

**SUNBURST SCHOOL DISTRICT #2
SPECIAL BOARD MEETING/BUDGET HEARING**

BOARD MINUTES

August 9, 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

(Scott Griffin, Trustee-Absent)

Jonette Johannsen, Vice-Chairman

James Nagy, Trustee

Lisa Samsal, Trustee

Guests and staff in attendance were:

Christina Barbachano, Superintendent

District Staff – See attached list

Peggy Tobin, Business Manager

2. **APPROVE/REVISE/AMEND AGENDA** Action 1
Jim moved to approve agenda as written. Lisa S. seconded the motion and it passed unanimously.

3. **2015-2016 BUDGET HEARING** Action 2
Peggy presented the 2016-17 budget report summary and the 5-year history report by fund explaining the breakout of voted vs permissive levy mills previously sent to the board. Voted levy mills total 17.05 and permissive mills increased from the prior year by 13.47 mills for total mills of 123.07, an increase of 30.52 mills over the prior year. The breakout by fund is as follows:

- a. General Fund increased 15.55 mills over last year with 7.64 mills voted and 7.91 mills permissive
- b. Transportation Fund (which comes half from the County and half from the state) increased 0.58 mills
- c. Bus Depreciation Fund increased 3.93 mills. Peggy noted that we are using the maximum depreciation for all of our buses this year. New bus purchases will require retrofitting the bus barn doors to accommodate the higher clearance on all new buses. In addition, we have identified several safety & security expenditures which can be funded out of the bus depreciation fund until 2019.
- d. Tuition Fund - New for the 2016-17 school year is a small permissive levy for the Tuition Fund for \$10,000 (1.05 mills) which will be used to pay for over-base Special Education costs for some identified students.
- e. Technology Fund has a voted levy of 5.23 mills (\$50,000)
- f. Building Reserve Fund has a voted levy of 4.18 mills (\$40,000).

The increases in mills reflect two things – the huge decrease in Oil & Gas revenue and protested taxes (Naturena) which depleted our cash reserves in the General, Bus Depreciation & Retirement Funds. Our first Quarter Oil & Gas revenue was \$38K, even lower than the final payment in 2015-16. Consequently, we have only anticipated \$150,000 which will be used to fund the Flexibility Fund to cover Health Insurance benefits that exceed the General Fund budget.

Following discussion Christina recommended accepting the 2016-17 budget as presented. Jim moved to accept the budget as presented for the 2016-17 school year. Jonette seconded the motion and it carried unanimously.

4. **CONSENT AGENDA** Action 3
- a. Minutes from the July 12th Special board Meeting and the July 19th Regular Board Meeting
 - b. Extra-Curricular Hiring for 2016-2017
Christina Barbachano – Student Council Advisor Volunteer
Teri Iverson – HS Volleyball Assistant Coach

Jim made a motion to approve the minutes from July 12th, July 19th and the extra-curricular hires listed on the consent agenda. Lisa S. seconded the motion. All voted in favor and the motion carried unanimously.

5. **PUBLIC COMMENTS FOR ITEMS NOT ON AGENDA** Discussion

6. **BUSINESS MANAGER REPORT** Action 4

- a. Approve additional Out of District Applications & Individual Transportation Contracts
 - o Sara & Grady Brown (Ayelleah, Zoey & Keira)
 - o Bonnie & Tracy Kinyon (Zachary)
 - o Shannon Howell (Dalton & Taryn)
 - o Brenda & Wayne Rogers (Sean)

Jonette moved to approve the Out of District Attendance Contracts & Individual Transportation Contracts for the new families. Jim seconded the motion-no discussion. The motion passed unanimously.

Peggy reported that the Audit is scheduled to begin August 23rd. The P-Card reimbursement was over \$3,700.

7. **ELEMENTARY PRINCIPAL/TECHNOLOGY REPORT** Discussion

Elem Update - Dan reported that they are about ready to go and he gave a status of the maintenance projects. Dan wanted to publically give special thanks to Julie Diegel who will be greatly missed after 30 years of service and the great job that she has done for the school. Volleyball starts Friday.

