

**REGULAR MEETING, AUGUST 18, 2016**

The trustees of Manhattan School District No. 3, high school and elementary districts, met in regular session, August 18, 2016, at 7:30 p.m. in the High School Activities Room. Chairman Brownell called the meeting to order.

Members Present: Rob Brownell, Steve Heersink, Mike Swan, and Kelly Duncan.

Members Absent: Dennis Grue, and Brand Robinson.

Superintendent Scott Chauvet, Principals Scott Schumacher and Neil Harvey, and Clerk Ann Heisler were present throughout the entire proceedings. Guests attending the meeting are on the list attached to these Minutes and made a part hereof.

**PLEDGE OF ALLEGIANCE**

Chairman Brownell led the Pledge of Allegiance.

**RECOGNITION OF GUESTS**

Chairman Brownell recognized the visitors in attendance.

**PUBLIC COMMENT**

Chairman Brownell read the public comment statement, and asked for public comment on any non-agenda items. No comments were made.

**CONSENT AGENDA**

Steve Heersink made a motion to approve the following items on the Consent Agenda: Board Minutes – Regular July 14, 2016; the current Substitute Teacher list for the 2016-2017 school year; Coaching staff contract renewals for the 2016-2017 school year as follows: Jane McArthur – Head Speech & Drama, Julie Frank – Assistant Speech & Drama, Don Jones – Head JH Football, April Wilhelm – Assistant JH Volleyball, Volunteer HS Football Coaches Joel Christiaens and Jim Oriet. The motion was seconded by Mike Swan and it carried unanimously.

**BOARD ACTION ITEMS:**

**FACILITIES BUILDING UPDATE**

Karen Hedglin gave the Board an update on our building bond project. She reviewed the changes & updates to the time schedule as follows: start date for construction has been moved from October 2016 to February 2017 which will give more time for the final design changes after additional input is received from staff and students; money savings will occur from less temporary heat through the coldest winter months; project completion date remains the same at August 2018; the middle school is scheduled to move during the Easter break in 2018 as well as an interim move for some of the elementary classrooms.

The school district received a change order request from McKinstry in the amount of \$18,400 to our existing Owner's Representative contract of \$27,100, with the total now at \$45,500. After discussion, Mike Swan moved to approve the McKinstry change order for \$18,400. Steve Heersink seconded the motion, which carried with no dissenting votes.

The Board advertised for an RFQ (Request for Qualifications) for an Owner's Representative for our building bond project to begin when the existing Owner's Representative contract with McKinstry is complete. The Board received one RFQ from McKinstry.

After discussion, Mike Swan made a motion to approve the new Owner's Representative contract with McKinstry as proposed through the building bond project completion date in the Fall of 2018. The motion was seconded by Kelly Duncan and it carried unanimously. The RFQ and new Owner's Representative contract with McKinstry is attached to these Minutes and made a part hereof.

#### **BOND ISSUE FINANCING UPDATE**

Bridget Ekstrom, D.A. Davidson & Co., reviewed the updates to the Preliminary Financing Time Schedule for the Manhattan Elementary District and the Manhattan High School District General Obligation Bonds, Series 2016. The following key dates were discussed: Bond Rating Conference Call with S&P on August 18 at 11 a.m.; Pricing call with DA Davidson and the District Bond Finance Committee on September 7 at noon; Offer Bonds and Lock Rates on September 12 at noon; Final Bond Resolutions are adopted by the Board at their regular meeting on September 13; and the Closing/Delivery of Bond Proceeds on September 22.

Updated estimates were also presented on bond premium, interest rates, taxpayer mill levy impact analysis, and bond schedules. With the current favorable market, the school district will see savings due to lower than anticipated interest rates and additional bond premium.

#### **ADOPT FINAL 2016-2017 ELEMENTARY AND HIGH SCHOOL BUDGETS**

Kelly Duncan made a motion to approve the 2016-2017FY Elementary School final budgets as follows: General Fund - \$2,935,355.00; Transportation Fund - \$238,329.75; Tuition Fund - \$44,958.70; Retirement Fund - \$398,500.00; Technology Fund - \$26,317.56; Flexibility Fund - \$5,946.40; Building Reserve Fund - \$416,822.71; Debt Service Fund - \$574,301.88. Mike Swan seconded the motion, which carried unanimously.

Steve Heersink made a motion to approve the 2016-2017FY High School final budgets as follows: General Fund - \$2,008,942.15; Transportation Fund - \$157,488.15; Tuition Fund - \$35,937.09; Retirement Fund - \$323,000.00; Adult Education Fund - \$22,500.00; Technology Fund - \$52,673.03; Flexibility Fund - \$3,602.40; Building Reserve Fund - \$309,180.89; Debt Service Fund - \$629,336.25. Mike Swan seconded the motion, which carried unanimously.

