

Record of the Board of Education of the Columbia School District

Regular Session, 8th day of December, 2014

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The Board of Education of the School District of Columbia, Boone County, Missouri, met in regular session at the Administration Building, 1818 West Worley Street, at the hour of 6:30 p.m., Central Standard Time, Monday, the 8th day of December, 2014. Those in attendance were as follows:

President Christine King
Vice President James Whitt
Member Paul Cushing
Member Jan Mees
Member Darin Preis
Member Jonathan Sessions
Member Helen Wade
Superintendent Dr. Peter Stiepleman
Chief Financial Officer/Chief Operations Officer and Board Treasurer Linda Quinley
Executive Assistant to Chief Financial Officer/Chief Operations Officer and Board Secretary Tracy Davenport

Absent: None

Call to Order

The meeting was called to order by President King at 6:29 p.m.

The first matter of business was consideration of the agenda for the December 8, 2014, meeting of the Board of Education. It was moved by Mr. Whitt that the agenda be approved. The vote was 7 yes—0 no.

Consent Agenda

The Board considered approval of the minutes of the special session, executive session, and regular meeting of the Board of Education on November 10, 2014; the minutes of the special session of the Board of Education on November 20, 2014; acceptance of the treasurer's report; approval of bills; approval of personnel recommendations; approval of policies; and approval of business transactions.

The monthly treasurer's report had been previously provided to the Board of Education by Jim Cherrington, Director of Business Services. The report showed a beginning balance for the month of November in the amount of \$67.50 million, cash receipts of \$8.54 million, cash disbursements of \$19.82 million, and an ending balance of \$56.22 million. The \$56.22 million was invested in government securities in the amount of \$44.25 million and daily investment accounts in the amount of \$11.97 million. The average interest rate for all investments was 0.24%.

The Board of Education had previously been provided a detailed report of bills and expenditures for the month of November 2014. The report totaled 383 pages. The following is a listing and summary of the bills as provided to the Board of Education:

General Ledger Accounts	\$4,245,765.81	Middle/Junior High Art	115.00
Elementary Instruction	154,015.52	Middle/Junior High Business	990.06
Elementary Health	117.49	Middle/Junior High Family and Cons. Sci.	6,427.26
Elementary Music	869.02	Middle/Junior High Ind. Tech.	2,923.30
Elementary Art	4,218.32	Middle/Junior High Physical Education	236.46
Elementary Science	51,475.69	Middle/Junior High Speech	614.82
Elementary Math	282.04	Senior High Instruction	55,599.67
Elementary Physical Education	368.75	Senior High Science	11,623.37
Elementary Language Arts	3,815.49	Senior High Math	995.36
Middle/Junior High Instruction	75,992.43	Senior High Language Arts	1,655.39
Middle/Junior High Science	19,020.90	Senior High Social Studies	1,150.85
Middle/Junior High Math	1,504.80	Senior High Foreign Language	720.06
Middle/Junior High Language Arts	1,375.59	Senior High Music	14,356.57
Middle/Junior High Social Studies	412.98	Senior High Art	10,746.32
Middle/Junior High Reading	144.00	Senior High Business Education	1,717.03
Middle/Junior High Foreign Language	51.50	Senior High Family and Cons. Sci.	3,701.10
Middle/Junior High Music	2,524.48	Senior High Industrial Tech.	2,794.28

