

**MISSOULA COUNTY PUBLIC SCHOOLS
BOARD OF TRUSTEES
FINANCE & OPERATIONS COMMITTEE
WEDNESDAY, FEBRUARY 19, 2014 – 3:00 - 5:00 P.M.
BUSINESS BUILDING BOARDROOM
915 SOUTH AVENUE WEST**

Committee Members Present: Marcia Holland, Julie Tompkins, Rose Dickson, and Debbie Dupree (via phone)

Other Trustees Present: Mike Smith

Others Present: Pat McHugh, Alex Apostle, Hatton Littman, Karen Allen, Heather Davis-Schmidt, Mark Thane, Dan Parrish, Art Sikkink, Burley McWilliams

MINUTES

Committee Chair Holland opened the meeting at 3:04 p.m.

PUBLIC COMMENT

Background Information: Public comment will be allowed at the beginning of the meeting to accommodate those members of the public who are unable to wait until the end of the meeting to comment.

Notes: None

PERMISSION TO AWARD WIRELESS NETWORK DESIGN

Background Information: The District received nine proposals in response to the RFP for the Wireless Network Design. Eight bidders were compliant with the submittals. Presidio presented a document providing rationale for a review of the process, but with no compliant proposal or pricing.

Company	AP Manufacture	Proposal Scoring	Cost Scoring	Combined Score
Access Consulting	Aruba	43	28	71
Blackfoot Communications	Cisco	36	5	41
Cerium Networks	Meraki	41	20	61
Corporate Technology Group	Meraki	41	23	64
HarborTech Mobility	Aruba	41	20	61
Information Technology Core	Enterasys	39	14	53
Optix Media	Xirrus	35	24	59
Structured	Aerohive	36	9	45

Company	Location	CS Porter Cost	Design Cost	Demo Score
Access Consulting	Missoula, MT	\$ 26,205.50	\$ 10,500.00	9
Blackfoot Communications	Missoula, MT	\$ 93,571.40	\$ 38,100.00	-
Cerium Networks	Helena, MT	\$ 25,943.34	\$ 25,060.00	7
Corporate Technology Group	Missoula, MT	\$ 9,354.00	\$ 27,900.00	-
HarborTech Mobility	Bothell, WA	\$ 25,034.62	\$ 16,000.00	-
Information Technology Core	Helena, MT	\$ 59,912.00	Free with install	-
Optix Media	Pocatello, ID	\$ 40,142.00	Free with install	-
Structured	Boise, ID	\$ 61,221.12	\$ 113,400.00	-

Proposals were reviewed by ISC staff and scored. Two of the top vendors were asked and provided on-site demonstrations of equipment at CS Porter. The proposal from *Access Consulting* of Missoula for design work using Aruba networking equipment for installation was deemed the best fit for MCPS. It is recommended that *Access Consulting* be contracted to provide designs for wireless networking in district buildings and as the vendor for purchase and support of the wireless systems, pending board approval.

The design work can begin immediately following approval and contract negotiations. Cost to the District for the design is \$10,500.00 to be paid from 2011 Elementary Building Reserve Funds and Technology Funds. Total implementation of wireless network equipment in all district buildings based on this proposal is estimated at \$ 475,000 with implementation over a minimum of 5 years. Costs for implementation will be from district Technology Funds.

Administration Recommendation: Administration recommends the Trustees award the Wireless Network Design bid to *Access Consulting* at the March 11th regular Board Meeting on the Consent Agenda.

Notes: Littman commented this network design project is moving us in the direction of more wireless accessibility. Art Sikkink, Technology Supervisor explained that the ISC staff went through the various proposals and scored them out. We looked at the proposed design, and then went through and compared the cost. The proposals for CS Porter Middle School were reviewed and we had two vendors come in and provided a presentation. We also looked at the reports obtainable. Between the cost and design, *Access Consulting* was the lowest bid and presented the easiest design for implementation.

Holland inquired if the design was for hardware and software? Sikkink clarified that this bid asked for design of a wireless network in district buildings, which included a look at the floor plans and recommendations on where we need the access points. *Access Consulting* could also provide the purchase, installation and support of the wireless system pending Board approval. Littman added that there is a recommended installer.

Tompkins asked if the Porter cost was an estimate for just part of the district's cost, or does the estimate include the whole district. Sikkink responded we do not have an estimate for the entire district. This is a rough estimate to get an idea of what we are looking at overall. This proposal was for design work and Porter school only. It will be a multi-year project to bring networking throughout the district. Littman clarified that this is for a design across the district.

