

WASBO Meeting Minutes
2004 Summer Meeting
Sheridan County S.D. #1 – Big Horn Elementary

July 28, 2004

Welcome –

Dave Munsick who entertained the group with western songs gave a warm welcome.

School Facilities Commission – Ken Burnett & Brenda Long

- Brenda Long – Rules and Regulations for Chapters 1,5,7,9,10,12,13 are in the process of being promulgated.
 - The May 26 Internet comment session had 35-40 participants. Comments wanted for early input by the commission. All comments were considered; AG's office has done a review additional of changes eliminating redundant sections and clarification. A notice of intent to promulgate e-mail will be sent to Superintendents and Business Managers with draft copies for 45-day comment period, which starts on August 6th. Public comment can be in written form to SFC and a session will be scheduled at 7:00 p.m September 20th in room 306 at LCSD #1 training room. SFC requests that comments are in written form and that the commenter reads the text to the commission with an extra copy for the commission secretary.
 - Changes to regulations, definitions moved to Chapter 1 to be consistent across all chapters. Chapter 11 had the most comments any definitions related to this chapter were pulled until 11 is updated. Chapters 1 & 5 were changed to show strikethroughs and underline form to show changes. The remaining chapters were changed without strikethroughs; Chapter 8 is waiting for a definition of enhancements from Legislature.
 - Miscellaneous finance issues. ACH transfers will be generating e-mail notifications on the date that the WOLFS system sends payments to districts. Major and minor capital construction request forms were left for business manager use.
 - Tentative Schedule for next two SFC meetings, rules and regs. comments and five year plans will be reviewed September 20& 21 and October 27 & 28.
- PowerPoint presentation on remodel vs. rebuild – Ken Burnett
 - Facility Condition Index tool to provide objective comparison of building condition and whether renewal or replacement is needed.
 - FCI formula = total cost of existing repairs/current replacement cost e.g. \$500,000 repair cost/ \$7.5 mm replacement cost = 7%
 - Anything over 10% means replacement should occur.
 - Adequacy of life and safety and major building systems and life span of these systems helps determine the score of the building.
 - Technology score evaluates electrical power requirements, computers in classrooms, connectivity to LAN, District WAN, Telephones, cable T.V. and satellite connections.

- Suitability score evaluates for capacity, support of educational programs, security, physical characteristics, learning environment, relationship of spaces and security.
- ADA score reflects accessibility.
- Repair v.s replacement is determined by all of the factors listed above plus future needs, long term function, age of building, type of construction, facility to remodel comparison.
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- Five Year Plans – Ken Burnett
 - Five Year Plan process went well this year. Next year’s five year plan submittal, districts designate contact person for SFC. They want a contact person who is primarily responsible for completing the five year plan since it isn’t always the Superintendent or Business Manager who fills it out.
 - Changes to five year plan submission, must have two hard copies in a three ring binder and a CD.
 - Next year all districts need to recalculate utilization as a result of declining ADM.
 - Web based meeting system will continue to be used for meetings to train on five year plan.
 - Updated plan document will be sent on CD in the Spring around April.
 - Discussed the time and timing of five year plan submission. Business Managers would prefer to have the plan CD’s earlier if possible to give us more time to get it up to date.
 - Emergency funding was discussed, Chapter 13 rules define as a catastrophic loss and the district has no other resources to pay for the repairs then the emergency fund can be used. Major maintenance funds should be used first then General Funds should be used to take care of the cost.
 - Funding Requests for projects that are approved need to keep SFC in the loop on when the bids are let and the process begins.

FLSA/Overtime Rules – Pam Reed US DOL Wage and Hour Division

- Regulation 541 - Exemptions for compensatory time – all school district employees are subject to FLSA with some exceptions for minimum wage, record keeping and overtime. New regulations change from \$250 to \$455 per week on salary test. Base salary and high salary was eliminated. Duty test has changed very little. Exemptions are for executive, administrative, professional and outside sales.
 - Executive is defined as having primary duty for management of a recognized establishment or department and supervise 2 or more FTE employees for a total of 80 worker hours per week for all employees. Must be paid guaranteed salary of at least \$455 per week without any deductions except for personal leave days.
 - Superintendent and Assistant Superintendent are administrative functions of academic instruction and must have a guaranteed salary that is least

equal to the beginning salary of teachers. If fee based compensation it must meet \$455 per week limit. They must also regularly exercise discretion and independent judgment over their work area.

- Professional teaching, tutoring or lecturing primarily teachers.
- Highly compensated employees must meet one of tests of executive, administrative or professional and get paid at least \$100,000 per year.
- Working supervisors such as maintenance, transportation etc. must spend majority 50% or more of time in supervisory position duties and get paid \$455 per week to be considered exempt. Concurrent duties are allowable and they can do non-exempt work but they must have the discretion over the duties day to day and not be directed how much and when. Hourly pay is not allowable for this type of person; they must have a guaranteed salary.
- Coaches can be professionally exempt if they are trained and have the certification, non-employees who are coaches could be considered non-exempt unless they can show that they are volunteers through a written document.