Tech Update – Dan cautioned that we will have some growing pains as we absorb all the new changes that we will be dealing with at the beginning of the year – computer operating system, phone system, copier, etc. He also reported that the network at the elementary has been updated to mirror the high school which has not had a single issue since it was installed.

8. **ATHLETIC DIRECTOR'S REPORT** Discussion

Jeff reported that Volleyball will begin on Friday, Aug 11th. Football & Cross Country will start Monday, Aug 15th. Our first event will be a Volleyball tournament on Aug 27th. He will also be working on the small details – ticket taking, etc.

9. **TRANSPORTATION/MAINTENANCE COORDINATOR REPORT** Discussion

Vince reported that the buses are ready to go...he's waiting for a new mirror for one bus. Maintenance projects are being completed at the high school (as the plumber is jack hammering in the boiler room). Christina added that both Vince & Willie will be going to the class to get their boiler license. The boiler inspector will be here tomorrow.

10. **SUPERINTENDENT'S REPORT** – (See attached report) Discussion

Christina added to her written report a status on hail damage that has occurred and the insurance claim that is being processed. We are waiting to see the adjustor who is supposed to be here this week. Christina will be recommending a custodial hire at the meeting on the 23rd. She invited everyone to tour the Vo Ag building which has gone through a transformation and reported that Ula did a great job. She also wanted to add her public thank you to Lynn, Julie, Willie & Vince for the work being done on the buildings. She will have enrollment data at the regular meeting on the 23rd.

11. **NEW BUSINESS**

- a. Personnel Hiring for 2016-2017
 - Substitute Hiring Action 5
 - i. Tawna Hanson
 - Jim moved to approve hiring Tawna Hanson as a substitute for the district. Jonette seconded the motion and it passed unanimously.
- b. Extra-Curricular Hiring 2016-2017 Action 6
 - Willie Wilson - Concessions Manager
 - Jim moved to approve hiring Willie Wilson for the Concessions Manager. Lisa K. seconded the motion and it passed unanimously.

- c. Amending Teri Iverson's Contract to add the 1st Semester Driver's Ed Course Action 7
 Lisa K. asked Christina to explain the intent of changing Teri's contract which she did. Peggy confirmed the cost and commented on the additional usage of the school van. The board members all expressed agreement to change the contract. Jonette moved to approve amending Teri Iverson's contract to include a 1st semester course of Driver's Ed. Lisa S. seconded the motion and it passed unanimously.
- d. Attendance, Retention/Promotion Policies Discussion
 Christina started the discussion with background on her recommendation that the board policies and the handbooks be reviewed for alignment. She suggested that this work could be done with a committee or just regular meeting. Lisa K. reported on her attendance at the MTSBA policy symposium and suggested that we go back to using them to review our policies. MTSBA agreed to do this for us for their annual maintenance fee of \$500 even though it had been over 5 years since they were involved in our policies. They can review the policies and our handbooks to ensure that they are aligned with each other. Dan pointed out that we have been updating our policies with the recommended changes that MTSBA provided on an annual basis. This will be put on the next meeting's agenda.
- e. Approve Student Elementary Handbook Action 8
 Dan reported that there haven't been any changes. Jonette moved to approve the Elementary Handbook as written with no changes. Lisa S. seconded the motion and it passed unanimously.
- f. Approve Teacher Elementary Handbook Action 9
 Dan said that the handbooks were updated with times but no material changes were made. Jim moved to approve the Elementary Handbook as written with no changes. Jonette seconded the motion and it passed unanimously. Dan also discussed his letter to the substitutes that he provides.
- g. Approve Student JH and HS Handbook Action 10
 Christina pointed out the highlighted change that she made to the JH Handbook matches what is in the Elementary Handbook for language regarding 30+ day absences. Lisa pointed out a change needed on pg. 14 to change Tharp to Barbachano. Jonette moved to approve the Student JH and HS Handbook with the recommended change. Jim seconded the motion and it passed unanimously.
- h. Approve Teacher JH and HS Handbook Action 11
 Christina said that the handbook is entirely new – same basic concepts but in different language. Jim moved to approve the Teacher JH & HS Handbook. Jonette seconded the motion and it passed unanimously.
- i. Approve Extra-Curricular Student Handbook Action 12
 Jeff explained the 4 changes that he made to the handbook (see attached reports). Jonette moved to approve the Extra-Curricular Student Handbook with the corrections that Jeff advised. Jim seconded the motion and it passed unanimously.
- j. Siding and Windows on Superintendent House Discussion
 Christina reviewed the two bids which have been received – 4-U Construction & Gliko Construction. Bottom line is that there's a lot of work to be done on the house, but with the recent hail damage we may be able to supplement the cost with insurance reimbursements. This will be an action item on the next agenda.
- k. Approve Doors and Windows on Vocational Ed Building Action 13
 Christina discussed the need for better security for the Vocational Ed Building. We have received two bids. Shelby Glass (\$14,500) and 4-U Construction (\$15,232). Discussion followed. Peggy pointed out that because this is for security issues, it would come out of the Bus Depreciation Fund. Jonette moved to go with 4-U construction. Lisa S. seconded the motion and it passed unanimously.

