

**SUNBURST SCHOOL DISTRICT #2
REGULAR MEETING**

BOARD MINUTES

December 19, 2016

1. **CALL TO ORDER:** The regularly scheduled meeting of the Board of Trustees was called to order at 7:00pm by the Chairman, Lisa Kearns with the *pledge to our flag*. The School District No. 2. Trustees present to constitute a quorum were:

*Lisa Kearns, Chairman
Jonette Johannsen, Vice-Chairman
Lisa Samsal, Trustee*

*Scott Griffin, Trustee
James Nagy, Trustee*

Guests and staff in attendance were:

*Christina Barbachano, Superintendent
Dan Nau, Principal K-6
Peggy Tobin, Business Manager*

District Staff – See attached list

2. **APPROVE/REVISE/AMEND AGENDA**

Action 1

Kristi Aklestad was unable to change her schedule to do the Toole County Community Health Improvement Plan presentation tonight so it will be postponed until January. Jim moved to strike item 3 from the agenda and approve the agenda as revised. Lisa S. seconded the motion and it passed unanimously.

PRESENTATION – Cancelled

3. **CONSENT AGENDA**

Action 2

- a. Minutes from the November 14th Regular Board Meeting
b. Warrants, Payroll Approval & Warrants to Void

Peggy provided the board with a new December expenditure report which included two additional checks written today for Marias River Electric and Shelby Gas. She also reported that the Flag Pole replacement that was purchased in November will be reimbursed by Supplyworks' insurance company in full (\$1,481). Jonette moved to accept the consent agenda-Minutes for November 14th as written and the warrants and payroll. Jim seconded the motion. All voted in favor and the motion carried unanimously.

4. **PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA**

Discussion

Marcia Manthey wanted to let the board know that she has noticed a huge positive improvement in attitude, especially in the HS girls, and she said that things seem to be going really well. She also wanted to comment that she isn't in favor of the ½ credit band/choir schedule. Christina reported that she and Tami are working changing that for next year.

Lisa S. thanked Dan, Lorrie and Lori for allowing PTO to use the cafeteria to cook the pizza rolls that they sold at the Christmas stroll. It worked MUCH better.

5. **BUSINESS MANAGER REPORT**

Discussion

Peggy directed the trustees to the November reports for activity funds and District Expenditures. She also described a new summary report that she and Christina are working on which will provide information on cash, revenue and expenditures by fund and give the board a better picture of our total financial status.

6. **TRANSPORTATION/MAINTENANCE COORDINATOR REPORT**– (See attached report)

Discussion

Vince was not present because of weather but he had nothing to add to the report.

7. **ELEMENTARY PRINCIPAL/TECHNOLOGY REPORT**– (See attached reports)

Discussion

Dan reviewed his report. He noted a change in his report – the elementary students attended the re-scheduled HS/JH Christmas program today, and the elementary program will be tomorrow. Christina added to the technology report, that she has asked for a five-year plan so that we can best leverage our technology levy.

8. **ATHLETIC DIRECTOR'S REPORT**– (See attached report) Discussion
In addition to his report, Jeff noted that there is a list to acknowledge student awards on the hall bulletin board. Also, there are continued schedule changes because of cancellations due to weather and he provided what games had been re-scheduled thus far. Christina also wanted to note that we had a very high percentage of All State Academic students (over 30%).

9. **SUPERINTENDENT'S REPORT** – (See attached report) Discussion
Christina directed the board to her reports and discussed the following:

- a. Facilities Planning – Christina reported that she is moving forward with longer range plans to deal with our facilities and maintenance issues. We have to assume that there will be little state funding available. The Faculty Lounge will be fixed over winter break. We are required to have annual safety inspections by the MT Department of Labor and have been working with Payne West. MT Dept of Labor's main focus is training and they provide training videos on everything that they require training on. They also want to see a Safety Policy. Payne West was not able to come up and do an inspection but they have provided a safety checklist that Vince will go through with each of our facilities.
- b. HS Graduation Requirements – Christina reported that we will need to add a 3rd science to meet the new state requirements. Per Amanda we already have 3 maths, and Christina reported that we are adding lower level math classes to allow students to complete the 3rd math class requirement. Adding MT Jobs for Grads class came up in the Carl Perkins Grant meeting. This would be a .5 credit class and won't be assigned to a specific grade level. It will simply have to be done in order to graduate. We will be adding a JH home room at the end of the day to assist with students getting lap tops returned and plugged in, getting homework into backpacks, etc. Christina also met with the seniors regarding senior privileges. She met with Sandi Owens regarding starting up cheerleading again.
- c. Superintendent Evaluation Process – reminder to the board that Christina's evaluation will be done at the next board meeting. She has provided her self-evaluation to all of the trustees. Lisa asked that the trustee evaluations be back to her by January 10th.

