

Regular Meeting of the Board of Trustees

6:00 p.m.

July 19, 2016

**Cascade Public Schools
321 Central Avenue West
Cascade, Montana 59421-0529**

Agenda

Call to Order

6:00

Public Comments on Non-Agenda Items

Public Comment on Agenda Items is encouraged when the item is being considered on the agenda.

Old Business (I)

6:05

- A. Superintendent Contract

Informational

Staff Report (I)

New Business (A)

6:10

- A. Consent Agenda
 - 1. Minutes Regular Board Meeting June 28, 2016
 - 2. Business Claims
 - 3. Petty Cash Report
 - 4. Student Activity Account

Superintendent Report (I)

- A. Handbook Update
- B. Intercap Loan approved
- C. E-grants training
- D. County Transportation Meeting
- E. Preliminary Budget
- F. Board Hours

Committee Report

6:45

- A. Finance and Budget
- B. Policy Review–7/18 at 11:00am
- C. Transportation–7/22 at 8:00am
- D. Facilities and Grounds–7/19 at 8:30am
- E. Negotiations
- F. Technology

Announcements (I)

- A. MTSBA Negotiations/Policy Symposium July 20-21, 2016 Helena
- B. Next Regular School Board Meeting August 16, 2016
- C. MTSBA Board/Staff Leadership Symposium Aug 18, 2016 Helena

Adjournment (A)

7:00

Old Business (I)

A. Superintendent Contract

Category: Negotiations

Presented by: Justin Barnes, Rick Cummings

Attachments: None

Facts to Consider: The Negotiations Committee met June 22, 2016. They agreed upon and are proposing the negotiated superintendent contract for Supt. Justin Barnes. The contract defines an annual salary of \$78,500 with a salary freeze for SY2016-17. It is a three year rollover based upon satisfactory evaluations.

Superintendent evaluations are conducted in January of each year.

Superintendent Recommendation: Information is provided for the Superintendent contract for Supt. Justin Barnes.

Informational

Staff Report (I)

New Business (A)

A. Consent Agenda

1. Minutes Regular Board Meeting June 28, 2016

Regular Meeting

Cascade School District 3B

Board of Trustees

June 28, 2016 - 6:00 pm

Draft

Subject to change upon approval of the board

Board Members Present –

High School Board

Rick Cummings - Chair

Chris Boland - Vice Chair

Blake Standley

Deanna Hastings

Erin Wombold

Val Fowler

Elementary Board

Rick Cummings - Chair

Chris Boland - Vice Chair

Blake Standley

Deanna Hastings

Erin Wombold

Members Not Present -

Others Present: Justin Barnes - Superintendent, Karsen Drury - District Clerk, Tracy Taft, Felicia O'Brien, Mindy Schrecengost, Coleen MacDonald, Margie Pribyl.

Rick Cummings - Board Chair, called the Board of Trustees meeting to order at 6:03 pm. Mr. Cummings asked for public comment on **non**-agenda items

Non Agenda Discussion -

Public Comment:

Margie Pribyl posed discussion to the board of the upcoming elementary class sizes, voicing opinion that they are too large to be beneficial to the students. In past experience, classes were divided with separate teachers. Pribyl referenced School Law Handbook Ch. 55, noting that the max class size for K-2 was 20 students. She asked the board to consider splitting classes.

Superintendent: Mr. Barnes stated that the board had discussed splitting the upcoming 2nd grade class, and the recommendation would likely be executed depending upon budgetary restrictions.

Old Business

Informational

Staff Report

New Business

A. Resolution(s)--Intercap Loan -

Elementary: Deanna Hastings moved, seconded by Erin Wombold to accept the resolution for the Elementary Intercap Loan at the amount of \$103,410.

Public Question: Property tax increase.

Superintendent: To be determined.

Passed unanimously.

High School: Erin Wombold moved, seconded by Deanna Hastings to accept the resolution for the high school Intercap Loan at the amount of \$116,079.

