

**LOCKWOOD SCHOOL DISTRICT #26
REGULAR MEETING AGENDA
TUESDAY, JANUARY 10th, 2017
REGULAR MEETING 6:00 P.M.**

SUPERINTENDENT EVALUATION – 5:00 P.M.

Any person present who wishes to address the board or raise any question about public school district matters or governing policies may do so under public participation. **No discussion of personnel or individual students is permitted at this time.** A limit of three minutes is placed on each speaker. Persons who want more time may make arrangements to be placed on a future agenda. The public is also reminded that they may provide input on all motions being considered by the board at this meeting.

NOTE TO OUR GUESTS: VISITORS WISHING TO RECORD THIS MEETING ELECTRONICALLY MAY DO SO PROVIDING THE RECORDING DOES NOT DISRUPT THE ORDERLY CONDUCT OF THIS MEETING.

1. Call to Order
Pledge to the Flag
Welcome
2. Individuals, Delegations, Correspondence
 - A. Public Comment
 - B. Student Recognition – Heights Exchange Club Students of the Month
 - C. Staff Report – Instruction Team
 - D. PTA Report
 - E. Correspondence
3. District Reports
 - A. Facilities Report
 - B. Superintendent's Report
4. Trustee Reports
 - A. SD2 Trustee Update
 - B. Legislative Report
5. Items for Action
 - A. Consent Agenda
 1. Approve Minutes of December 13th Meetings
 2. Approve Bills and Wages for December 2016
 3. Hire Classified
 4. Hire Substitutes
 5. Hire Coaches
 - B. Declaration of Unforeseen Emergency Day
 - C. Paraprofessional Grievance
 - D. Enrollment of Students Under Exceptional Circumstances
 - E. Approve Out of District Students
 - F. Approve Student Placement at YBGR
 - G. Adopt School Song
 - H. Superintendent Contract
6. Adjourn

NEXT REGULAR MEETING IS FEBRUARY 14th, 2017 AT 6:00 PM

Superintendent's Agenda Report – Action Items

5. Items for Action

A. Consent Agenda

All of the items 1-5 can be approved with one motion and vote. Any trustee can pull an item from the consent agenda at any meeting if they want to discuss that item further. I recommend that we approve the consent agenda.

1. **Approve Minutes of December 13th Meetings**
2. **Approve Bills and Wages for December 2016**
3. **Hire Classified**

I recommend that the Board hire Kayla Shandy and Emily Bonham for Paraprofessional positions. All hires are contingent on background checks.

4. **Hire Substitutes**

I recommend the Board approve the attached list of Substitutes. All hires are contingent on background checks.

5. **Hire Coaches**

I recommend the Board approve the attached list of Coaches and Sponsors. All hires are contingent on background checks.

B. Declaration of Unforeseen Emergency Day

I recommend that the Board declare December 16, 2016 an unforeseen emergency closure day. I recommend that we not plan to make this day up under MCA 20-9-806(2). My tentative plan for any additional weather days would be to add some additional time to the school day at the end of the year to make up the hours and have staff check out on June 3rd.

C. Paraprofessional Grievance

In accordance with their negotiated agreement, the Lockwood Paraprofessional Association has appealed a grievance to Step III. This level of the procedure calls for a hearing with the School Board. The issue at hand started October, when I transferred a non-Para into a Para position so that we could support special needs students in two MS class periods, a grand total of 1¾ hours per day, without going through the recall procedure with the staff that was let go last spring. All these employees had been encouraged to get on the substitute list and none had done so prior to our need to fill this opening. Additionally, we have subsequently gone through the recall process for multiple positions, at 5 hours per day, and none of the qualifying employees were interested in these positions with more hours. I have included paperwork from step I and step II of the grievance. Also attached are the pertinent sections of the negotiated agreement with the Para Association. The Board will have 14 days to respond to the union with a written summary of your decision.