Department of Audit – Rich Cummings – Audit Division Supervisor

- Audit of major adjustment areas and local resources, vocational education will be added in 2004-2005.
- Verification of model components is the primary focus.
- Biggest issue with ADM is they are unable to view changes.
- 10-Day drop rule – senior early release must be less than 10 days.
- Magazine Subscriptions costs are not reimbursable costs for transportation.
- Trade-in on bus purchases must offset cost of bus purchase. Attorney General opinion in process on buses purchased before July 1, 1997 whether district can keep the funding or if it must be offset.
- Special Education reimbursable claims, problems have been found when purchase orders do not have enough detail on the item or service.
- Materiality limit \$5,000 no assessment.
- At Risk – unable to identify students, districts need to have a list of students who are identified.
- Draft reports do not get distributed to all recipients until a final report and the districts respond.
- AG opinion is that auditors can look at free and reduced applications.
- Local resources usually clean, general fund usually clean some coding errors
- Will try to avoid back-to-back audits with WDE but no guarantees.
- Due to concerns of with flexibility with scheduling, Rich now tries to give a three-week window.
- Audit Department will review special education audit information and determine if the WDE will do this work.

Interim Legislative Studies – Mark Higdon – WSBA Director

- Trust of school districts is the primary issue that drives audit programs.
- Breaking the code – alternative-funding model hasn't been accepted. Unravel code with a group of business managers. Goal is to move the funding model back to WDE control.
- Legislative goals increase salaries, increase the increment, increase health insurance funding, student activities are included in the basket.
- WSBA advocate for quality schools and student achievement. Be the go to organization, improve communication. High achievement, quality teaching, quality board governance.
- Advocacy network of board members to assist in the lobbying effort for WSBA goals.

July 29, 2004

Department of Education

DOE Updates

- Hired Rob Bryant and Grady Prince to replace Brenda Long, Shirley Winter is in the finance unit now.
- Tammy Cox is in Riverton and is in charge of Special Education Unit.
- Annette Bohling is in Laramie and is in charge of the Accreditation Unit.

Reporting

- The process seems to be moving along well this year. Concerns were expressed that the 601 not be changed to a Web based form since it would be very cumbersome.

Interim Legislative Information

- Mobility measurement is added to the at risk count the definition is based upon students who moves to a school not just moving into the district after October 1 and before WYCAS occurs in April
- Full Day Kindergarten – Based upon enrollment data in October and payment will be made in February. Revenue and expenses will have to be accounted for in a special revenue fund.

WDE-100 Errors

- Changes to WDE-100 are made during the legislative session so that the WDE can be prepared for the new fiscal year in time.
- WDE adds staff seniority data to model and makes small adjustments to the small school adjustment.
- Small School regression tables were added to the updated report after the first version was released.
- Data errors on seniority were discovered in July on small school adjustment with a problem in the regression table.

Concerns

- AYP – How language arts is calculated.
- 3 Tiered Diploma
- Classroom size
- School Facility Commission
- Drop in enrollment and drop-out rate

Pine Cove Consulting/Website – Rick Vancleeve

- New software is being used to update the WASBO website.
- Rick Demonstrated the functionality of the software that will be used to run the website and the functions. The primary use will be for forums and documents to share along with a calendar and contacts.
- The website will be up in August, a training session will occur at the WSBA meeting in November.

July 30, 2004

Supreme Court Update – Tracy Copenhaver

- Purpose is to conclude the litigation and determine if the current system is constitutional.
- State filed petition for resolution of constitutional issues in march 2004
- Joint petition was filed July 19, 2004 in the district court.
- A short time line of 6 months was requested to conclude the work of the court.
- School facilities guidelines are not constitutionally adequate. In many cases the SFC only provides for the absolute minimum of space for vocational and fine arts classes.
- Enhancements are for innovative or world-class programs according to Supreme Court decision.
- Kalokathis probably won't allow an expedited process if he retains the case. A record must be established for the Supreme Court to review.

WSSS Inc. Financial Programs – Greg Minter

- Goal is to be the go to organization for all financial needs of school districts.
- Self-insurance is not the same as purchasing insurance according to bidding statutes according to Tracy Copenhaver's opinion. Therefore districts that self-insure and participate in a pool do not have to go out to bid.
- 16 Districts participate in the SRRP property and liability insurance program. Renewal resulted in a 10% reduction in rates on average.

Business Meeting

Minutes/Treasurer's Report

Ed Goetz presented the financial report and the minutes from the February 2004 meeting. Vern McAdams moved to accept the reports; Marilyn Koester seconded the motion, which passed unanimously.

Nomination of Secretary Treasurer

Vern McAdams was nominated to be the new Secretary Treasurer beginning January 2005. Nominations were closed and a unanimous ballot was cast to elect Vern as Secretary/Treasurer.

Election of PRC Chair

A new PRC Chairman needs to be elected since Tom Burns has retired.

Trade Fair – WSBA

The trade fair format has been a success and will be run the same way this year.

Data Advisory Committee Update

September meeting will be scheduled to discuss data problems with the 602 and seniority calculations.

ASBO Report

Cincinnati October 17-20, No suite will be reserved this year.

Proposed Statute Changes - E-mail to Judy any concerns

- Tuition
- Unclaimed property
- Major Maintenance Accounts no separate accounts
- Worker's Comp. Should cover technology workers
- Due dates for reports and audits

Winter Meeting

February 16-18, 2005 in Cheyenne

Break the Code effort

Kay asked for volunteers to work with WSBA on the project.

Retiring Members

Tom Burns was honored for his years of service as a business manager and was presented with a plaque. Jack Reisig also has a plaque that will be given to him at a later date.