12. EXECUTIVE SESSION: EVALUATION OF THE SUPERINTENDENT

The board moved into executive session at 8:04pm. Executive session ended at 8:55pm.

13. NEXT REGULAR BOARD MEETING—August 23rd, 2016 at 7:00 PM

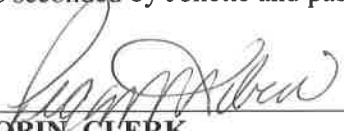
14. ADJOURN

Action 14

Lisa S. moved to adjourn the meeting at 8.57pm. The motion was seconded by Jonette and passed unanimously.



LISA KEARNS, CHAIRMAN



PEGGY TOBIN, CLERK

DATE: 8 | 23 | 16

DATE: 8/23/16

SUNBURST SCHOOL DISTRICT 2
SPECIAL BOARD MEETING/BUDGET HEARING
August 9, 2016 - 7:00PM
GUEST LIST
PLEASE SIGN IN!!

NAME	REPRESENTING
Jeffrey & Amanda Nix	
Tami Hauschke	
Shannon & Annie Dunk	
Vince Burkley	
Chris Ry-	
Diana Barsness	



Budget Report FY2016-17

51 Toole
0903 Sunburst K-12 Schools

Summary

Fund [A]	Adopted Budget [B]	Total Reserves (961-966) [C]	Reserve Limit [D]	% of Adopted Budget Reserved (C/B) x 100 [E]	Unreserved Fund Balance Reappropriated (970) [F]	Other Revenue [G]	District Property Tax Requirements (B - F - G = H) If < 0, enter 0 [H]	District Mill Levies H / (TV x .001) [I]
01 General	1,967,488.78	25,580.63	10%	1.30%	0.00	1,122,626.41	844,862.37	88.32
10 Transportation	225,000.00	25,796.83	20%	11.47%	0.00	120,034.57	104,965.43	10.97
11 Bus Depreciation	316,112.19	0.00	N/A	0.00%	188,684.92	0.00	127,427.27	13.32
13 Tuition	10,000.00		N/A		0.00	0.00	10,000.00	1.05
14 Retirement	325,000.00	25,525.76	20%	7.85%	0.00	325,000.00		
17 Adult Education	9,864.24	0.00	35%	0.00%	9,864.24	0.00	0.00	0.00
19 Non-Operating	0.00	0.00	N/A	0.00%	0.00	0.00	0.00	0.00
28 Technology	51,642.86	0.00	N/A	0.00%	0.00	1,642.86	50,000.00	5.23
29 Flexibility	150,000.00	0.00	N/A	0.00%	0.00	150,000.00	0.00	0.00
61 Building Reserve	77,605.11	0.00	N/A	0.00%	37,605.11	0.00	40,000.00	4.18
Total of All Funds	3,132,713.18	76,903.22			236,154.27	1,719,303.84	1,177,255.07	123.07
<i>Permissive Levies Total: 106.04</i>								
50 Debt Service								
Tax	0.00	0.00	20-9-438	0.00%	0.00	0.00	0.00	0.00

