
120 survey for the Board to look at.
121

122 **D. High School Principal/Activities Director – Dan Grabowska reported the following:**

123 **Activities Director:**

- 124 1. Eight wrestlers qualified for State in Billings. Craig Ashworth took 3rd place and Corbin Newbary took
125 2nd.
126 2. The boy's and girl's basketball teams will play in the District tournaments starting February 13th.
127 3. Still trying to get two assistant track coaches.
128 4. Track and softball will start on March 17th.

129 **High School:**

- 130 1. Working on scheduling for next school year and working on restructuring the math alignment.
131 2. Working on transition plans for the special education students.
132 3. Developing a district wide behavior plan. Will be sending two staff from each school to a Summer
133 Montana Behavioral Initiative conference in Bozeman to learn more about developing this plan.
134 4. Mrs. Cunningham will be taking a group of student to the Science Bowl in Billings on February 23.
135

136 **E. Middle School Principal – Audrey Backus reported on the following:**

- 137 1. The middle school will be using the donation money given to them by Missoula Electric Coop to help
138 pay for the cost of the discipline training.
139 2. Parent/Teacher conferences will be held February 20 and 21.
140 3. Battle of the Books competition will be held February 18.
141 4. The seventh graders will be going on their incentive field trip this month.
142 5. The CRT testing will be held March 3-5, 2008.
143

144 **F. Superintendent - John McGee reported on the following:**

- 145 1. George Corn had released an official letter regarding Board members serving on two boards. Mr.
146 Corn's opinion stated that trustees can serve on both the Fire Board and the School Board, that there is no
147 conflict between these boards. Mr. Corn did state that a conflict might arise if both the Fire Board and the
148 School Board were wanting to run levies simultaneously. He advised that they may have to excuse
149 themselves from any discussion or vote on budget issues that might occur simultaneously between the two
150 Boards. Mr. McGee stated that he was going to get more information on this advice, as he did not want
151 there to be any question on the Boards actions if the district were to run a levy at some point.
152 2. Mr. McGee stated that Mr. Kevin Burns had approached him in wanting to help build a new crows nest.
153 Mr. Burns stated that Adam Clagett of Clagett Construction would be willing to give his time to design and
154 build a new crows nest. He also stated that he is working with Boyce Lumber to see if they might be willing
155 to donate materials for the crows nest. Mr. McGee informed the Board that if everything works out, Clagett
156 Construction donates the labor and Boyce donates the materials, the project could start in April or May.
157 Mr. McGee stated he would keep the Board informed on this project.
158 3. Access Consulting told Mr. McGee they would have the project ready for review by the 15th of this
159 month and soon after that ready to go to bid for the low voltage systems.
160 4. Snow removal has cost the district more money than usual this year and will come from our
161 maintenance area of our budget. We also had the sanders out to help with the icy conditions of our parking
162 lots on two different occasions.
163 5. Legislative delegation asked Superintendents in the valley about what the schools needs are for
164 funding. Mr. McGee stated that there needed to be more funding to pay teachers and keep them in
165 Montana.

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G. 2008-2009 Budget

Mr. McGee talked about our Preliminary General Fund Budget in 2008-2009 with the initial numbers released from OPI. It was determined that the schools budget will see an approximate increase of \$111,000 in funding for the next year. However, after working out budget inflationary costs for next year it was determined that the schools overall budget must increase by an estimated \$250,000 for next year. This would require that the school district look at cutting around \$140,000 from next year's budget. Because it is such a large budget cut it is proposed that the school district look at setting up a special board meeting to address the preliminary budget and the possible cuts or the possibility of running a levy. The Board decided to hold a budget discussion meeting on March 4, 2008 at 7:00 p.m. in the conference room.

The Board took a brief recess at 8:40, the meeting resumed at 8:47.