10. **NEW BUSINESS**

- a. Approve Individual Transportation Contract/Student Attendance Agreement-M.H. Action 3
Jim moved to approve the Out of District Attendance Contract & Individual Transportation Contract for the student. Jonette seconded the motion and it passed unanimously.
- b. Negotiations Committee – Assign board members to the negotiation team Action 4
Lisa K. asked if there were two trustees who would serve on the negotiations committee. Jonette volunteered and Lisa said she hasn't served before and would serve. Jim moved to nominate Lisa K. and Jonette to the negotiation committee to serve for the 2017-2019 negotiations. Lisa S. seconded the nomination and it passed unanimously.
- c. Facilities Committee - Assign board members to the Facilities Committee Action 5
Lisa K. asked for two trustees for the facilities committee. Christina let the trustees know that there are two meetings scheduled during the holidays. Lisa S. and Jim volunteered. Jonette moved to have Jim and Lisa S. serve on the facilities committee. Scott seconded the motion and it passed unanimously.
- d. Adopt Longevity Bonus Program Action 6
Jonette moved to adopt the Longevity Bonus Program as presented. Lisa S. seconded the motion and it passed unanimously.
- e. Safety Policy – 1st Reading Discussion
Lisa K. referred the board to the Safety Policy which was emailed to the board last week. Christina wanted the board to know that this will not replace our current safety policy but is in addition to the current board policy. There were no edits. The second reading and adoption will occur in January.

f. Call for Special Board Meeting – January 24, 2017

Action 7

Christina would like to have an open community meeting so there will be no action taken at the meeting, but this meeting will provide the transparency necessary if we decide to move forward with a school bond. Wade Johnson, superintendent at Cut Bank, was recommended as someone who could assist with this process and he will be available at the meeting. He also reached out to CTA who will also attend the meeting and can answer logistical questions and provide information on how this process was completed in Cut Bank. There will be no charges incurred to have them assist. Our first step is to find out what the community wants to see for the future of our school facilities and what they would be willing to do. Jim moved to have a special board meeting on January 24, 2017 at 7pm in the HS auditorium. Jonette seconded the motion and it passed unanimously.

11. NEXT REGULAR BOARD MEETING—January 17, 2017 at 7:00 PM

12. ADJOURN

Action 8

Jonette moved to adjourn the meeting at 7:57pm. The motion was seconded by Lisa S. and passed unanimously.



LISA KEARNS, CHAIRMAN



PEGGY TOBIN, CLERK

DATE: _____

1/17/17

DATE: _____

1/17/17

SUNBURST SCHOOL DISTRICT 2
REGULAR BOARD MEETING
DECEMBER 19, 2016
GUEST LIST
PLEASE SIGN IN!!

NAME	REPRESENTING
Marian Hanbury	
Tami Hauschke	
Amanda J. King	
Jill	
Shannon Dent	

SUNBURST SCHOOL DISTRICT #2

Expenditure List - December.
2016-2017

12/19/2016
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Select All (All Transactions).

