

Canyon Creek School District #4
Yellowstone County, Billings, MT
6:30 p.m. - Library
Regular Meeting

Call To Order

February 18, 2020

Chairman Joel Junso called the Regular Meeting of the Board of Trustees to order at 6:34 p.m. by leading those present in the Pledge of Allegiance. The following trustees and officers were present: Joel Junso, Chair, Amanda Agyeman-Budu, Trustee, Amy Gibbons, Trustee and Jason Ascheman, Trustee. Amy Sironi, Vice-Chair was absent. Superintendent Brent Lipp, Business Manager/District Clerk Seara Stovall, and Dean of Students, Haley Morales were also present.

Additional guests present: Earl Ross, John Eisen, Sharon and Tom Lose

Public Comment

None submitted.

Consent Agenda

Jason moved to approve the Consent Agenda as presented. Amanda seconded the motion. The motion passed unanimously.

Administrative Report

A. Superintendent's Report--

1. Facilities --

• Earl --

- Shared that early morning 02/18/2020 discovered one of our two boilers, purchased two years ago, was not functioning properly. Boilers were purchased in tandem so that if one failed, the other would kick on and still provide heat. These boilers provide heat to the junior high wing of the school. One boiler was completely down and the backup did not kick on as designed.

Montana Boiler Service is who installed the units and came on-site after receiving the call. He noted that these boilers are used regularly and are a reliable unit. He noted he had never seen the issues he observed in the boiler that failed.

He was able to re-wire the other boiler. It is up and functioning normally. It is unknown if the boiler that was lost is covered under warranty or what it will cost to replace it.

He quoted approximately \$1,200.00 to move a pump to support it in a better location, vibration free. This move was recommended when the boilers were first installed. The bearings that support the pump and the relocation of pipes and pump is driving the quoted cost. Moving forward the decision is to move the pump as advised.

- Storage – shortage of space to store items. This has been a long-term issue and currently there is a rotation of summer to winter items for regular seasonal use. Facilities equipment needs rotated for appropriate use.

PE teacher – no room to store equipment. Utilizing other spaces that causes a domino effect of other space issues.

Student desks – stacked one upon another and shop equipment is stored in old freezer space in court yard.

Curriculum room – currently a catch-all for curriculum, supplies, office furniture. Will need that space for a classroom in the near future.

“ACE” room - will no longer be utilizing the space after FY19-20 but it will be utilized for SPED Kindergarten Readiness space for FY 20-21.

Mr. Lipp noted storage is one of our immediate concerns.

- Roof Project – on schedule for start the 2nd or 3rd week of June. Planning to encumber \$80,000 to cover the contracted work for this summer.
- Superintendent Perspective – Mr. Lipp’s thoughts on facilities –
 - Classrooms – he notes that things feel pretty comfortable in reference to space availability but when we receive an influx of students, as we did after Christmas break, there seems to be a definite shortage of classroom space. He anticipates needing two rooms for each grade, possibly as early as next year. Fourth grade currently only has one classroom.
 - Currently down one Junior High teacher that was not filled from last year. That is an area of growth that is on the edge of needing some serious consideration which would result in hiring 1 additional FTE Certified Teacher.
 - Very concerned about the increase in SPED services. It is currently very busy and will most likely need a second room in the near future.
 - SPED Kindergarten Readiness will be taking up an additional classroom starting in August of 2020.
 - Windows - He noted that upgrades are required to two-thirds of the building; Elementary and Junior High section windows.
 - Plumbing - issues in the old parts of the buildings. Pipes are collapsing. Copper piping, faucets, facilities are exceeding the lifespan of their utilization.
 - Growth is inevitable. Some tough decisions will need to be made in the near future. He recommends putting together a plan proactively versus reacting to the growth needs. Mr. Lipp doesn’t feel a new building is needed, but perhaps a

wing with remodeling of existing facilities is the correct fit. Meeting the needs of the students and staying competitive with our neighboring schools in STEM curriculum areas should be the focus.