POLICIES:

A. Payroll Procedures/Schedules 7330 & 7330F

Mr. McGee explained that the IRS recently changed its rules to require employers who offer deferred compensation to have formal rules in place to manage these types of payments. He informed the Board that in the Collective Bargaining Agreement we do have an agreement which allows for employee to receive payments in 12 or 10 month equal installments. This creates a deferred compensation situation for the district. To insure that the district is in compliance with IRS code the board must pass policy that will set forth how our teachers currently receive their pay. The Board reviewed the MTSBA example policy which read as follows:

Payroll Procedures/Schedules

The district will establish one (1) or more days in each month as fixed paydays for payment of wages in accord with the current collective bargaining agreement or District practice. Employees may choose to have their salaries paid in full upon the last pay date following completion of their assignments or may annualize their pay. Employees who choose to receive payment of wages beyond the period in which the wages were earned (deferred payment) will be subject to Internal Revenue Service (IRS) penalties unless they provide a written election of such deferral prior to (the first duty day) (July 1)1 of the year of deferral. Forms for such deferral shall be made available. Any change to the election must be made prior to the first duty day of the fiscal year of the deferment.

When a District employee quits, is laid off, or is discharged, wages owed will be paid on the next regular pay day for the pay period in which the employee left employment or within fifteen (15) days, whichever occurs first.

1-District must choose between the first duty day of the deferral year or July 1 of the deferral year.

The Board also reviewed the form that goes along with this policy, it is 7330F.

PAYROLL PROCEDURES/SCHEDULES
(Deferred Wage Payment Election Form)

By my signature I hereby acknowledge that I have read and understand the School District's policy on deferred wages. Furthermore, by my signature on this form I am electing to defer payment of my wages on an annualized basis consisting of _____ payments. I understand that any change from an annualized election of payment requires that I notify the District prior to the beginning of duty for the fiscal year in which the change is being given.

Signature

Position

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Printed Name

Date Signed

Mr. O'Brien moved to accept Payroll Procedures/Schedules policies 7330 and 7330F as first reading. Mr. Shreve seconded and the motion carried 4-0.

B. Out of District Student Attendance Policy Discussion

Mrs. Cornish stated she just wanted to revisit this policy and make sure the timelines were being upheld and that there were no other issues with this policy. It was stated that notices will go out in early May and all current out of district families will have to re-apply by June 15th, or they will have to go to the school district in which they reside. It was also mentioned that tuition might be an option the school may want to look at to bring in revenue.

PERSONNEL:

A. Long Term Substitute

Mr. McGee informed the Board that Mrs. Mazur had recently gone on maternity leave and as a result the district needs to hire a long term substitute for her. He stated that it was the recommendation of the administrative team that Ms. Rose Kahane fill this position while Mrs. Mazur is out on maternity leave.

Mr. O'Brien moved to hire Ms. Rose Kahane as a long term substitute teacher to cover the duties of Mrs. Mazur while she is out on maternity leave. Mr. Shreve seconded and the motion carried 4-0.

B. Reduction in Force

Mr. McGee stated that when school districts are faced with difficult budget years school boards may need to consider reducing the number of staff that is employed. He stated that although he was not proposing a reduction in force at this time, he advised the Board that they should notice both unions that we do have a budget issue that may require the board to implement a reduction in force for this next school year.

Mrs. Rhodes moved to notice both the Classified and Certified Unions of the financial budget for the 2008-2009 school year. Mr. Shreve seconded and the motion carried 4-0.

C. Extracurricular

1. Hire HS Head Football Coach

Mr. McGee informed the Board that the interviews had been conducted after an extensive search. He stated that one of the people we were looking at and that we had interviewed was Mr. Roscoe, who use to be the head football coach at Frenchtown, there was a point where he wanted to do it and but he was going to check out his assistant staffing. Mr. McGee stated that there was the interesting comment that he gave for not wanting the Florence-Carlton job and it was, well, I heard that Loyola might be lookin for a coach and I know I can do some good recruitin if I go to Loyola. Mr. McGee explained that this comment might have been tongue in cheek just as a joke, but the fact of the matter is we could not land Mr. Roscoe. It was recommended that Terry Maki be hired as the new head coach. It was stated that Mr. Maki had experience playing division 1 college football as well as having coached in the past and came highly recommended. There was discussion regarding assistant coaches, past hiring practices and hiring of a staff member and the incentive of our teachers staying. Mr. O'Brien asked why Weston Jones was not recommended as he is a staff member and the idea of retaining our teachers. It was mentioned that the Board cannot go into too much personal detail and both Mrs. Rhodes and Mrs. Cornish stated that they trusted the recommendation of the administration. Mr. O'Brien stated that he wanted to make sure that the hiring process is consistent. Mr. Grabowska stated he felt the district needed to hire the best candidate available, not to settle. He was in on the interview process and felt that the person recommended is the best candidate. Mr. Shreve wanted someone who was going to stay for awhile and help our program, not leave right away.