The 2016-2017 FY Proposed Final Budget spreadsheet comparisons over the previous year for the Elementary and High School are attached to these Minutes and made a part hereof.

#### **BRAEBURN ROAD RIGHT OF WAY REQUEST**

The school district received a letter from Allied Engineering regarding a planned street named Braeburn Road in the Manhattan Orchards Subdivision. The Town of Manhattan has directed Allied Engineering to line up Braeburn Road with Pioneer Crossing Boulevard. However, in order to do so, Braeburn Road would need to be re-aligned to the south, placing it at least partially on the northern edge of the school district's property. The Town of Manhattan indicated that the Manhattan Orchards Subdivision should attempt to secure the needed Right-of-Way from the school to accommodate this directive. Allied has developed a range of design options for the school district to consider. After discussion, the Board tabled the Braeburn Road Right-of-Way request from Allied Engineering as it is still being evaluated and no decision is needed at this time.

#### **DRIVER'S EDUCATION STUDENT FEE INCREASE**

Principal Neil Harvey went over the statistics and the financial condition of the Driver's Education Program for the last 5 years. The program continues to lose money every year.

Even though the student fee was increased in the 2015-2016 school year from \$175/student to \$250/student, the program still lost over \$9,000. Principal Harvey made a recommendation to increase the student fee for the 2016-2017 school year from \$250/student to \$300/student. The Board will then review the program at the end of the 2016-2017 school year to re-evaluate whether additional changes in the program are required. Mike Swan moved to approve the increase in the Driver's Ed student fee from \$250/student to \$300/student for the 2016-2017 school year. The motion was seconded by Steve Heersink and it carried with no dissenting votes.

#### **DISPOSAL OF RECORDS EXCEEDING REQUIRED RETENTION SCHEDULE**

After discussion, Steve Heersink made a motion to approve the destruction of records that have exceeded the required retention schedule as listed on the Records Destruction Document No. 2016-1. Mike Swan seconded the motion, which carried unanimously. The list of records approved for destruction on the Records Destruction Document No. 2016-1 is attached to these Minutes and made a part hereof.

#### **PERSONNEL**

Steve Heersink moved to approve employment coaching contracts for the 2016-2017 school year with the following: Kaitlyn Vanderby – HS Assistant Volleyball, Carrie Vandyken – JH Assistant Volleyball, Mikal Jones – JH Head Volleyball, Seth Halverson – JH Assistant Football. Mike Swan seconded the motion, which carried with no dissenting votes.

#### **BOARD INFORMATION ITEMS:**

##### **SCHOOLWIDE OPEN HOUSE**

The 2016-2017 Open Houses for parents and students are as follows:

Monday, August 29, 2016, 5:00 to 7:00 pm, Grades 5-8;

Wednesday, Sept. 7, 2016, 5:00 to 7:00 pm, Grades K-4 and Grades 9-12.

##### **SUMMER WORK REVIEW**

Superintendent Chauvet gave the maintenance and custodial staff a special thanks and appreciation for all of their hard work this summer.

##### **PRINCIPALS' REPORT**

Principals Scott Schumacher and Neil Harvey updated the Board on recent and upcoming events in each of their schools, as well as the projects they have been working on to begin the 2016-2017 school year.

Current enrollment numbers are 436 students in Grades K-8 and 240 students in Grades 9-12.

There will be an early out every Friday this school year. Grades K-3 will be dismissed at 2:45 p.m. and Grades 4-12 will be dismissed at 2:49 p.m.

##### **SUPERINTENDENT'S REPORT**

Superintendent Chauvet gave a report to the Board on the following topics:

1. Again, great job to the summer custodial staff for deep cleaning the elementary school, keeping the grounds looking excellent, all of the extra work that was required to get the modular classrooms ready for the teachers including building the ramps required for ADA.
2. With all of the new teachers in the elementary, junior high, and high school, parents are encouraged to stop in during the upcoming Open Houses and welcome them to our school and community.

**CORRESPONDENCE**

**CLAIMS**

Vouchered claims for the month of August, 2016, were examined and approved for payment.

No further business appearing before the Board, Chairman Brownell adjourned the meeting at 9:38 p.m.

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Robert Brownell, Chairman

ATTEST: \_\_\_\_\_  
Ann Heisler, District Clerk

**Board Approved September 13, 2016**