Voted Levies - 7.64

*5.23
4.18
19.05*

*Oil + Gas:
Flex Fund - \$150,000.00*

BUDGETED FUNDS COMPARISONS

FUND	Total Budget	Reserves	Reserve %	Excess Reserves	Reappropriated	Other Revenue	Dist. Property Tax Required	District Mill Levy	Change Prior Yr
General Fund									
2016-2017	1,967,488.78	25,580.63	1.30%		0.00	1,122,626.41	844,862.37	88.32	15.55
2015-2016	1,963,663.19	196,924.77	10.03%		7,095.19	1,259,020.96	697,547.04	72.77	7.64
2014-2015	2,000,518.78	200,987.56	10.05%		50,653.49	1,324,169.03	625,696.26	65.43	7.91
2013-2014	2,037,877.77	12,635.52	0.62%		0.00	1,366,296.33	671,581.44	64.63	
2012-2013	2,058,664.52	205,866.45	10.00%		3,261.73	1,680,318.85	375,083.94	61.49	
Transportation									
2016-2017	225,000.00	25,796.83	11.47%		0.00	120,034.57	104,965.43	10.97	
2015-2016	250,000.00	50,000.00	20.00%		29,352.22	121,058.23	99,589.55	10.39	
2014-2015	250,000.00	50,000.00	20.00%		10,322.70	175,893.86	63,783.44	6.67	
2012-2013	245,000.00	36,243.96	14.79%		0.00	162,084.71	82,915.29	7.98	
2012-2013	235,000.00	47,000.00	20.00%		18,527.09	167,513.97	48,958.94	8.03	
Bus Depreciation									
2016-2017	316,112.19	0.00	0.00%		188,684.92	0.00	127,427.27	13.32	
2015-2016	277,428.77	100,000.00	36.05%		187,428.77	0.00	90,000.00	9.39	
2014-2015	271,199.11	50,000.00	18.44%		180,199.11	1,500.00	89,500.00	9.36	
2012-2013	232,957.28	0.00	0.00%		215,207.28	2,000.00	15,750.00	1.52	
2012-2013	298,578.21	0.00	0.00%		286,578.21	5,000.00	7,000.00	1.15	
Tuition									
2016-2017	10,000.00	N/A	N/A				10,000.00	1.05	
2015-2016	0.00	N/A	N/A		0.00	0.00	0.00	0.00	
2014-2015	0.00	N/A	N/A		0.00	0.00	0.00	0.00	
2013-2014	0.00	N/A	N/A		0.00	0.00	0.00	0.00	
2012-2013	0.00	N/A	N/A		0.46	0.00	0.00	0.00	
Retirement									
2016-2017	325,000.00	25,525.76	7.85%			325,000.00			0.00
2015-2016	350,000.00	70,000.00	20.00%		42,325.27	307,674.73			
2014-2015	375,000.00	37,837.01	10.09%		0.00	375,000.00			
2013-2014	350,000.00	25,590.75	7.31%		0.00	350,000.00			
2012-2013	290,000.00	2,640.58	0.91%		0.00	290,000.00			
Adult Education									
2016-2017	9,864.24	0.00	0.00%		9,864.24			0.00	0.00