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Senior High Physical Education	812.04	Home School Visitor	932.15
Senior High Speech and Drama	1,364.09	Pupil Health Services	2,897.85
Senior High Journalism	316.98	Ancillary Services	33,163.69
Senior High Planetarium	85.53	Staff Coordination	4,009.23
Alternate Instruction	759.43	Curriculum Development	2,610.75
Douglass High School	5,343.38	Staff In-service Training	62,461.88
Suspension Center	760.91	Library	11,139.95
Special Ed.—All Programs	44,901.78	Instructional and Info. Tech. Svcs.	98,773.83
Gifted Program	3,771.92	Board of Education	38,389.50
Title I	7,254.29	District Administration	30,976.03
English—Second Language	3,185.70	Office of the Principal	12,504.95
Early Childhood Special Ed.	15,302.20	Administration—Special Ed.	325.26
Voc.—All Programs	6,973.32	Administration—Vocational	3,051.03
Voc. Agriculture	2,869.71	Business Services	8,472.44
Voc. Welding	4,394.85	Maintenance Services	509,785.25
Voc. Business Ed.	806.27	Security Services	79,254.95
Voc. Family and Cons. Sci.	1,212.61	Transportation—District	703.85
Voc. Computer Ed.	692.93	Transportation—Contract	165,761.85
Voc. Health Sciences	10,673.14	Food Services Program	559,479.45
Voc. Occ. Culinary Arts	22,829.41	Food Services Other	415.65
Voc. Trade and Industry	2,923.44	Research, Assessment, and Accountability	166.65
Voc. Electronics	1,020.15	Information Services	60,568.92
Voc. Auto Mechanics	90.10	Employee Benefits	57,094.80
Voc. Marketing and Coop. Ed.	20.00	Title I Early Childhood	1,248.44
Voc. Engineering	287.34	Community Relations/PIE	21,139.74
Voc. Broadcast Journalism	224.43	Parents As Teachers	3,864.29
Voc. Geospatial Information Sys.	158.46	Offset Printing	10,614.29
Project Lead the Way	901.69	Early Childhood	43,652.73
Project Lead the Way—Biomedica	2.00	Family/Student Services	1,760.82
Extracurricular Activities	123,817.61	Infant/Toddler Day Care	523.33
Athletics	67,655.99	Revolving Accounts	2,162.70
Adult Basic Education	13,070.98	Parent Involvement	4,178.15
Adult Business Education	2,163.50	2010 Bonds Issued 03/14	1,904,330.56
Adult Vocational Trades	3,600.91	2012 Bonds Issued 04/15	411,534.82
Health Occupations	2,061.25	Capital Projects—Tax	519,789.65
Enrichment	2,819.80		
Financial Aid Office	221.55		
Counseling/Guidance	8,278.17		
Assessment Services	810.00		
		TOTAL EXPENDITURES	\$9,710,499.00

Candidates were recommended to the Board for employment in the district in professional and support staff positions. (A list of those recommended is attached and made a part of the minutes.)

Revisions to the following district policies were presented for consideration of approval due to legal changes, language clarifications, and recommendations from the Missouri School Boards Association:

- BCE, Board Committees/Advisory Committees to the Board
- JECA, Admission of Resident Students
- JECB, Admission of Nonresident Students
- JHCD, Administration of Medications to Students
- JO, Student Records

Awarding of bids for materials, supplies, and equipment was recommended as follows:

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Bid	Recommendation
Copy paper (warehouse)	Award to low bidder meeting specifications, Sam's Club, Columbia, MO, in the estimated annual amount of \$117,784.80
Charter bus transportation for three trips to and from Teton Science School, Jackson, WY, in June 2015	Award to low bidder meeting specifications, White Knight Limo Inc., Columbia, MO, in the amount of \$81,483.00
Automobile liability insurance coverage (for all vehicles, including activity buses and hired and non-owned vehicles)	Award to low bidder meeting specifications, Naught Naught Agency (MOPERM), Columbia, MO, in the annual amount of \$38,704.00 for the period December 15, 2014 to December 14, 2020
Purchasing card services (district-wide)	Award to Bank of America, St. Louis, MO, for a rebate rate of 1.42% (district volume exceeds \$1,000,000 annually, 30-day cycle with 25-day grace period) or 1.76% (district volume exceeds \$1,000,000, weekly cycle with 3-day grace period); estimated annual rebate is \$24,140.00

It was reported that there are several items of surplus property that are either no longer needed by a particular school or no longer required for use by the district, and it was requested that the Board act to dispose of the property by adoption of the following resolution:

Resolution

RESOLVED, that there are within the Columbia School District several items of school property that are either no longer needed by a particular school or no longer required for use by the district, such items being contained on the list which is submitted and made a part of this resolution.

