



VAUGHN SCHOOLS

Board of Trustees

AGENDA

Library

Tuesday, July 7, 2015

6:30 pm



- I CALL TO ORDER** *Chairperson Links*
- II PLEDGE OF ALLEGIANCE** *Chairperson Links*
- III ADOPT AGENDA** *Chairperson Links*
- IV VISITOR RECOGNITION AND WELCOME** *Chairperson Links*
- V APPROVAL OF CONSENT AGENDA** *Chairperson Links*
- a. Appoint Superintendent to Cascade County Transportation Committee
 - b. Approve (second reading) Change “Principal” to “Superintendent” all Board Policies
- VI COMMUNICATION** *Chairperson Links*
- c. Audience Communication *Jan Cahill*
 - d. Superintendent’s Report *Jan Cahill*
- VII REPORTS, DISCUSSION & POLICIES**
- e. First Reading - Board Policy #7400 Credit Card Use *Jan Cahill*
 - f. First Reading - Board Policy #3100 Student Enrollment, Exceptional Circumstance *Jan Cahill*
 - g. First Reading - Board Policy #3300 Suspension and Expulsion *Jan Cahill*
 - h. First Reading - Board Policy #3311 Firearms and Weapons *Jan Cahill*
 - i. First Reading - Board Policy #3413 Student Immunization *Jan Cahill*
 - j. Vaughn Student Handbook 2015/2016 *Jan Cahill*
- VIII ACTION ITEMS**
- k. Audit Report (Douglas, Wilson & Company) *Lynda Kohut*
 - l. Custodial Contract - Siefke - Owens 2015/2016 *Jan Cahill*
 - m. Hillcrest Colony Agreement 2015/2016 *Jan Cahill*
 - n. Vaughn Safety Manual 2015/2016 *Jan Cahill*
 - o. Superintendent Contract Ratification 2015/2017 *Chairperson Links*
 - p. Approve Community Eligibility Provision (USDA) Lunch/Breakfast Program *Jan Cahill*
 - q. Approve Resignation - Fryberger - Jordan - Sawyer *Jan Cahill*
 - r. Approve Teacher Contract 2015/2016 *Jan Cahill*
- IX ACTION: OTHER** *Chairperson Links*
- X BOARD REPORT/FUTURE AGENDA ITEMS** *Chairperson Links*
- XI ACTION TO ADJOURN** *Chairperson Links*

Vaughn Schools – Jewel of the Sun River Valley



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BOARD MEMO

- I **CALL TO ORDER** *Chairperson Links*
- II **PLEDGE OF ALLEGIANCE** *Chairperson Links*
- III **ADOPT AGENDA** *Chairperson Links*
- IV **VISITOR RECOGNITION AND WELCOME** *Chairperson Links*
- V **APPROVAL OF CONSENT AGENDA** *Chairperson Links*

a. Appoint Superintendent to Cascade County Transportation Committee

The annual Cascade County Transportation Committee is scheduled for July 9. You will need to appoint me to represent the Vaughn School District.

b. Approve (second reading) Change “Principal” to “Superintendent” all Board Policies

During the current school year all references to “Principal” will be deleted and the word “Superintendent” or “Administrator” will be substituted as we review each section of Board Policy.

RECOMMEND approval of consent agenda.

VI **COMMUNICATION**

c. Audience Communication *Chairperson Links*

Just a reminder that this is the appropriate time for members of the audience to discuss an item that is NOT on the agenda. Trustees should not engage in conversation regarding any comments made under this section of the agenda. Any person wishing to speak on an agenda item must wait until that item is before the Board.

d. Superintendent’s Report *Jan Cahill*

I will be providing calendar options for MTSBA Board training to be provided in July or August. This will be an evening training session (5:30 – 8:30). Scheduling a training session on a Saturday in late July or August was not possible.

VII REPORTS, DISCUSSION & POLICIES

e. First Reading - Board Policy #7400 Credit Card Use

Jan Cahill

Policy #7400 has not been revised for nearly eight years (8/13/2007). Lynda discussed with me changing the credit card limit from \$2,500 to \$5000 and the aggregate credit limit from \$12,500 to \$25,000. I concur with her suggestion. This is first reading so no action is required.

f. First Reading - Board Policy #3100 Student Enrollment, Exceptional Circumstance

Jan Cahill

You will find an attachment with the recommended Policy from the Montana School Boards Association regarding providing early kindergarten for children who have reached the age of 3 (and 4) on or before September 10. MTSBA has provided two options. For the purpose of this agenda item Option A would be the preferred option. Adoption of Policy 3100 and 3100P would result in the possibility of offering an early kindergarten class (1/2 day) at Vaughn for the 2015-2016 school year. This is first reading so no action is required.

g. First Reading - Board Policy #3300 Suspension and Expulsion

Jan Cahill

Please look at your Policy Manual and review Policy #3300. We will discuss the policy Tuesday night and see if there is a need to revise the current policy. This review is required by state statute. This would be first reading of any changes so no action is required.

h. First Reading - Board Policy #3311 Firearms and Weapons

Jan Cahill

Please look at your Policy Manual and review Policy #3311. We will discuss the policy Tuesday night and see if there is a need to revise the current policy. This review is required by state statute. This would be first reading of any changes so no action is required.

i. First Reading - Board Policy #3413 Student Immunization

Jan Cahill

Policy #3413 requires change as the result of legislative action. We will discuss the policy Tuesday night and see if there is a need to revise the current policy. Varicella needs to be added and changes to language will be required. This would be first reading of any changes so no action is required.

j. Vaughn Student Handbook 2015/2016

Jan Cahill

Please see attachment with this memo "Vaughn Student Handbook". As you will note I have made changes to the 2014-2015 handbook. Any changes to Policy #3300 and #3311 may result in wording changes to the handbook. You will also note that action item "q" Approve Community Eligibility Provision (USDA) Lunch/Breakfast Program" has been included in the proposed handbook. Should that item not be approved there would be a need to add language back into the handbook regarding lunch and breakfast prices. This is a discussion item and will be an action item at your next Board meeting.