2. SPED Kindergarten Readiness Update – Meeting weekly or every two weeks to finalize items. Mr. Lipp and Ms. Stovall met with Larry Martin to get a path forward legally with developing the Interlocal Cooperative Agreement. Goal is to have it drawn up and submitted for each District’s board of trustee’s approval in April. Mr. Lipp presented draft budget and schedule. He noted being concerned about the sustainability of the program. He shared the only way to get the funding for the expense is to permissively levy the tuition and the only way to access the tuition funds is to have a “child in the seat”. ANB funding is available for 4 and 5 year olds but has to be structured as a Kindergarten readiness program and must be segregated from the 3 year old program. The Interlocal Cooperative Agreement must contain very specific language to protect entering, exiting and base obligations of the agreement. It was proposed that a member from each District’s Regular board will be a member of the Interlocal Cooperative Board of Trustees.
 3. School Calendar – A staff/parent survey was sent out with calendar options for FY20-21 and we have received approximately 35 responses. Preliminary results show that we may pattern off of this year’s current schedule.
 4. Evaluations – The second set of Certified Staff evaluations will be completed by April 15th, 2020. Mr. Lipp noted that he had a couple scheduled for this week.
- B. Dean of Student’s Report – Positive feedback was shared on the following items:
1. SWIS – Only 5 referrals the whole month of February. Defiance/Insubordination/Physical Aggression continue as the top issues. Same dates and times trending as to when the issues are occurring.
 2. Give H.O.P.E. (Cole’s Pantry) – Six families with a total of sixteen students are currently being served. The team is making menus every two weeks. Fresh produce and canned goods are being rotated weekly. The founding Cole’s Pantry from Bridger Schools, added a Wellness component and an assembly was held where good nutrition and exercise were promoted. The presenters gave the students some balls and jump ropes to promote the wellness component of Cole’s Pantry.
 3. Principal Conference – Mrs. Morales shared that it was an amazing experience and she is very excited to implement some items she learned. She noted that she will pursue getting the key presenter from the conference to hopefully visit Canyon Creek School next August when he is back in Montana.
 4. Special Olympics – The bowling competition was completed with three athletes. All athletes placed. Track and Field will start in March. Mrs. Morales is hoping for five students to participate. Friday, April 24th is the scheduled Track and Field competition.

New Business

- A. Election – Declaration of Intent and Oath of Candidacy – Discussion was held and required documentation was provided to those who will need to pursue another term.
- B. Hiring of Amy Larson - Paraprofessional – Discussion was held.
Amanda moved to hire Amy Larson - Paraprofessional as presented. Amy G. seconded the motion. The motion passed unanimously.
- C. Hiring of Nellie Acord – Cook’s Helper – Discussion was held.
Jason moved to hire Nellie Acord – Cook’s Helper as presented. Amanda seconded the motion. The motion passed unanimously.
- D. Board Approval of Multi-District Agreement – Discussion was held.
Amy G. moved to accept the Multi-District Agreement as presented. Amanda seconded the motion. The motion passed unanimously.
- E. Enrollment / ANB Update – Discussion was held.
- F. Addendum to MOA – INDEPTH Alternative to Suspension – Discussion was held.
Amanda moved to accept the Addendum to MOA – INDEPTH Alternative to Suspension as presented. Amy G. seconded the motion. The motion passed unanimously.
- G. Superintendent – Vacation Request – Discussion was held.
Amy G. moved to approve the Superintendent –Vacation Request as presented. Jason seconded the motion. The motion passed unanimously.
- H. School Budget Symposium – Discussion was held. There was interest from some board trustees in attending the symposium.
- I. Transportation Fund Update – Discussion was held.
- J. Student 01 Attendance Agreement – Discussion was held.
Amanda moved to accept the Student 01 Attendance Agreement as presented. Amy G. seconded the motion. The motion passed unanimously.
- K. Trustee Resolution Calling for an Election – Discussion was held.
Amy G. moved to accept the Trustee Resolution Calling for an Election as presented. Jason seconded the motion. The motion passed unanimously.
- L. Trustee Resolution Requesting County Conduct Election – Discussion was held.
Amanda moved to accept the Trustee Resolution Requesting County Conduct Election as presented. Amy G. seconded the motion. The motion passed unanimously.
- M. K-12 Consultants – Student Enrollment Update – Presentation by John Eisen and discussion was held. School Finance is the most difficult item to explain to the community/public. He has worked with Elysian and Elder Grove to transition their Districts thru the growth everyone is experiencing. No one likes surprises and being proactive is the key to success. We are not in an emergency situation, as our neighboring school districts were.
There are some indicators that present themselves that growth is coming and we can educate the community. Demographic studies showed historic growth and potential of growth. Statistically it is showing an increase of ten kids per year. Mr. Eisen noted that we need to be prepared to prevent the emergency situations. Not only is building space a concern but the quality of educational programs should be as well. Competitive curriculums are a significant factor. Canyon Creek needs to define what we currently are so we can change and improve on

our own terms. Delaying moving forward with growth plans will only compound the issue. Mackenzie Meadows subdivision – Building was delayed due to infrastructure issues and the engineering firm was fired and a new firm was hired. This spring it is projected that the lots will be back on the market. They may move quickly or they may not.