IT IS THEREFORE RESOLVED that the district redistribute or sell all of the aforesaid school property. If sold, the property will go to the highest bidder after proper publication of notice and pursuant to Section 177.091, RSMo.

Also presented for consideration were:

- 2014-15 bus routes
- Medical stop loss policy renewal for 2015
- Board of Education committee members
- Battle High School 2015 prom lease agreement with The Plaza Event Center
- Revision to Seamless Transition through Enhanced Partnership (STEP) memorandum of understanding
- Facility use agreement with UMC
- Administrative services agreement with Application Software, Inc. (ASI)
- Contract renewal with Inter-State Studios for student portraits
- Contract renewal for medical plan network
- Health care reform reinsurance fees

It was moved by Mr. Sessions that the consent agenda be approved as presented. Mr. Cushing requested that item 1f11 under Business Transactions, "Health Care Reform Reinsurance Fees," be removed from the consent agenda for separate consideration; Mr. Preis requested the minutes of the Board's executive session of November 10 be removed for separate consideration. The vote to approve the consent agenda with the exception of those two items was 7 yes—0 no. (Copies of the consent agenda documents are attached and made a part of the minutes.)

Mr. Cushing noted the district will be spending \$253,008 in the 2015 calendar year as a requirement of the Patient Protection and Affordable Care Act. It was moved by Mr. Whitt that this expenditure be approved. The vote was 7 yes—0 no.

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Mr. Preis pointed out a typographical error in the minutes of the November 10, 2014, executive session. It was moved by Mr Whitt that the minutes be approved, with correction of this error. The vote was 7 yes—0 no.

(Copies of the consent agenda documents are attached and made a part of the minutes.)

Special Recognition

Alexandra Fratila, Wenzer Qin, and Derek Wang, Academic Achievement

Special recognition was given to students Alexandra Fratila, Wenzer Qin, and Derek Wang for academic achievement. All three achieved perfect scores on their ACT exams.

Battle High School Football Team, State Championship

Special recognition was given to the Battle High School football team for winning the 2014 state championship title. Dr. Stiepleman also announced that Battle High School head coach Justin Conyers has been recognized by the Missouri State High School Athletics Association as Class 5 Coach of the Year.

Public Comment

A public comment was received from the following individual:

- Nicole Smith-McGruder, 4016 Arctic Fox Drive

Board President's Report

Reports from Columbia Missouri State Teachers Association and Columbia Missouri National Education Association

Susie Adams, president of the Columbia Missouri State Teachers Association, and Susan McClintic, Columbia Missouri National Education Association president, presented reports from their respective organizations on recent and future activities.

Superintendent's Report

Attendance Area Boundaries Update

Dr. Stiepleman updated the Board on the state of attendance area boundaries. Highlights included the redrawing of boundaries for the southwest part of town due to the new southwest elementary school scheduled to open in 2016, as well as the moving of classrooms to the future early childhood learning center. Over the next three to five years, in response to current higher levels of enrollment at elementary schools, administrators will also be considering construction of a new middle school and/or the creation of magnet programs at middle schools.

Finance Update for Nutrition Services

Ms. Quinley and Laina Fullum, Director of Nutrition Services, presented financial information on the district's Nutrition Services department. They noted the challenges of managing a nutrition services program and presented historical financial information. The department is experiencing a growing gap between revenues and expenditures; expenses continue to increase, but revenues are not keeping pace. Suggestions for next steps included actively engaging state and federal legislators on the matter; continuing in-depth cost review by location; considering price adjustments; considering menu choices and options; and considering other models as practiced by other districts.

Unfinished Business

Consideration of Policy JC, School Attendance Areas"

It was moved by Ms. Mees that policy JC, "School Attendance Areas," be approved as presented. Dr. Stiepleman presented information on revisions to this policy for a second reading and consideration of approval. After discussion, the vote was 7 yes—0 no. (A copy of the policy is attached and made a part of the minutes.)

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Consideration of Policy ECA, “Building and Grounds Security”

It was moved by Ms. Mees that policy ECA, “Building and Grounds Security,” be approved as presented. Dr. Stiepleman presented information on revisions to this policy for a second reading and consideration of approval. After discussion, the vote was 5 yes—2 no (Mr. Preis and Mr. Whitt voted no). (A copy of the policy is attached and made a part of the minutes.)