VIII ACTION ITEMS

k. Audit Report (Douglas, Wilson & Company)

Lynda Kohut

The audit will be presented Tuesday evening by a representative from Douglas, Wilson & Company.

RECOMMEND approval of the audit as presented.

l. Custodial Contract - Siefke - Owens 2015/2016

Jan Cahill

Please see attached proposed contracts for James and Rob as negotiated by your Board Committee. As you will see there is a 3% raise proposed for James and Rob for the 2015-2016 school year. In addition, both positions result in a four-day work schedule (Monday-Thursday) with the daily schedule for James and Rob to be determined by myself. To make the scheduling work, the District will need to install a computerized monitoring system for the boiler. This system will enable one or more individuals to access the boiler monitoring system and make sure the system is working correctly. This system includes a warning alarm should the boiler stop operating. This system will eliminate the need for the custodian to come to the school at various times during the year, especially during cold weather to make sure the boiler is working. This in turn will save the District money and eliminate the possibility of a boiler malfunction going unnoticed.

RECOMMEND approval of the contract.

m. Hillcrest Colony Agreement 2015/2016

Jan Cahill

Please see attached Hillcrest Agreement. This was moved from the last meeting to the Tuesday meeting. The only change besides the date of the Agreement is the deletion of "Attendance Center" and the words "or destroyed" in two sections of the Agreement.

RECOMMEND approval of the Hillcrest Colony Agreement.

n. Vaughn Safety Manual 2015/2016

Jan Cahill

Each of you received an electronic copy of the proposed safety manual last week. As you will note, the proposed manual covers quite a bit more than the current safety manual. Due to the fact that it is not a good idea to alert anyone who wants to do harm to students and staff on what our alert system entails the manual will be available for inspection in the office by any person but will not be on the website and was not included as an attachment with this memo.

RECOMMEND approval of the Vaughn Safety Manual.

o. Superintendent Contract Ratification 2015/2017

Chairperson Links

The Superintendent Contract that was negotiated on your behalf by Elizabeth Kaleva has been included as an attachment.

RECOMMEND ratification of the contract.

p. Approve Community Eligibility Provision (USDA) Lunch/Breakfast Program

Jan Cahill

You may recall I mentioned the possibility of providing all children attending Vaughn School a free breakfast and lunch for the 2015-2016 school year at the last meeting through CEP. This program, if approved by the Board, would be good through June 30, 2019. The District can opt out of the program prior to June 30, 2019 by notifying OPI no later than June 30 of the school year prior to going back to the traditional counting and claiming procedures. As I mentioned at the last meeting, this program will enable the District to provide a nutritious and healthy breakfast and lunch to every child attending Vaughn School and eliminates the need to verify income from parent/guardian. There is a possibility the program will result in a loss to the District of \$4110.47. This is the result of a formula used by the Federal Government in determining how many children qualify for reimbursement. As I mention at the last meeting, all we would need to make up that potential loss would be for one out-of-district student to attend Vaughn because of the availability of CEP, the increased ANB would be more than enough to offset the loss. I realize the term “free” may present a negative connotation. CEP is “free” to the children (and family) but of course the revenue from OPI originates from the Federal Government. However, the program is funded and is available to Vaughn School and if just one child receives a nutritious and healthy meal as the result CEP the program is worth participating.

RECOMMEND approval of the Community Eligibility Provision.

q. Approve Resignation - Fryberger - Jordan - Sawyer

Jan Cahill

It always seems a little silly to come forward with a recommendation to approve the resignation of an employee. You have no authority to not allow an employee to resign. However, I am bringing for action the resignations of Mrs. Fryberger, Mrs. Jordan and Mrs. Sawyer. Mrs. Fryberger is retiring after serving the Vaughn School for twenty years. In her letter she mentioned stress of the past six months as primary reason for her decision. Mrs. Jordan has accepted a position with the Cascade School District. Mrs. Sawyer submitted her resignation letter on July 1. Each of these staff members contributed very positive services over the course of their employment. Mrs. Fryberger not only helped as a paraprofessional but also as a substitute bus driver. Her services will be missed. Mrs. Jordan was employed for two years and provided by all accounts great educational services to her students. Mrs. Sawyer has been employed nearly ten years as the school secretary and more recently as the administrative assistant/secretary. Her outstanding knowledge and expertise will be sorely missed. Shanda served this District with exemplary distinction and she will be difficult to replace.

RECOMMEND approval of resignations.

r. Approve Teacher Contract 2015/2016

Jan Cahill

I may have a recommendation for a teaching contract for either the Hillcrest Colony or the special education position. I am interviewing a candidate for both positions Tuesday morning. She is certified in special education and is also interested in the position at the Colony.

- IX **ACTION: OTHER** Chairperson Links
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