Summary/Direction: The Committee supports Administration's recommendation that Trustees award the Wireless Network Design bid to *Access Consulting* at the March 11th regular Board Meeting on the Consent Agenda.

CALL FOR SCHOOL ELECTION RESOLUTIONS: 2014-4(E) - 2014-5(E) ELEMENTARY TRUSTEES AND GENERAL FUND LEVY

Background Information: The Board is required by law to adopt resolutions calling for an election for School Trustees, Levies and Special Levy Elections. Montana law requires that the general fund levy, if necessary, and trustee elections be held on May 6th this year. Additional election dates for special levies, such as technology and building reserve levies, can be set at the discretion of the Board. The Resolution attached hereto sets the date for the elementary trustee election, and elementary general fund levy election.

Administrative Recommendation: Administration recommends that Trustees approve Resolutions 2014-4(E)-2014-5(E) at the March 11th regular Board Meeting on the Consent Agenda.

Notes: McHugh explained that agenda items 3 & 4 are both related to the May 6th school election. MCA §20-20-201 requires that Trustees issue a resolution to set election dates. Resolution 2014-4(E) is for the Elementary General Fund Levy, and Resolution 2014-5(E) is for the Elementary Trustee election. We contracted with the County Elections Office to conduct our election. These resolutions are required on an annual basis.

Summary/Direction: The Committee supports Administration's recommendation that Trustees approve Resolutions 2014-4(E)-2014-5(E) at the March 11th regular Board Meeting on the Consent Agenda.

CALL FOR SCHOOL ELECTION RESOLUTION: 2014-4(S) SECONDARY TRUSTEE

Background Information: The Board is required by law to adopt resolutions calling for an election for School Trustees, Levies and Special Levy Elections. Montana law requires that the general fund levy, if necessary, and trustee elections be held on May 6th this year. Additional election dates for special levies, such as technology and building reserve levies, can be set at the discretion of the Board. The Resolution attached hereto sets the date for high school trustee election.

Administrative Recommendation: Administration recommends that Trustees approve Resolution 2014-4(S) at the March 11th regular Board Meeting on the Consent Agenda.

Notes: McHugh stated that is related to agenda item #3. We are not asking for a Resolution to hold a High School General Fund levy election. The levy amount is determined by school funding laws. With the cap in funding, there is no opportunity to run a General Fund levy election in the High Schools. Resolution 2014-4(S) is asking for a High School Trustee election only in District D.

Summary/Direction: The Committee supports Administration's recommendation that Trustees approve Resolution 2014-4(S) at the March 11th regular Board Meeting on the Consent Agenda.

REQUEST PERMISSION TO BID WAREHOUSE

Background Information: The District annually bids warehouse supplies (office/instructional supplies and custodial supplies). This process provides the District competitive prices and established costs and suppliers for the upcoming school year.

Administrative Recommendation: Administration recommends that Trustees grant permission to bid warehouse supplies at the March 11th regular Board Meeting on the Consent Agenda.

Notes: Dan Parrish explained that this is an annual process, and it is quite a cumbersome process. Our warehouseman and purchasing agents put together information on what products are needed throughout the district. This is a competitive process, and we get good prices. We are stocking products for the whole school year, and restocking the warehouse for the beginning of the new school year.

Smith inquired if more products were needed than the bid states, are more available? Parrish said the numbers are just an estimate, and we could purchase more if needed.

Summary/Direction: The Committee supports Administration's recommendation that Trustees grant permission to bid warehouse supplies at the March 11th regular Board Meeting on the Consent Agenda.

MULTIDISTRICT AGREEMENT FOR TECHNOLOGY LEVY EXPENSES

Background Information: The Board authorized the use of multidistrict agreements among neighboring districts and also between the elementary and high school district. Per MCA §20-3-363, the purpose of the multidistrict agreement is to provide for the cooperative performance of services, activities and undertakings of the participating districts, and to provide for the joint funding and operation and maintenance of all participating districts upon the terms and condition as mutually agreed upon. In accordance with the intent of the attached agreement, we are recommending a transfer from the High School Technology Fund to an interlocal cooperative fund in FY14, and a transfer from the Elementary Technology Fund of a like amount in FY15.