Filename: FoxieToExpList (Sunburst School).tsv

Location: C:\Program Files (x86)\Foxie Lady Computers\Fund Accounting\Output\

Print by Number - Totals Only

Transaction	Number	To Whom	Amount	Date	Status
Auto Clear - ACH	434	STATE TAXES	5,254.00	12/15/2016	Cleared
Auto Clear - ACH	435	T.R.S.	17,519.14	12/15/2016	Cleared
Auto Clear - ACH	436	P.E.R.S.	4,018.10	12/15/2016	Cleared
Auto Clear - ACH	437	STATE TAXES-ADDITIONAL	25.00	12/15/2016	Cleared
Auto Clear - ACH	438	AFLAC (NONTAXABLE)	478.30	12/15/2016	Cleared
Auto Clear - ACH	439	AFLAC (TAXABLE)	24.29	12/15/2016	Cleared
Auto Clear - ACH	440	T.R.S. - WORKING RETIREE	89.82	12/15/2016	Cleared
Auto Clear - ACH	441	P.E.R.S. - WORKING RETIREE	28.03	12/15/2016	Cleared
Auto Clear - ACH	442	PEAK 1-FLEX	1,202.47	12/15/2016	Cleared
Auto Clear - ACH	443	PEAK 1-HSA	1,885.25	12/15/2016	Cleared
Auto Clear - ACH	444	PEAK 1-FEES	32.00	12/15/2016	Cleared
Auto Clear - ACH	445	GUARDIAN-DENTAL	1,438.76	12/15/2016	Cleared
Auto Clear - ACH	446	GUARDIAN-VISION	259.00	12/15/2016	Cleared
Auto Clear - ACH	447	P.E.R.S. - New Hire	245.25	12/15/2016	Cleared
Auto Clear - ACH	448	EMPLOYEE REIMB TO SCHOOL FOR P	725.63	12/15/2016	Cleared
Auto Clear - ACH	449	BANK OF MONTREAL-ACH	22,153.96	12/19/2016	Cleared
Claims Check	21803	BIG SKY SPECIAL NEEDS COOP	9,000.00	12/19/2016	Written
Claims Check	21804	DRY FORK PLUMBING & HEATING	475.00	12/19/2016	Written
Claims Check	21805	FOOD SERVICES OF AMERICA	3,765.33	12/19/2016	Written
Claims Check	21806	MCEE/MONTANA COUNCIL ON ECONOM	45.00	12/19/2016	Written
Claims Check	21807	MONTANA STATE UNIVERSITY	2,000.00	12/19/2016	Written
Claims Check	21808	MTSBA	450.00	12/19/2016	Written
Claims Check	21809	ROBBINS, DANIELLE	1,123.20	12/19/2016	Written
Claims Check	21810	SAM	3,144.00	12/19/2016	Written
Claims Check	21811	SCHOOLHOUSE IT INC	404.00	12/19/2016	Written
Claims Check	21812	SHERIDAN HS FCCLA	150.00	12/19/2016	Written
Claims Check	21813	SUNBURST MERCANTILE	566.29	12/19/2016	Written
Claims Check	21814	TOWN OF SUNBURST	1,315.31	12/19/2016	Written
Claims Check	21815	WALLACE, NANCY	24.50	12/19/2016	Written
Claims Check	21816	MARIAS RIVER ELECTRIC COOPERAT	3,297.69	12/19/2016	Written
Claims Check	21817	SHELBY GAS ASSOCIATION	1,178.41	12/19/2016	Written
Direct Deposit - ACH	59	Dir.Deposit - ACH	82,124.41	12/15/2016	Cleared
EFTPS	65	Federal Taxes	30,200.60	12/16/2016	Cleared
Expenditure Transfer	12	Expend. Transfer	0.00	12/19/2016	Cleared
General Purpose JV	12	Gen.Purpose JV	339.02	12/16/2016	Cleared
Payroll Check	28333	Employee	279.97	12/19/2016	Written
Payroll Check	28334	Employee	294.14	12/19/2016	Written
Payroll Check	28335	Employee	1,654.30	12/19/2016	Written
Payroll Check	28336	Employee	277.57	12/19/2016	Written
Payroll Check	28337	Employee	2,776.56	12/19/2016	Written
Payroll Check	28338	Employee	1,424.95	12/19/2016	Written
Payroll Check	28339	Employee	1,128.32	12/19/2016	Written
Payroll Check	28340	Employee	209.91	12/19/2016	Written
Payroll Check	28341	AFLAC-CONTINENTAL AMERICAN GRP	54.80	12/19/2016	Written
Payroll Check	28342	DISTRICT HOUSING RENTAL PAYMEN	450.00	12/19/2016	Written
Payroll Check	28343	MEA/MFT	673.50	12/19/2016	Written
Payroll Check	28344	MSUIP	772.76	12/19/2016	Written
Payroll Check	28345	MUST-MEDICAL NON-TAXABLE	26,850.00	12/19/2016	Written
Payroll Check	28346	Waddell & Reed	505.00	12/19/2016	Written
Payroll Check	28347	UNUM VOLUNTARY LIFE	366.62	12/19/2016	Written