Mrs. Rhodes moved to hire Terry Maki as our head high school football coach. Mrs. Cornish seconded and the motion carried 3-1 (Mr. O'Brien opposed).

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2. Hire HS Assistant Softball Coach

Mr. McGee stated that Rachel Camp, our Spanish teacher, was recommended for the assistant softball coach position. It was asked if this position was extended or were there any other applications and it was answered no.

Mr. Shreve moved to hire Rachel Camp as the assistant high school softball coach. Mrs. Rhodes seconded and the motion carried 4-0.

3. High School Assistant Track Coach Resignation

Mr. Shreve moved to accept Shane Cole's resignation. Mrs. Rhodes seconded and the motion carried 4-0.

4. Hire High School Assistant Track Coach

Mr. McGee informed the Board that there are currently 3 assistant track positions open. Kelly Rice was recommended for our distance runners coach.

Mr. O'Brien moved to hire Kelly Rice as an assistant high school track coach. Mrs. Rhodes seconded and the motion carried 4-0.

5. Hire Middle School Girls Basketball Coaches

Mr. McGee stated there are three teams this year and the three coaches recommended are as follows:

Mrs. Rhodes moved to hire Nancy Stock as a middle school girls basketball coach. Mr. O'Brien seconded and the motion carried 4-0.

Mrs. Rhodes moved to hire John Parker as a middle school girls basketball coach. Mr. Shreve seconded and the motion carried 4-0.

Mr. O'Brien moved to hire John Cornish as a middle school girls basketball coach. Mrs. Rhodes seconded and the motion carried 3-0 (Mrs. Cornish abstained).

6. Middle School Track Coaches

Mr. McGee recommended Lisa Brager, Nancy Stock, Ed Combo, and Bryan Neuman be hired as the middle school track coaches for the 2008 season.

Mr. O'Brien moved to hire Lisa Brager as a middle school track coach. Mr. Shreve seconded and the motion carried 4-0.

Mr. O'Brien moved to hire Nancy Stock as a middle school track coach. Mr. Shreve seconded and the motion carried 4-0.

Mr. O'Brien moved to hire Ed Combo as a middle school track coach. Mr. Shreve seconded and the motion carried 4-0.

Mr. O'Brien moved to hire Bryan Neuman as a middle school track coach. Mr. Shreve seconded and the motion carried 4-0.

D. Resignation

Mr. McGee let the board know that Lorraine Fragnito, a special education aide, has resigned her position. There is not a need to replace her position.

Mrs. Rhodes moved to accept Lorraine Fragnito's resignation. Mr. O'Brien seconded and the motion carried 4-0.

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OLD BUSINESS:

A. Boardsmanship Discussion

The next Strategic Planning meeting will be held on February 19th at 5:30 p.m. in the conference room.

B. Custodian Services

Mr. McGee explained to the Board that after considering wages, benefits, and expenses for hiring our own maintenance crew it was determined that the school would have to increase the budget from \$170,000 to \$195,000 for next year. Mr. McGee also discussed the company House of Clean helping us manage our own crew in exchange for using their product and equipment. Mr. McGee let the Board know that he was ready to advertise in either case and worked out numbers for hiring our own crew, and would be ready to advertise if the Board would like to try and hire a contractor to perform this work.

Mr. O'Brien moved to hire the district's own maintenance/cleaning staff to replace the Puritan's cleaning service. Mrs. Cornish seconded and the motion carried 4-0.

At 9:42 p.m., the Board Meeting was adjourned.

ATTEST:


Julie Mason
District Clerk

CHAIR:


Vickie Cornish
Chair