The purpose of this transfer would be to support the elementary district's purchase of one Computer on Wheels (COW) for each elementary and middle school in the 2014 fiscal year. The COW in each elementary and middle school will support those schools in completing the new Smarter Balanced Assessment and continued implementation of the 21st Century Model of Education. Estimated funds to be transferred are \$60,000 - \$70,000 and will depend upon total purchase requirements for the 2014 fiscal year. A like amount of funds will transfer in FY2015 from the Elementary Technology Fund to the interlocal cooperative fund under the multidistrict agreement to support high school level purchases.

Administration Recommendation: Administration recommends that Trustees approve the attached multidistrict agreement, which provides for the transfer of High School Technology

Funds to the interlocal cooperative fund in FY14, and a similar transfer of funds from the Elementary Technology Fund in FY15 at the regular March 11th Board Meeting on the Consent Agenda.

Notes: McHugh provided the following background. Legislature a couple years ago passed Senate Bill 329 which allowed districts to enter into multi-cooperative agreements with other school districts. We have entered into those agreements with surrounding districts. This agreement gives us some flexibility. On pages 9-11 is a proposed agreement between MCPS Elementary and High School districts. There is a chance that the Elementary Technology Fund expenditures may exceed the budget. Under the terms of this agreement a like amount would be contributed by each participating district. On page 9, paragraph item #1 is exactly the language you would see on our ballot for Technology Funds. This agreement would exercise the flexibility of use of funds. It is set up for equity between the Elementary and High School districts. The cooperative funds will come from the High School District in FY14, and a like amount from the Elementary District in FY15. It allows us to make purchases of Computers on Wheels (COW) for testing this spring.

Littman added that we may need additional funds for the purchase of COWs. This is the newest assessment in helping the district to meet the 21st century learning goals. There is the potential that we may need to lend back to the High School District.

Tompkins asked where the COWs will be kept. Littman explained that they will be returned to the Business Building and rebuilt this summer for use during the next school year. They can be used for anything, not just testing. They could be used for robotics and other instructional programs. Smith expressed concern about the timing of transferring funds and purchasing the COWs with the approval set to be in March, and the year end coming soon. Littman explained that this is a monetary need. Holland clarified that this is provisional.

Littman clarified that some of the high schools currently have COWs, and that only grade 11 will be testing in the high schools. In the middle schools it would mean taking an entire computer lab out to conduct the testing without the use of COWs.

Summary/Direction: The Committee supports Administration's recommendation that Trustees approve the attached multidistrict agreement, which provides for the transfer of High School Technology Funds to the interlocal cooperative fund in FY14, and a similar transfer of funds from the Elementary Technology Fund in FY15 at the regular March 11th Board Meeting on the Consent Agenda.

FIBER OPTIC DATA BACKBONE BID

Background Information: The District put out a bid for fiber optic data backbone installation. The Board awarded the bid on January 14, 2014 to *We Connect MT*. The proposed funding for the project was Building Reserve Funds. There are insufficient funds for technology wiring in the High School Building Reserve to cover this expense. It is recommended that \$31,000 of High School Technology Funds be used to supplement the Building Reserve in this purchase.

Administration Recommendation: Administration recommends that Trustees grant permission to use \$31,000 of High School Technology Funds for the data backbone installation at the March 11th regular Board Meeting on the Consent Agenda.

Notes: McHugh explained when we originally went out to bid we contemplated the use of Technology Funds and Building Reserve Funds, hoping that we were able to build all the expenditure into the Building Reserve. McHugh referenced the Building Reserve Funds on page 28, under the line item *Rewire/Recable IT Support*, the balance is \$41,975; which makes our purchase approximately \$31,000 short. The Building Reserve under both districts was the proposed funding source; then Technology Funds became an alternative solution. Ideally it would be the Building Reserve, but we recognize the need to make this purchase now, that is why we are recommending this.

Smith asked if the fiber optic was tied to the phone system. He thought use of Building Reserve funds was for maintenance. McHugh agreed that the Building Reserve is a maintenance funding source, but the purchase of equipment, and these types of projects are very well within the Building Reserve Fund use. When we ran the Building Reserve levy, this was presented as a use of that levy money.

Littman added that cost of wiring our buildings is monumental. She has had several conversations with MTSBA regarding the use of Technology Funds for this purpose, and they are supportive.