SUNBURST SCHOOL DISTRICT #2

Expenditure List - December.
2016-2017

12/19/2016
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Print by Number - Totals Only

Transaction	Number	To Whom	Amount	Date	Status
Reimbursement	12	Reimbursement	-7,597.36	12/16/2016	Cleared
			=====		
			225,102.80		

Overall Fund Totals

143,235.26	201-K12 GENERAL FUND	
20,932.83	210-TRANSPORTATION FUND	
6,701.63	212-LUNCH FUND	
30,723.88	214-RETIREMENT FUND	
4,283.68	215-MISC PROGRAMS FUND	
15,264.09	229-FLEXIBILITY FUND	
1,961.43	261-BUILDING RESERVE	
2,000.00	285-MISC. TRUST FUND	225,102.80 High School
=====		
225,102.80	Overall Total	



Transportation and Maintenance report

Trans. , buses are running as well as can be expected in -20 temps , we had one bus gel up and several that have had DEF get to cold to flow but all made it back to the Bus Barn to thaw .

Main. , The sink in the Vo-Ag shop has been replaced , the inside wall in the teacher's lounge has been stripped , over Christmas break we hope to strip the outside wall and re-sheet both. FICO was able to repair the other Radiator in the entrance so we can just remove the one on the other wall. We will also be doing a safety inspection of all Facilities over the Holiday break. The Flagpole has finally arrived, however we will have to wait for the ground to thaw to install it.

Thank You,

Vince

School Board
Elementary Principal Report
December 20, 2016

1. Current enrollment: 83 in K-6
2. Congrats to Mrs. Pace – she is a state finalist for the Samsung Solve for Tomorrow Contest. She has to submit an activity plan by December 16th and will wait to hear more if she becomes a state winner! She is working with her 6th grade class and receiving assistance from Mrs. Griffin. Congrats to Mrs. Pace!
3. Our 6th grade students competed very well at the Science Olympiad Competition. Sean and Tara placed 4th in the scrambler car competition. Reno and Paige placed 8th in meteorology, and Conlan and Annika placed 16th in crime busters (forensics). Thanks to Mrs. Griffin for all of her time and efforts. The kids put in a lot of time and learned a ton along the way and represented our school very well.
4. We have been working on Cool Kids skills at the elementary. These skills are teaching things like looking, listening, following directions, waiting, etc. These skills are essential in helping to reinforce good behaviors and good social skills for our students.
5. We continue to have great success with our students that are in intervention groups. We meet often to make sure and hopefully meet the needs of our students. During this same time, other students are working on TTM or typing. These past few weeks, we have also been working on Hour of Code. This is a fun challenge as it teaches coding skills in fun ways to our students that can challenge anyone.
6. The 5th graders developed a Logo T-shirt as part of their Tag Class. They are having bake sales and looking at other ways of earning money to cover the cost of their class design.
7. The 6th graders held a candy cane sale – all proceeds earned -- \$223.50 – went to the GF Children's Receiving Home.
8. Our Christmas Program was held today. It is always fun to have the students perform and spread some holiday cheer. Thank you to Mrs. Hauschulz for all of her efforts.
9. Tomorrow will be a fun day! We are having some time in the classrooms, doing groups to include Christmas cards, reindeer games, making door decorations for the Heritage Center, and some fun holiday reading stories. We will go sing to our local seniors, and we will watch a fun movie to finish the day.

Technology:

- A new content filter has been installed – we are working on getting everything worked out and managing it effectively. This content filter will essentially help to control the sites that our students can visit to make sure they are using our technology in an appropriate educational manner.
- Wireless continues to work well – no issues.
- Our technology we won is getting older – lots of dead batteries. We are looking at what we need to do as we move forward to keep up with technology.