Passed unanimously. Val Fowler abstained from voting.

B. Classified Salary Schedule - Chris Boland moved, seconded by Erin Wombold to approve the Classified Salary Schedule as FY17.

Board Discussion: The board discussed whether or not the matrix could be frozen at any given year and if once the matrix is initiated, would the school district be obligated to commit to raising wages each year. It was decided that the matrix could possibly be frozen and renegotiated each year. The board resolved to amend the motion, adding the effective dates of July 1, 2016- June 30, 2017 to negotiate yearly.

Passed unanimously.

C. Recommendation for K-8 Special Education-Coleen MacDonald - Erin Wombold moved, seconded by Deanna Hastings to approve the recommendation for Elementary Special Education Teacher, Coleen MacDonald.

Passed Unanimously. Val Fowler abstained from voting.

D. Recommendation for High School Special Education-Michelle Wolf - Chris Boland moved, seconded by Deanna Hastings to approve the recommendation for Elementary Special Education Teacher, Michelle Wolf.

Amendment: Michelle Wolf.

Passed Unanimously.

E. Recommendation for HSFV Volunteer-Dustin Jones - Blake Standley moved, seconded by Deanna Hastings to approve the recommendation for High School Football coaching volunteer, Dustin Jones pending fingerprint and background check.

Public Discussion: It was discussed that Mr. Jones was from Ulm, and he had children in school.

Passed Unanimously.

F. Graduation Credits -Blake Standley moved, seconded by Erin Wombold to approve the increase in graduation credits.

Superintendent Facts: Students with more math and science perform better on standardized tests (ACT). Extra credits will prepare students better for after graduation. Credit change will take effect with the Class of 2020.

Board Discussion: Would the students have limited class choices after the credit increase? The students would still have 7 electives. It was also asked if students would complete core classes, to get them out of the way as soon as possible. The schedules are being re-aligned with the respective grade.

Passed Unanimously.

- G. Food Service Account - Chris Boland moved, seconded by Deanna Hastings to approve the closure of the Food Service bank account.

Superintendent: Consolidate food service account within the activity fund, based off of Todd Watkins recommendation.

Passed Unanimously.

- H. Superintendent Contract -

Not voting on at this time. Under deliberation by MTSBA.

- I. Student Handbook - Deanna Hastings moved, seconded by Val Fowler to approve the Student Handbook changes for SY2016-17.

Board: PG. 23-Extracurricular-confusing for 5&6 parents. Recommend wording "students in 5-8 must receive a passing grade in all of their classes to participate in extracurricular and cocurricular activities." 1 F=no play, 2 Ds=no play.

Board: Failing in the last Quarter of the year: Students would be able to take summer school to make up credits and become eligible for next Quarter. Will consult Jeff Grimes, AD & Kevin Sukut, High School Principal, along with MHSA.

Passed Unanimously.

- J. Board Handbook - Chris Boland moved, seconded by Deanna Hastings to approve the Board Handbook changes for SY2016-17.

Superintendent: Changes include personnel updates, amendments, June board meeting date.

Passed Unanimously.

- K. Consent Agenda - Erin Wombold moved, seconded by Chris Boland to approve consent agenda.

1. Minutes of Regular Board Meeting May 17, 2016
2. Minutes of Special Meeting May 31, 2016
3. Business Claims
4. Petty Cash Report
5. Student Activity Account

Passed Unanimously.