Consideration of Student Transportation Services Contract

It was moved by Mr. Sessions that the contract with Student Transportation of America be approved as presented. At the November 10, 2014, Board of Education meeting, the Board authorized the administration to negotiate the best contract possible for the approved five-year agreement with Student Transportation of America. Ms. Quinley presented the contract, which is a three-year contract with two one-year renewals, for consideration of approval. After discussion, the vote was 7 yes—0 no. (A copy of the contract is attached and made a part of the minutes.)

At this point in the meeting (8:03 p.m.), a recess was declared. At 8:08 p.m., the Board reconvened and began to consider further agenda items.

New Business

Consideration of Report of the Auditor and Consideration of Acceptance of Audit of Financial Statements of the Columbia School District for 2013-14

It was moved by Ms. Mees that the Board of Education accept the Comprehensive Annual Financial Report of the Columbia School District for the fiscal year ended June 30, 2014. Amy Watson of Gerding, Korte & Chitwood, auditors for the district, and Heather McArthur, the Columbia Public School District’s Chief Accountant, presented the audit report. They highlighted several statements and reports contained within the Comprehensive Annual Financial Report. They also reviewed the audit communications letter and noted several findings described therein. After discussion, the vote was 7 yes—0 no. (A copy of the audit communications letter is attached and made a part of the minutes.)

Consideration of Policy GBM, “Staff Grievances”

It was moved by Mr. Sessions that policy GBM, “Staff Grievances,” be accepted as presented for a first reading. After an overview was presented by Dr. Stiepleman and Board discussion took place, a public comment was presented by Susan McClintic, president of the Columbia Missouri National Education Association. She noted several items that are missing from the policy that the Policy Committee had originally voted to include, and encouraged the addition of these items:

- That the first step of the grievance should be resolved informally.
- That employees have the right of representation of their choosing.
- That employees have the right to grieve their evaluation.
- That a committee consisting of three members should be formed to decide whether the grievance should go before the Board of Education (not just the Board President).
- That flow charts be created as an easier guide for the employee and the district.
- A form that the policy states the employee is to complete is missing from the policy.
- The policy states that an employee may not have legal representation, but it does not state that the district may not have legal representation.
- The policy states that the employee will be notified, but does not state how the employee would be notified.

After additional discussion, the vote to accept the policy as presented for a first reading was 7 yes—0 no. The policy will be presented for a second reading and consideration of approval at the Board’s regular meeting on January 12, 2015.

Consideration of Teacher Collective Bargaining Parameters

It was moved by Ms. Wade that the proposed parameters for negotiations with the Columbia Missouri National Education Association (CMNEA), the teacher bargaining representative, be approved as presented. Dr. Dana Clippard, Deputy Superintendent, presented the following proposed parameters:

Goal

Engage in respectful negotiations with the employee representatives for teachers in a manner that aligns with the mission, vision, and values of the Columbia Public Schools. The ultimate goal of all negotiations is to secure the services necessary to deliver an excellent education to the district’s students in a safe

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environment based on a sound, realistic budget.

Objectives

1. Prioritize student needs when considering decisions for teachers within the bargaining unit.
2. Negotiate using respectful communication.
3. Be good stewards of the district's time and resources.