- **14 High School students qualified for All State Academic – Fall Sports**
- **On November 29th we held a Fall sport award assembly for the Middle School in the HS auditorium to recognize our student athletes for volleyball and football. Coach Hanson presented his team with a football recognizing their accomplishments as a team.**
- **On Tuesday December 6th we had a fall sport banquet to recognize all student athletes for football, Volleyball and XC.**
- **25 student athletes participating in High School basketball**
 - **3 High School girls, 7 eighth graders to fill out roster**
 - **12 High School boys**
 - **3 eighth graders who will fill out the boys JV team to help High Schools swing the 6 quarters rule for a game day.**
- **JV boys will play a home and home series with Cut Bank boys C squad because they currently only at 16 games. The game limit for any squad is 18 games. I am hoping to schedule these games for January.**

SUNBURST SCHOOL DISTRICT
Superintendent Report to the Board
12/18/2016

FACILITIES

- Faculty Lounge is scheduled to be fixed over Winter Break.
- Safety Inspections will be done at all district buildings
- Willie completed his Boiler Class, now needs to complete his hours and take a test. He should be certified by end of school year at the latest.
- New Safety Policy and Handbook is being recommended for the district to adopt. See Board Agenda and attached Safety Policy.
- There is a good possibility that the state's safety and inspections crew will be coming around to inspect our facilities and grounds. The maintenance crew is working on areas that need special attention in order to be prepared for such a visit.
- Will receive full payment for our flagpole and installation from the insurance carrier of vendor. Will be installed down at the north end of the gymnasium so that it is the first thing students see getting off the bus.
- Please see the Maintenance List included as part of the Facilities report.

CURRICULUM & INSTRUCTION

- Beginning Math Curriculum and Instructional Resources Review- goal is to recommend new Math adoption by February board meeting for K-12th. Professional Development to implement the adoption would occur in the spring and early summer.
- The State has entered their ESSA plan for review to the Department of Education. Please take time to view the ESSA video at http://www.opi.mt.gov/ESSA/Index.html#gpm1_4
- If the State ESSA plan is approved, this may alter the kinds of rigorous courses that we will have to provide access to for our students.
- I am researching adding an additional Math, Science, and Career Explorations course as high school graduation requirements. I hope to make any recommendations to the Board regarding any changes for high school graduation by March board meeting.
- We have rolled out a new policy and procedure for laptops at the high school. We will make adjustments as necessary.

ENROLLMENT

Grade Level	5/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17
Kinder	11	15	15	15	15	15					
1st	8	11	10	10	10	10					
2nd	11	8	8	8	8	8					

3rd	9	12	12	12	12	12					
4th	16	11	10	11	11	11					
5th	13	14	14	14	14	14					
6th	8	13	12	13	13	13					
7th	19	14	14	15	14	14					
8th	6	15	16	19	19	19					
9th	21	6	6	6	6	6					
10th	5	21	21	21	21	21					
11th	16	5	5	5	5	5					
12th	17	13	16	16	16	16					
Total	160	158	159	165	164	164					

EXTRA-CURRICULAR STUDENT PROGRAMS

- A BIG THANK YOU to all who helped make the Choir/Band Concert a wonderful event, but primarily Mrs. Hauschulz
- Met with Sandi Owens regarding exploring having a Cheerleading Team again. JH/HS students are signing up.
- BB is up and running in full swing
- Speech and Drama is up and running and half-way through season.

STAFFING NEEDS/CHANGES

- Substitute Bus Drivers
- Adult Education Teachers

GRANTS

- Submitted a grant letter to Naturener for \$2000 to support travel related costs for HS Science Olympiad and Science Fairs
- REAP Award - \$14,172
- Title I Award - \$41,000
- Carl Perkins - \$3,100
- State VoEd - \$5,100
- VPRS - \$12,600 for 12/1/2016-11/30/2017
- \$2000 from Alumni Reunion Fund

Extra-Curricular and Athletic Absences (Student)**Volleyball**

Date	Hours of School Missed	Total # of Hours Missed
9/2/16	10am-2:30pm	6.5
9/23/16	1:30-3:30pm	2
9/29/16	1:30-3:30	2
10/7/2016	1:30-2:30	1
10/10/2016	3:00-3:30	0.5
10/11/2016	2:30-3:30	1
10/13/2016	2:30-3:30	1
10/14/2016	12:00-3:30	3.5
10/19/2016	2:00-3:30	1.5
10/27/2016	8:00-3:30	6.5
10/28/2016	8:00-3:30	6.5
11/3/2016	12:00-3:30	3.5
11/4/2016	10:00-3:30	5.5
Total Hours		41