Superintendent Report

- A. Blue Cross Blue Shield Insurance to take effect July 1st

- B. Early K Status:

- Continue with Early K with the understanding that some years will have very small classes
- FY 17 will have a Paraprofessional assisted by a Lead Teacher to lead the class
- All hinges on Board's directive to increase Tuition Fund

- C. Splitting FY 17's Second Grade Class

- Teachers will be Heather Bricker & Rachel Schaefer
- Working on class split
- Letters on class split to be sent out in July; Families will get notification of the class their child is in on the Back to School Night

- D. Working on Classified, Certified, and Athletic Handbooks for July Board Meeting

- E. Spend Down Budget – any remaining funds to be transferred into Building Reserve under “safety”.
- F. Looking at doing Board Training in Cascade in July and August
- G. E-grant Training July 19th in Helena–K. Drury & J. Barnes
- H. Board Hours
- I. General Fund Budget

Committee Report

- A. Finance and Budget - Meeting June 28, 7:00pm following Regular Board Meeting
- B. Policy Review - TBD
- C. Transportation - TBD
- D. Facilities and Grounds - TBD
- E. Negotiations - TBD
- F. Technology -

Announcements

- A. Next Regular School Board Meeting July 19, 2016
- B. MTSBA Negotiations/Policy Symposium July 20-21, 2016 Helena
- C. MTSBA Board/Staff Leadership Symposium Aug 18, 2016 Helena

MTSBA Board Resolutions

Adjournment

7:24 pm Erin Wombold moved, seconded by Deanna Hastings **to adjourn. Passed Unanimously**

Rick Cummings, Board Chair

ATTEST: Karsen Drury, District Clerk

Date Signed _____

2. Business Claims

07/13/16
12:02:09

CASCADE PUBLIC SCHOOLS
Claim Details
For the Accounting Period: 7/16

Page: 1 of 4
Report ID: AP100

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
Line #			Line Amount				
4334	1218 JACKSON, NICHOLE		274.54				
1	NJ052716 05/27/16 2nd Semester Ind Trans Reimb		137.64		110	621	
2	NJ052716 05/27/16 2nd Semester Ind Trans Reimb		136.90		110	621	
4335	4019 INFANGER, MICHELE		176.40				
1	MT052716 05/27/16 2nd Semester Ind Trans Reimb		176.40		110	621	
4336	2621 LENDRUM, KAREN		77.70				
2	KL052716 05/27/16 2nd Semester Ind Trans Reimb		77.70		110	621	
4337	1344 VANDEVENDER, BECKY		25.39				
2	BY052716 05/27/16 2nd Semester Ind Trans Reimb		12.07		110	621	
3	BY052716 05/27/16 2nd Semester Ind Trans Reimb		13.32		110	621	
4338	1217 RUNSTROM, SALINA		109.20				
3	SR052716 05/27/16 2nd Semester Ind Trans Reimb		109.20		110	621	
4339	1397 WEAVER, TIMOTHY		308.70				
3	TW052716 05/27/16 2nd Semester Ind Trans Reimb		308.70		110	621	
4340	3989 LANE, KENDRA		307.23				
3	KL052716 05/27/16 2nd Semester Ind Trans Reimb		307.23		110	621	
4342	3870 BERNINA SILVER THIMBLE		306.20				
1	06/28/16 General Service on Machin		275.00*	66	215	394-1000	610 102
2	06/28/16 Foot Rubber		4.25		201	300-1000	610 509
3	06/28/16 Knob 1530 on/off		6.00		201	300-1000	610 509
4	06/28/16 Misc		4.00		201	300-1000	610 509
5	05/28/16 Rubber Foot		1.95		201	300-1000	610 509
6	06/28/16 Machine Service		15.00		201	300-1000	610 509
4343	1276 BARNES, JUSTIN		100.00				
1	07/07/16 Sam's Club Membership Renewal		100.00		201	100-2300	610
4344	1433 DOUBLE G ENGRAVING		31.50				
1	4666 06/30/16 Services		15.75		201	100-2300	610
2	4666 06/30/16 Services		15.75		101	100-2300	610
4345	855 ENERGY WEST		140.80				
1	MAYJUNE16 06/27/16 May & June Gas Services		35.20		201	100-2600	411
2	MAYJUNE16 06/27/16 May & June Gas Services		35.20		101	100-2600	411
3	MAYJUNE16 06/27/16 May & June Gas Services		35.20		210	100-2700	411
4	MAYJUNE16 06/27/16 May & June Gas Services		35.20		110	100-2700	411