Parameters

1. *Negotiator:* The Board shall employ an experienced negotiator to serve on the administrative bargaining team.
2. *Note-Taker:* The Board will designate a person who is not a member of either bargaining team to be present at each meeting to document the proceedings.
3. *Composition of the Bargaining Teams:* The core administrative bargaining team shall consist of the Deputy Superintendent, Executive Director of Human Resources and Employment Law, the Chief Financial and Operations Officer, and a negotiator hired by the Board of Education. Additional administrators may be asked by the core administrative bargaining team to participate on issues pertinent to the process. The CMNEA bargaining team shall consist of members selected by CMNEA. Neither team shall consist of more than eight participants at a time.
4. *Spokespeople:* Prior to the beginning of the first bargaining meeting, both the administrative and the CMNEA teams will appoint one of its members to serve as their team's official spokesperson.
5. *Communication of Proposals:* All proposals, counterproposals, concessions, and agreements, from either bargaining team, shall be provided in writing.
6. *Meetings:* Consistent with the Board of Education's goal of transparency with all processes, bargaining sessions will be conducted in meetings that are open to the public. Observers may not comment or participate in the bargaining proceedings.
7. *Timeline:* Bargaining sessions with CMNEA will be conducted with a maximum of eight meetings limited to three hours, plus a 15-minute break, unless mutually agreed to by the negotiating teams. The meetings will occur between February 1 and May 1.
8. *Meeting Schedule and Location:* All bargaining sessions will be held in the Aslin Administration Building. Each team will have a designated, private meeting space in which to caucus. No bargaining meeting will be held during the school day. The dates and times of the meetings will be mutually agreed upon by both teams.

After discussion, the vote was 7 yes—0 no.

Consideration of Custodial Collective Bargaining Parameters

It was moved by Ms. Mees that the proposed parameters for negotiations with Laborers' Local 773, the custodial bargaining representative, be approved as presented. Ms. Quinley presented the following proposed parameters:

Goal

Engage in respectful negotiations with the employee representatives for custodians in a manner that aligns with the mission, vision, and values of the Columbia Public Schools. The ultimate goal of all negotiations is to secure the services necessary to deliver an excellent education to the district's students in a safe environment based on a sound, realistic budget.

Objectives

1. Prioritize student needs when considering decisions for custodians within the bargaining unit.
2. Negotiate using respectful communication.
3. Be good stewards of the district's time and resources.

Parameters

1. *Negotiator:* The Board shall employ an experienced negotiator to serve on the administrative bargaining team.
2. *Note-Taker:* The Board will designate a person who is not a member of either bargaining team to be present at each meeting to document the proceedings.
3. *Composition of the Bargaining Teams:* The core administrative bargaining team shall consist of the

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Executive Director of Human Resources and Employment Law, the Chief Financial and Operations Officer, the Director of Custodial Services, and a negotiator hired by the Board of Education. Additional administrators may be asked by the core administrative bargaining team to participate on issues pertinent to the process. The Laborers' bargaining team shall consist of members selected by Laborers'. Neither team shall consist of more than eight participants at a time.

4. *Spokespeople:* Prior to the beginning of the first bargaining meeting, both the administrative and the Laborers' teams will appoint one of its members to serve as their team's official spokesperson.
5. *Communication of Proposals:* All proposals, counterproposals, concessions, and agreements, from either bargaining team, shall be provided in writing.
6. *Meetings:* Consistent with the Board of Education's goal of transparency with all processes, bargaining sessions will be conducted in meetings that are open to the public. Observers may not comment or participate in the bargaining proceedings.
7. *Timeline:* Bargaining sessions with Laborers' will be conducted with a maximum of eight meetings limited to three hours, plus a 15-minute break, unless mutually agreed to by the negotiating teams. The meetings will occur between February 1 and May 1.
8. *Meeting Schedule and Location:* All bargaining sessions will be held in the Aslin Administration Building. Each team will have a designated, private meeting space in which to caucus. The dates and times of the meetings will be mutually agreed upon by both teams.

After discussion, the vote was 7 yes—0 no.

Consideration of Board of Education Filing Procedures

It was moved by Mr. Cushing that the Board of Education filing procedures be approved. Ms. Davenport reported that advertisements describing Board of Education candidate filing procedures were placed in local newspapers on December 7 and also will be published on December 10. Filing will open at 8:00 a.m. on Tuesday, December 16, 2014, and close at 5:00 p.m. on Tuesday, January 20, 2015. Interested persons must file in person at the office of the Board of Education Secretary, 1818 West Worley Street, Columbia, Missouri. Two persons will be elected for three-year terms as members of the Board of Education. The election will be held April 7, 2015. The vote was 7 yes—0 no.