Football

Date	Hours of School Missed	Total # of Hours Missed
10/7/2016	12:30-2:30	2
10/19/2016	8:30-12:00	3.5
11/4/2016	9-2:30	5.5
Total Hours		11

XCountry

Date	Hours of School Missed	Total # of Hours Missed
9/9/2016	11:00-2:24	3.5
10/6/2016	9:00-3:30	6.5
10/10/2016	3:00-3:30	0.5
10/14/2016	8:15-3:30	7
Total Hours		17.5

Basketball

Date	Hours of School Missed	Total # of Hours Missed
12/9/2016	12:00-3:30	3.5

Total Hours		3.5
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FFA

Date	Hours of School Missed	Total # of Hours Missed
9/13/2016	9:15-2:00	4.75
10/4/2016	8:30-3:30	7
10/17/2016	8:30-3:30	7
10/18/2016	8:30-3:30	7
10/19/2016	8:30-12:00	3.5
11/21/2016	8:30-3:30	7
11/22/2016	8:30-3:30	7

Total Hours		43.25
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FCCLA

Date	Hours of School Missed	Total # of Hours Missed
10/2/2016	8:30-3:30	7
10/3/2016	8:30-3:30	7
10/25/2016	8:30-3:30	7
10/26/2016	8:30-3:30	7
11/2-11/4	8:30-3:30	21

Total Hours		49
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Student Council

Date	Hours of School Missed	Total # of Hours Missed
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Pep Band

Date	Hours of School Missed	Total # of Hours Missed
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Miscellaneous

Date	Hours of School Missed	Total # of Hours Missed
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11/21/2016	8:30-3:30	7	Science Olympia
11/22/2016	8:30-3:30	7	Science Olympia

Total Hours			14

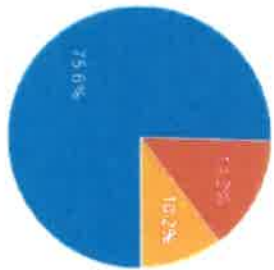
QUESTIONS

RESPONSES

176

YTD

Are you a Certified, Classified or Administrative Employee? (176 responses)



Certified - 75.6
 Classified 14.2
 Administrative 10.2

Why are you going to be gone?

What type of leave are you requesting? (176 responses)



Personal Leave (Certified) - 14.8
 Vacation Leave (Classified/Admin) 8.5
 Sick Leave 34.7
 Bereavement (Immediate family pe...
 Jury Duty
 Professional Leave 20.5
 Military Leave
 Leave without Pay 2.3
 12 Activity / Athletic - 18.8
 Vact. = .6

Longevity Bonus Program:

Sunburst School District #2 wants to provide a longevity bonus to employees who have had thirty years of continuous service, recognizing the need for employee retention for those employees who reach the top of the pay scale. The bonus will be paid at the discretion of the board each year.

All full-time and regular, benefit-eligible part-time (20 hours per week or more) classified, non-exempt staff members become eligible after the completion of thirty years of continuous service. Breaks in service of six months or longer (other than illness related) will result in starting the continuous service calculation over from the date that the employee is rehired to work in the school district.

Bonus amounts are calculated on hours worked and accrued through the most recent fiscal year. They will be listed as "longevity bonus" in the pay period following the end of the fiscal year, payable in July. All bonus amounts are subject to income taxes but not retirement (PERS or TRS) and will be processed as a separate check.

Bonus amounts:

Bonus amounts are based on length of continuous service attained using years in which the greatest number of hours (best years) are worked according to the following table:

Completion of Continuous Service to Anniversary Date	Bonus % of Prev Fiscal Yr Earnings	Pro-rated Adjustments
26, 27 years	0.5%	13 best years
28, 29 years	0.5%	14 best years
30 years	0.5%	15 best years
31 years	1.0%	15 best years
32 years	1.5%	16 best years
33 years	2.0%	16 best years
34 years	2.5%	17 best years
35 years	3.0%	17 best years
36 years	3.5%	18 best years
37 years	4.0%	18 best years
38 years	4.5%	18 best years
39 years and above	5.0%	19 best years

Employees who work 2,080 hours per year receive full bonus amounts. Those who worked fewer than 2,080 hours in any given year used for the bonus calculation will receive pro-rated amounts.

Longevity bonuses do not apply to those employees who change from classified to any other employee classification or designation (administration or certified).