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Invoice #/Inv Date/Description	Amount	Line Amount	PO #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
4346	4542 GREAT FALLS ACE BYPASS		69.99					
1	399930/3	06/16/16 CM Wet/DryVac 9 Gal		35.49		201	100-2600	610
2	399930/3	06/16/16 CM Wet/DryVac 9 Gal		34.50		101	100-2600	610
4347	3580 HAWK'S FIRE PROTECTION		1,189.00					
1	7759	06/28/16 New & Serviced Fire Extinguish		297.25		110	100-2700	340
2	7759	06/28/16 New & Serviced Fire Extinguish		297.25		210	100-2700	340
3	7759	06/28/16 New & Serviced Fire Extinguish		297.25		101	100-2600	340
4	7759	06/28/16 New & Serviced Fire Extinguish		297.25		201	100-2600	340
4348	4399 HIGH PERFORMANCE FLOORS		8,775.00					
1	1021	06/09/16 Refinished Gym Floor		4,387.50		101	100-2600	440
2	1021	06/09/16 Refinished Gym Floor		4,387.50		201	100-2600	440
4449	48 MEADOW GOLD GREAT FALLS		739.05					
1	373812	06/03/16 Food		133.89		112	910-3100	630
2	375132	06/14/16 Food		133.89		112	910-3100	630
3	375944	06/21/16 Food		159.75		112	910-3100	630
4	376870	06/28/16 Food		311.52		112	910-3100	630
4450	897 MASCO		495.45					
1	7189	06/15/16 Maintenance Supplies		95.65		101	100-2600	610
2	7267	06/20/16 Maintenance Supplies		154.80		101	100-2600	610
3	7410	06/29/16 Maintenance Supplies		245.00		201	100-2600	610
4452	2788 NATIONAL LAUNDRY		395.90					
1	00796	06/02/16 Food Service Supplies		34.62		112	910-3100	610
2	02548	06/09/16 Food Service Supplies		34.62		112	910-3100	610
3	04280	06/16/16 Food Service Supplies		92.75		112	910-3100	610
4	06059	06/23/16 Food Service Supplies		34.62		112	910-3100	610
5	07807	06/30/16 Food Service Supplies		34.62		112	910-3100	610
6	00308	06/01/16 Food Service Supplies		71.04		112	910-3100	610
7	03833	06/15/16 Food Services Supplies		40.14		112	910-3100	610
8	05616	06/22/16 Food Services Supplies		53.49		112	910-3100	610
4453	1325 SHOUTPOINT, INC		345.00					
1	12615	07/01/16 Interconnected VoIP Lines		172.50		128	100-1000	681
2	12615	07/01/16 Interconnected VoIP Lines		172.50		228	100-1000	681
4454	561 SUPERIOR BUSINESS EQUIPMENT		24,800.00					
1	IN24437	06/01/16 Canon Ir Advance 6565i		12,400.00*		128	100-1000	730
2	IN24437	06/01/16 Canon Ir Advance 6565i		12,400.00		228	100-1000	730