2015-2016	9,798.77	0.00	0.00%		9,798.77	0.00	0.00	0.00	
2014-2015	9,741.50	0.00	0.00%		9,741.50	0.00	0.00	0.00	
2013-2014	9,611.60	0.00	0.00%		9,611.60	0.00	0.00	0.00	
2012-2013	11,585.89	0.00	0.00%		11,485.99	100.00	0.00	0.00	
Technology									
2016-2017	51,642.88	N/A	0.00%		0.00	1,642.86	50,000.00	5.23	
2015-2016	28,769.57	N/A	0.00%		2,010.00	26,759.57	0.00	0.00	
2014-2015	51,863.72	N/A	0.00%		-	51,863.72	0.00	0.00	
2013-2014	38,905.65	N/A	0.00%		-	38,905.65	0.00	0.00	
2012-2013	41,431.88	N/A	0.00%		15,383.10	26,048.78	0.00	0.00	
Flexibility									
2016-2017	150,000.00	N/A	0.00%			150,000.00		0.00	0.00
2015-2016	241,890.92	N/A	0.00%		16,890.92	225,000.00	0.00	0.00	
2014-2015	254,739.11	N/A	0.00%		29,739.11	225,000.00	0.00	0.00	
2013-2014	256,903.79	N/A	0.00%		196,903.79	60,000.00	0.00	0.00	
2012-2013	322,198.77	N/A	0.00%		238,073.80	84,124.97	0.00	0.00	
Bond Debt Serv.									
2016-2017	0.00	0.00	0.00%		0.00	0.00	0.00	0.00	0.00
2015-2016	0.00	0.00	0.00%		0.00	0.00	0.00	0.00	
2014-2015	0.00	0.00	0.00%		0.00	0.00	0.00	0.00	
2013-2014	0.00	0.00	0.00%		0.00	0.00	0.00	0.00	
2012-2013	0.00	0.00	0.00%		0.00	0.00	0.00	0.00	
Building Reserve									
2016-2017	77,605.11	N/A	N/A		37,605.11	0.00	40,000.00	4.18	
2015-2016	105,127.45	N/A	N/A		105,127.45	0.00	0.00	0.00	
2014-2015	201,723.89	N/A	N/A		101,723.89	100,000.00	0.00	0.00	
2013-2014	388,114.36	N/A	N/A		319,526.80	68,587.56	0.00	0.00	
2012-2013	508,748.65	N/A	N/A		502,248.65	6,500.00	0.00	0.00	
Totals All Funds									Total Mills/\$
2016-2017	3,132,713.18	76,903.22	N/A		236,154.27	1,719,303.84	1,177,255.07	123.07	30.52
2015-2016	3,226,678.67	416,924.77	N/A		400,028.59	1,939,513.49	887,136.59	92.55	290,118.48
2014-2015	3,414,786.11	338,824.57	N/A		382,379.80	2,253,426.61	778,979.70	81.46	
2013-2014	3,559,370.45	74,470.23	N/A		741,249.47	2,047,874.25	770,246.73	74.13	Voted Levies
2012-2013	3,766,207.92	255,507.03	N/A		1,075,559.03	2,259,606.57	431,042.88	70.67	17.05
									163,172.16
									Permissive
									13.47
									126,946.32
								2015-16	109,000.00
								Change frm PY	17,946.32