Tompkins asked what the total bid amount was for this project. McHugh responded that it was \$74,000. She asked if we knew the shortfall in the budget at the time the bid was awarded. McHugh noted it, and recommended that we stick within the budgets of the Building Reserves. Use of Technology Funds is broadly defined for purchase of computer equipment and access. Servers are also examples of equipment.

Holland summarized that initially we were hoping to cover the fiber optic data backbone installation with Building Reserve Funds, but when we found it was short it was recommended that use of the Technology Funds. This is within the parameters for use of Technology Funds.

Summary/Direction: The Committee supports Administration's recommendation that Trustees grant permission to use \$31,000 of High School Technology Funds for the data backbone installation at the March 11th regular Board Meeting on the Consent Agenda.

PERMISSION TO TRANSFER BUILDING RESERVE FUNDS

Background Information: The District is requesting approval to transfer funds within an expired Building Reserve Project #12007, in order to accumulate the remaining funds within the Building Remodel/Renovation line item. Combining the funds within this levy will help expedite the process of spending out this Building Reserve, and to offset line items that were over spent. Elementary Building Reserve Project #12007 represents a levy passed in May 2006. After the proposed transfers within Project #12007, the approximate amount remaining in the Building Remodel/Renovations account would total \$9,530.47.

FROM	TO	ESTIMATED AMOUNT
Energy Retro Fit	Building Remodel/Renovations	\$910.07
Exterior Doors and Window Replace	Building Remodel/Renovations	\$12,240.43

FROM	TO	OFFSET SHORTAGES
Building Remodel/Renovations	Plumbing and Heating Systems	(\$1,000.00)
Building Remodel/Renovations	Playground Maint. & Equip.	(\$2,217.42)
Building Remodel/Renovations	Replace Flooring	(\$329.80)
Building Remodel/Renovations	Underground Irrigation System	(\$1,787.58)

Administration Recommendation: Administration recommends that Trustees to make the necessary transfers in order to consolidate this Elementary Building Reserve Project #12007 into a single remodel/renovation account in the total amount of \$9,530.47 at the March 11th Board Meeting on the Consent Agenda.

Notes: McWilliams commented that combining expiring Building Reserve Funds is a common occurrence. We have a Building Reserve that was voted on in May 2006 for use beginning in FY2007. It has been exhausted. There are some offsets where we overspent some accounts. We put these funds into one account for Remodel/Renovations where we can utilize those funds in a variety of ways rather than just doors and windows.

Holland clarified that the reason these items come to Trustees for approval is that use of these levy funds were presented and voted on by the public; however, we have the ability to move money within certain accounts. McWilliams clarified that are keeping the money in the Building Reserve, just moving into a different account.

Summary/Direction: The Committee supports Administration's recommendation that Trustees to make the necessary transfers in order to consolidate this Elementary Building Reserve Project #12007 into a single remodel/renovation account in the total amount of \$9,530.47 at the March 11th Board Meeting on the Consent Agenda.

GRANT APPLICATION SUMMARY

➤ Plum Creek Foundation Montana Great Classroom Awards

Background Information: See attached Grant Application Summary

Administrative Recommendation: Administration recommends that Trustees approve the attached Grant Application Summary at the March 11th regular Board meeting on the Consent Agenda.

Notes: Allen commented that Leslie Snoke is a new art teacher at CS Porter. She is a wonderful addition. She spent some teaching in Arlee, and she has a lot of Native American background and culture to share. This grant allows a unique opportunity for bringing artists and art into the schools. Ms. Snoke has been actively showing CS Porter Middle School student artwork at Community Medical Center.

Tompkins asked if was specifically for Porter or if it brings \$400 to each individual school. Allen clarified that it is for Porter only.

Dickson asked how long the art mobile will be at the school. Allen thought it would be here only one evening and arriving at Porter next week.

Summary/Direction: The Committee supports administration's recommendation that Trustees approve the attached Grant Application Summary at the March 11th regular Board meeting on the Consent Agenda.

APPROVE JANUARY 15, 2014 F&O COMMITTEE MEETING MINUTES

Background Information: In accordance with BP 1230 (entitled 'Committees'), minutes from the previous month's Committee meeting will be approved by the Committee at each monthly meeting of the Committee.

Notes: Holland asked Committee members to approve the minutes.

Summary/Direction: The Committee members approved the minutes of the January 15, 2014 F&O Committee.