* ... Over spent expenditure

Claim Warrant	Vendor #/Name	Amount	Line #	Invoice #/Inv Date/Description	Line Amount	P0 #	Fund Org	Acct/Source/ Prog-Func	Obj Proj
4455	3876 SUPPLYWORKS	1,841.70							
1	370694127 06/24/16 Supplies	186.00			201		100-2600	610	
2	370694119 06/24/16 Supplies	894.74			101		100-2600	610	
3	371255944 07/01/16 Supplies	626.89			201		100-2600	610	
4	371255951 07/01/16 Supplies	134.07			201		100-2600	610	
4456	1428 VARITRONICS, LLC	21,798.00							
1	05/27/16 Print & Cut CM1800 Gold	10,899.00*			128		100-1000	730	
2	05/27/16 Print & Cut CM1800 Gold	10,899.00			228		100-1000	730	
4457	1382 TODD WATKINS CONSULTING SERVICES	1,087.50							
June 7 - July 1									
1	CDS601916 06/20/16 June 7th - July 1st Service	543.75			201		100-2300	330	
2	CDS601916 06/20/16 June 7th - July 1st Service	543.75			101		100-2300	330	
4458	3309 MUST	362.00							
1	ACA15 06/30/16 ACA Fees 2015 A5082	48.00			201		100-1000	260	
2	ACA15 06/30/16 ACA Fees 2015 A5052	48.00			101		100-1000	260	
3	5082.20160 07/06/16 Balance Due - Tara Halmes	266.00			101		100-1000	260	
4459	561 SUPERIOR BUSINESS EQUIPMENT	95.00							
1	IN25555 07/11/16 Troubleshooting Services	95.00			228		100-1000	340	
4460	561 SUPERIOR BUSINESS EQUIPMENT	5,176.52							
2	IN25595 07/12/16 Maintenance Agreement	5,176.52			228		100-1000	340	

of Claims 25 Total: 69,027.77

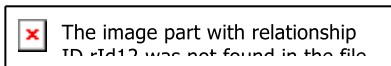
69,027.77

Fund/Account	Amount
101 General Fund	
101	\$6,773.14
110 Transportation fund	
101	\$1,611.61
112 Food Services	
101	\$1,134.95
128 State Technology Acquisition Gra	
101	\$23,471.50
201 General Fund	
101	\$6,686.10
210 Transportation Fund	
101	\$332.45
215 Federal Programs	
101	\$275.00
228 State Technology Acquisition Gra	
101	\$28,743.02
Total:	\$69,027.77

3. Petty Cash Report

Cascade School District #3&B
Balance Sheet - Petty Cash #2

Balance	10/31/2015		\$1,815.57
Credits			
	11/12/2015	loose change	\$11.50
	11/18/2015	CHS reimb	\$15.42
	11/23/2015	Mesaros insurance check in/out	\$375.00
Debits			
		service charge	-\$2.80
		2372 USPS newsletter postage	-\$12.20
		2373 USPS student files mailed	-\$21.35
		2374 Sharon Stevens insurance reimb in/out	-\$375.00
	10/31/2013	Bank Statement Balance	\$1,806.14
		<i>Outstanding Checks & Receipts</i>	
	Check #		
	outstanding deposit		
		Checkbook Balance	\$1,806.14



Karsen Drury, District Clerk

12/9/2015

4. Student Activity Account

Account	Opening Balance	Disbursed (-)	Receipts in Transit (+)	Transfers (-)	Invest (+)	Misc. Earnings (+)	Misc. Charges (-)	Closing Balance
31 TECHNOLOGY	673.80	0.00	0.00	0.00		0.00	0.00	673.80
17 XCELL	-357.99	0.00	0.00	0.00		0.00	0.00	10042.00
898 MISC EARNINGS	0.00	0.00	0.00	0.00		0.00	0.00	0.00
899 MISC CHARGES	0.00	0.00	0.00	0.00		0.00	0.00	0.00
Total for Student Accounts	38373.00	1120.00	19515.93	0.00	0.00	0.00	0.00	56768.93
Bank Account Totals	38373.00	1120.00	19515.93	0.00	0.00	0.00	0.00	56768.93
						Bank Balance		56768.93
						Plus Outstanding Checks		67783.21
						Minus Outstanding Deposits		53068.62
						Balance		71483.52
						Minus Receipts in Transit		0.00
						Statement Balance		71483.52

1. Handbook Update
 - Finished:
 - ✓ Student Handbook
 - ✓ Board Handbook
 - ✓ Classified Handbook
 - In Progress:
 - Certified Handbook
 - Athletic Handbook
 - Coaches Handbook
2. Intercap Loan through the MT Board of Investments approved and in the County
 - Elementary - \$103,410
 - HS - \$116,079
3. E-grants training moved from July 19 to July 28
4. County Transportation Meeting July 21st at 9:30 am
5. Preliminary Budget
6. Board Hours