SUNBURST SCHOOL DISTRICT
Superintendent Report to the Board
8/9/2016

FACILITIES

- Football field and the elementary school grass areas are looking healthy.
- Surplus Sale netted \$250. All items that didn't sell, went to the dump.
- See supplemental list of current facilities projects
- We have one person interested in the custodial position at the elementary. If this person falls through, we need to consider using a contracted company to provide custodial services at the high school. We currently have 1.5 FTE of custodial positions open.
- There was more damage to the Superintendent house from a hail storm in late July. There has also been extensive damage to the High School parking lot from the hail and rain storms we have had this summer. The insurance agency has been notified and they will be coming to assess the cost of the damages.
- The Ag building renovations of doors and windows can be paid for through the bus depreciation fund. Further discussion needed.
- The Ag building has been cleaned out and organized due to several hours of work and effort on Ula's part. Take some time to see check it out.
- Thank you to the Lynn, Wille, Julie and Vince for their incredible work this summer on completing the very long list of maintenance and cleaning tasks that they had to get through! THANK YOU!!!!

CURRICULUM & INSTRUCTION

- Registration for HS students was August 2nd and August 3rd from 6-8pm. Our enrollment is growing each day as we see more and more students transferring from Shelby schools.
- School Board trustees are invited to attend any and or all parts of the PD and welcome back meetings on August 15th and 16th. (see supplemental information)
- Several parents requested we add or move the Driver's Education class to the first Semester. Further Discussion is warranted.
- Art I will be added for the second semester, and Ms. Barbachano will be holding Art Club one day a week for any interested student 7th-12th grade during lunch.
- The HS will be implementing a Peer Observation program for teachers this year. More information to follow on August 16th.

ENROLLMENT

- Will be creating a working chart of enrollment summary information that compiles enrollment info from the past 5 years - August 23rd board meeting

EXTRA-CURRICULAR STUDENT PROGRAMS

- Student Council Advisor- Christina Barbachano

- Science Olympiad needs more discussion
- Will be creating a chart that tracks all athletics and extracurricular activities and the days that students are absent participating in these activities. Students haven't participated in any activities out of school time yet, so the first chart will be presented in September.

STAFFING NEEDS/CHANGES

- Drama Production Coach and Assistant Coach
- 1.5 Custodian
- Substitute Bus Drivers
- Para at Sunburst Elementary
- JH Girls Basketball coach
- JH Boys Basketball coach
- Substitutes

Sunburst Wildcats Athletic Handbook 2016-2017

Change to #4, student eligibility (found on **page 2**):

4a. Students in **5th and 6th grade** must maintain eligibility to participate in weekly games. If an athlete has one F or 2 D's they are ineligible for that week and that weekend's events. They are still expected to attend practice. If an athlete is ineligible for more than two weeks (any two weeks, they do not have to be consecutive) during the season, they will be removed from the team.

b. Students in 7th and 8th grade will follow the High School eligibility rules.

Eligibility will be determined on a weekly basis. A "failing list" will be pulled by the superintendent on Tuesday morning; the list will be compiled and distributed to all staff. Any student who appears for the first time for failing a class/subject will be on "probationary" status. They will be able to participate fully, but if they are failing the same class/subject or another class the following week, they will not be eligible for extracurricular participation for that week. Any student who is currently earning two failing grades will immediately become ineligible with no probationary period. The week of eligibility runs from Wednesday AM to Tuesday PM.

For athletics and activities, students will be expected to attend all team practices but will not be allowed to travel, "dress out" or sit with the team.

ANY student considered 'ineligible', whether they are in an activity or not, will attend Ineligibility Lunch on Wednesday through Monday where they will be provided an opportunity to spend lunch with a teacher to help them get their grades up.

It will be the responsibility of the Principal to contact coaches/sponsors/advisors to let them know which students are not eligible each week. The Principal will also send a letter home to parents each Wednesday morning to alert them to this status.

NTCHS Refiner Extra – Curricular Policies & Training Rules 2016-2017

The following changes are recommended:

(pg 20) 4. **Hair** – Neatly groomed hair is acceptable **and promotes team and group unity.** **Beards, goatees, multi-colored hair, flowering sideburns or mustaches are not, as they don't represent team or group unity.**

(pg 21) I. Curfew

B. Punishment

1. 1st offense: **A suitable punishment will be established after the violation has occurred by the coach.** ~~The offender will run one mile, or other suitable punishment during each practice the next week after the violation has occurred.~~

II. Alcohol, Drugs, Tobacco

A.

2. First person accounts that a person was using are punishable based upon the merits ~~or~~ **of** the report.

B. Punishment:

1. 1st offense: Removal from all participation/dress/competition/performance/travel for all extra-curricular activities for a period of 45 school days or the balance of that particular season, whichever is longer. For any 45-day period which carries over into another season, students will be expected to participate in practices from the first day if they intend to rejoin that team once the 45-day period ends. **Practice during the suspensions will count towards the MHSAA 10 practice eligibility rule.**

(pg 22)

VI. Dress & Appearance

- B. Hair is to be kept clean, trimmed, and neatly groomed at all times. It should provide no distraction from participation. **No beards, goatees, flowering sideburns or mustaches will be allowed unless approved by the coaching staff.** Discretion is ~~also~~ left up to the coaching staff and/or advisor.