OUT-OF-DISTRICT ATTENDANCE AGREEMENTS

Background Information: Pursuant to MCA §20-5-320, the Board of Trustees must approve out-of-district student attendance agreements. Attached in this packet is the February 2014 list of those students enrolled in accordance with out-of-district attendance agreements.

Administrative Recommendation: Administration recommends Trustee approval of the February 2014 out-of-district attendance agreements at the March 11th regular Board meeting on the Consent Agenda.

Notes: McHugh stated that the current student out-of-district list is attached as page 17 of the agenda. This month we have six students enrolled in the Elementary, and five in the High Schools. That is pretty impressive this time of year. Per state statute Trustees must approve that attendance.

Summary/Direction: The Committee supports Administration's recommendation that Trustee approval of the February 2014 out-of-district attendance agreements at the March 11th regular Board meeting on the Consent Agenda.

CLAIMS AND EXTRA-CURRICULAR REPORTS

Background Information: Attached are the claims and extracurricular financial reports for January 2014. The warrants are available in the Business Office.

Administrative Recommendation: Administration recommends Trustee approval of the January 2014 claims and extracurricular financial reports at the March 11th regular Board meeting on the Consent Agenda.

Notes: McHugh referenced pages 18-26 of the agenda are the claims and extracurricular reports. Holland appreciated there is now a section for explanation on the Extracurricular Student Funds Report. She appreciates that these accounts are being reviewed and comments added. McHugh acknowledged Lenora's works on this with the bookkeepers in the schools.

Summary/Direction: The Committee supports administration's recommendation that Trustee approve the January 2014 claims and extracurricular financial reports at the March 11th regular Board meeting on the Consent Agenda.

BUILDING RESERVE UPDATE

Background Information: Attached hereto is the summary of Building Reserve Expenditures from July 1, 2013 through January 31, 2014

Notes: McWilliams referenced the building reserve expenditures on pages 27-28 of the agenda. We had a 5-year Elementary Building Reserve Levy that passed in May 2006 and a renewal in May 2011. The 7-year High School Building Reserve Levy that passed in May 2004 is exhausted. Voters passed a new 7-year High School Building Reserve levy in May 2011. He clarified that as you look at the Building Reserve expenditures on pages 27-28, that the list of departmental line items are what the taxpayers agreed to for use of those funds. We make sure that we stay within those guidelines.

Apostle added that when we talk about our Building Reserves it comes down to "promises made, promises kept". If there is a change for some reason, that is something that we bring forward to the Board.

Summary/Direction: Information only.

GENERAL FUND UPDATE

Background Information: Attached hereto is the summary of General Fund Expenditures from July 1, 2013 through January 31, 2014.

Notes: McHugh referenced the General Fund Expenditures on pages 29-31. We start our fiscal year on July 1st. This report is from July 1, 2013 through January 31, 2014. He thanked Dan Parrish for putting this information together. Page 29 summarizes our expenditures by object code. On page 30 there is more detail. Page 31 is a side by side showing Elementary and High School expenditures by month and year-to-date. In comparison to last year at this time we know that both Salaries and Benefits budgets went up this year with 3% salary increases that amounted to about \$40,000 this year. We made some budgetary adjustments in utilities, and we are holding here. We made some year-end adjustments with these utility funds. Otherwise we are continuing to analysis and follow our budget. As we are coming into spring and the end of school, we are beginning to line out the use of year end funds.

Holland commented that it would be interesting to see comparisons from last year periodically. McHugh said that we can do this. We are currently trying to wind down the Tyler system, and we will look at sharing the information.

Summary/Direction: Information only

BUDGET UPDATE

Background Information: The next Budget Study Session is scheduled for Wednesday, March 5th at 6:00 p.m.

Notes: Holland commented that we will have an in-depth discussion on the FY15 budget at the Budget Study Session on Wednesday, March 5th.

Summary/Direction: Information only.

PUBLIC COMMENT: None

BOARD COMMENT:

Smith said that he received information that Rattlesnake's boiler was back up and running. Dickson enjoyed the opportunity to visits schools.

SUPERINTENDENT COMMENT: None

The meeting adjourned at 3:55 p.m.

As recording secretary for this Board Committee meeting, I certify these minutes to be a true and correct copy of what was taken at the meeting, _____.
Lenora Jacobs

Marcia Holland, Committee Chair

Pat McHugh, Board Clerk

DRAFT