Board Hours

Name	Date	Description	Credit Received
Rick Cummings	6/11/2016	MTSBA June Leadership Symposium	6
		Total	6
Erin Wombold			
		Total	0
Blake Standley			
		Total	0
Val Fowler	5/4/2016	Spring Workshop	6
		Total	6
Chris Boland			
		Total	0
Deanna Hastings	6/11/2016	MTSBA June Leadership Symposium	6
		Total	6

CASCADE PUBLIC SCHOOLS

Memo



TO:	Board of Trustees
FROM:	Justin Barnes, Superintendent
DATE:	7/13/16
RE:	Budget Comparison, PRELIMINARY 2016-17

Elementary	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
General'Fund	\$1,142,270.99	\$1,200,445.06	\$1,203,590.67	\$1,290,979.38	\$1,299,858.00
Transportation	\$194,784.45	\$204,584.00	\$209,433.00	\$216,000.00	\$251,844.00
Bus'Depreciation	\$40,680.60	\$96,192.56	\$95,976.91	\$97,362.25	\$100,000.00
Tuition'Fund	\$2,011.83	\$2,053.78	\$2,056.70	\$12,110.55	\$64,291.00
Retirement'fund	\$184,000.00	\$193,000.00	\$198,000.00	\$180,000.00	\$201,902.00
Technology	\$1,531.13	\$2,540.64	\$51,244.29	\$51,285.41	\$50,000.00
Flex'Fund	\$7,873.15	\$7,873.15	\$8,453.01	\$11,222.52	\$14,950.00
Debt'Service	\$219,407.50	\$217,982.50	\$202,212.52	\$199,162.52	\$303,910.00
Building'Reserve'				\$24,560.99	\$7,600.00
	<u>\$1,792,559.65</u>	<u>\$1,924,671.69</u>	<u>\$1,970,967.10</u>	<u>\$2,082,683.62</u>	<u>\$2,294,355.00</u>

High School	2012-2013	2013-2014	2014-2015	2015-2016	2016-2017
General'Fund	\$1,125,658.29	\$1,057,765.27	\$1,005,859.39	\$1,000,389.86	\$1,016,540.00
Transportation	\$240,774.61	\$240,774.00	\$244,020.00	\$244,218.00	\$284,468.00
Bus'Depreciation	\$41,792.40	\$95,791.96	\$96,716.47	\$95,889.99	\$100,000.00
Tuition'Fund	\$1,266.35	\$1,296.83	\$2,639.93	\$6,761.50	\$55,683.00
Retirement'fund	\$158,000.00	\$166,000.00	\$171,000.00	\$160,000.00	\$146,840.00
Adult'Ed	\$16.35	\$16.35	\$16.35	\$16.35	\$M
Technology	\$1,502.20	\$2,213.29	\$103,233.68	\$100,980.49	\$100,000.00
Flex'Fund	\$M	\$M	\$M	\$8,232.98	\$6,672.00
Debt'Service	\$232,332.50	\$225,507.50	\$207,750.00	\$209,650.00	\$326,579.00
Building'Reserve'				\$39,682.97	\$15,781.00
	<u>\$1,801,342.70</u>	<u>\$1,789,365.20</u>	<u>\$1,831,235.82</u>	<u>\$1,865,822.14</u>	<u>\$2,052,563.00</u>

Committee Report

- A. Finance and Budget
- B. Policy Review–7/18 at 11:00am
- C. Transportation–7/22 at 8:00am
- D. Facilities and Grounds–7/19 at 8:30am
- E. Negotiations
- F. Technology

Announcements (I)

- A. MTSBA Negotiations/Policy Symposium July 20-21, 2016 Helena
- B. Next Regular School Board Meeting August 16, 2016
- C. MTSBA Board/Staff Leadership Symposium Aug 18, 2016 Helena

Adjournment (A)