Demographic study – Mr. Eisen was utilizing US Census data - Elysian's growth is almost entirely driven by Josephine's Crossing and McCall Homes. The development doubled the child count in comparison to US Census. Elder Grove – a questionnaire was sent out asking how many children each household currently had and if they were planning to have more? The response was significantly different than the US Census data. It is anticipated that in the next three years approximately fifty-six children will be added to the District if the Mackenzie Meadows subdivision progresses as anticipated.

The key knowledge is the time required to take action to prepare for the proposed growth. Canyon Creek School currently has the luxury of having time to prepare for the proposed growth. Elder Grove took three years from first planning meeting to occupancy of the new building/addition.

The longer the planning is delayed, the bigger the expansion issue is to solve. Mr. Eisen's planning process is very low-stress. It is a piece-by-piece process of selling the project. Planning process consists of multiple phases.

Phase 1 – Assessment and Discovery – understanding what we have. Review of current educational programs and space needs. Meet with all staff to zero down on what we have and what we need. Assessment results in a document of an Educational Vision for the school district. The planning committee would be meeting numerous times with a public forum, engaging the community in discussion and input. Public forums are hands on, brain storming sessions where ideas are compiled. At the conclusion of Phase 1 – decision needs to be made to progress to Phase 2, which is solutions and recommendations.

Phase 2 – Solutions and Recommendations – master plan. This phase compiles every conceivable way to solve the problems from both the planning committee and community. The best proposed plan is compiled. At the conclusion there is a recommendation to the Board of Trustees to make a decision on the proposal. At the end of this phase there will be a clear understanding of the level of community support. This phase includes the option of working with an Architectural Consultant to get preliminary budget numbers – no specs of architecture. Cost estimation is a significant piece of this phase.

Phase 3 – School Board Decision for Running a Bond Election – how much and when will it be held are key components of this phase.

Phase 4 – School Bond Promotional and Vote – community meetings are held to inform and build support for passing the school bond.

Phase 5 – Design and Construction of School Improvements – selecting an architect, architectural and engineering design, bidding, construction, and occupancy are the components of this final phase.

Bonding capacity drives the planning. Bridgette with DA Davidson is recommended to determine bonding capacity. She would join during Phase 4. Out of District students are playing a huge part in the capacity limits being met sooner than anticipated or planned for.

Bond issues tend to pass with community buy in. Mr. Eisen has a very high success rate of

getting bonds for school growth and educational needs passed. A District like ours is like “working with a large family”. Community / Staff feel important and engaged in being a part of the planning process of determining space and educational programs and successfully seeing plans come to fruition.

Mr. Eisen encourages the Board of Trustees to be considering the start of Phase 1 in the near future. \$9,000 is the cost estimate to proceed with Phase 1. Time frames applicable to completing Phase 1 are before summer 2020 and/or before the Holiday season 2020. After Phase 1 is completed, it is then agreed upon to proceed or stop progressing with the planning phases.

Agenda Items for the Next Regular Meeting

- A. Approval of next year’s school calendar
- B. Directions given to the Trustees by the Chair for completing the Business Manager/Clerk’s Evaluation – no contractual language stating this is a requirement and Board of Trustees noted not having enough interaction or working knowledge to complete an evaluation.
- C. Election – Declaration of Intent and Oath of Candidacy for Trustee Candidates by March 26th
- D. Certified Staff must provide Trustees with written notice of intent to change lanes on the salary schedule by April 1st
- E. K-12 Consultants – Student Enrollment Update – Progression to Phase 1 decision?
- F. Budget/Payroll Update
- G. Boiler
- H. Temporary cold storage unit
- I. Parking Lot concerns/solutions

Adjournment

The next Regular Meeting will be held Tuesday, March 24, 2020 at 6:30 p.m. in the Canyon Creek School District Library.

Jason moved to adjourn the meeting at 9:46 p.m. Amanda seconded the motion. The motion passed unanimously.

Joel Junso, Chairman

Seara Stovall, Business Manager/Clerk