Consideration of Extension of Superintendent's Contract

Ms. Quinley presented the contract of Dr. Peter Stiepleman, Superintendent of Schools, for the Board's consideration of extending the contract by one year, with any adjustment in compensation to be considered during the 2015-16 budget process. This extension would allow the current contract to be valid through the 2016-17 school year. After discussion, it was moved by Mr. Cushing that Dr. Stiepleman's contract be extended by one additional year (through 2016-17), subject to Board of Education action regarding compensation, if any, during the 2015-16 budget process. The vote was 7 yes—0 no. (A copy of the contract is attached and made a part of the minutes.)

Consideration of 2015-16 Budget Parameters

It was moved by Ms. Mees that the 2015-16 budget parameters be approved as presented. Ms. Quinley presented the following proposed budget parameters for the 2014-15 budget process:

Preface

The Board of Education has used a multi-year budget planning process in recent years which, collectively with a successful levy election in April 2012, resulted in increased operating fund balances. These balances and conservative future revenue improvements allow sustained operations without continued reductions. The state foundation formula has not been fully funded since 2008-09 and is projected to remain underfunded for the foreseeable future. This has increased the reliance on local revenues to support growth and increased needs of the district. The local economy remains strong in Columbia; however, the assessed valuation growth over the most recent five years, which includes one reassessment year, has averaged 1.22%. The five preceding years averaged 3.32%. The recent year trends in assessed valuation create fewer local revenue dollars to support the growth of the district.

The district acknowledges deficit spending is not a long-term sustainable strategy; however, it was intentionally applied for 2013-14 and future budget years to continue improved operation, open new schools, and maintain class size at reasonable levels. The current five-year financial model will require revenue improvements in order to eliminate deficit spending in the next three to four years.

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With this long-term vision, the 2015-16 budget will be developed in a collaborative process and consider priorities and the district's mission, vision and values using the following parameters.

1. The Board of Education will consider program and departmental budget adjustments as necessary to promote student achievement.
2. The Board of Education will consider salary improvements for all employee groups through the budget and negotiation processes.
3. The Board of Education will consider employee benefit programs for eligible employees through the budget and negotiation process.
4. Operating efficiencies will continue to be reviewed and considered throughout the budget process.
5. Appropriate fund balances will be maintained through reasonable budget considerations. Controlled deficit spending will ensure financial integrity. An appropriate level of fund balance will be determined and reflected in the five-year model based on current and projected future total expenditures.

The vote was 7 yes—0 no.

Consideration of 2014-15 Budget Amendments

It was moved by Mr. Sessions that the 2014-15 budget amendments be approved as presented. Ms. Quinley presented several proposed amendments to the 2014-15 budget. After discussion, the vote was 7 yes—0 no. (A copy of the budget amendments is attached and made a part of the minutes.)

Consideration of Construction Contracts and Change Orders

It was moved by Ms. Mees that the construction contracts and change orders be approved as presented. Ms. Quinley presented recent construction contracts and change orders for the Board's consideration. The vote was 7 yes—0 no. (Copies of the contracts and change orders are attached and made a part of the minutes.)

Announcements

President King announced she will appear on KFRU on Tuesday, December 9, to review and discuss the December 8 Board of Education meeting.

Information was shared about various activities in which Board members have recently taken part or in which they will soon take part.

Adjournment

It was moved by Mr. Whitt that the Board of Education adjourn to meet in executive session at 5:30 p.m. on Monday, January 12, 2015, at the Administration Building, 1818 West Worley Street, for the purpose of considering personnel issues, issues regarding negotiations with employee groups, and issues related to the leasing, sale, or purchase of real estate as authorized by the provisions of Section 610.021(1)(2)(9)(10)(13) of the Missouri statutes. The roll call vote was as follows:

Mr. Preis voted	Yes
Mr. Cushing voted	Yes
Ms. Wade voted	Yes
Ms. Whitt voted	Yes
Ms. Mees voted	Yes
Mr. Sessions voted	Yes
President King voted	Yes

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There was no further business to come before the Board, and the meeting was declared adjourned at 9:03 p.m.

President

Attest: _____
Secretary