D. Enrollment of Students Under Exceptional Circumstances

I recommend that the Board approve the attached list of students under Policy 3100. These students will be enrolled in our Kindergarten 1 program this spring.

E. Approve Out of District Students

I recommend that the Board allow RM (8th) to finish the school year as an out of district student.

F. Approve Student Placement at YBGR

I recommend that the Board approve the placement of student 16/17-01 at the Yellowstone Academy day school at the Yellowstone Boys and Girls Ranch. This placement will be for one semester only.

G. Adopt School Song

Mr. Staton and his daughter Skyy have written a Lockwood School song and I would recommend the Board adopt it as our official school song.

H. Superintendent Contract

Traditionally the Board will take action to add an additional year to my contract provided the evaluation is acceptable. We have worked out contract details at the end of the fiscal year. The additional year would be the 2019/2020 school year.

LOCKWOOD SCHOOL DISTRICT #26
YELLOWSTONE COUNTY, BILLINGS, MT
REGULAR MEETING

Call To Order

January 10, 2017

Chair Tim Sather called the Regular Meeting of the Board of Trustees to order at 6:00 p.m. by leading those present in the Pledge of Allegiance. The following trustees and officers were present: Trustees Tim Sather, Joe Borgstrom, Pamela Ask, Scott Kiekover, Kat Luhman, Teresa Stroebe, Sylvia Noble, Superintendent Tobin Novasio and District Clerk Laurie Noonkester.

Dan Carter with ExxonMobil and Evelyn Pyburn with the Yellowstone County News were in attendance.

All guests are asked to sign in upon arrival.

Mr. Sather welcomed visitors and advised the following:

Any person present who wishes to address the board or raise any question about public school district matters or governing policies may do so under public participation. No discussion of personnel or individual students is permitted at this time. A limit of three minutes is placed on each speaker. Persons who want more time may make arrangements to be placed on a future agenda. Visitors wishing to record this meeting electronically may do so, providing the recording does not disrupt the orderly conduct of the meeting. As a courtesy, all cell phones should be turned off. The public is also reminded that they may provide input on all motions being considered by the board at this meeting.

INDIVIDUALS, RECOGNITION, ACCOMPLISHMENTS AND CORRESPONDENCE

Public Comment: None were submitted.

Student Recognition: Heights Exchange Club Students of the Month- Mr. Klasna introduced Zephen Carpenter winner of the Student of the Month. Mr. Klasna recognized Zephan as a person who impacts his school and classmates by his positive attitude and willingness to help others.

Staff Report- Instruction Team- K-5 Team Leader Shad Sauther began by thanking the Trustees for the opportunity to meet and plan instructional strategies during Wednesday early outs. Each member introduced themselves and presented bookmarks and puzzle pieces that further explained the projects the teams are working on. The Trustees commented on the positive aspects of the Walk to Read program the team has implemented.

Middle School Instruction Team- MS Team Leader Marina Davis introduced her team members and explained the mission goals they have created. She explained a document that displayed the action points that are taken to implement goals the teams have set.

Test score results and the student/state and national data correlations were discussed.

Regular Meeting

PTA Report: PTA Representative Loree Baasch provided the Trustees an update on the success of the Family Christmas program and noted that a movie night will be an upcoming event instead of smaller previously planned programs as noted in past reports.

Ms. Baasch acknowledged former Trustee Susanne Vinton vast contributions to the district and students during her tenure as a Lockwood parent and Trustee.

Correspondence: Thank you note from Susanne Vinton was passed around for review.

DISTRICT REPORTS

- A. Facilities- Manager Marc Dearing had nothing further to add to his written report. Superintendent Tobin Novasio gave accolades to the maintenance crew in their efforts in removing the huge amounts of snow.
- B. Superintendent- Superintendent Tobin Novasio reviewed points of his written report adding a recent anonymous benefactor paid numerous overdue lunch accounts for students. Receipts of Graduation Matters and Backpack Meal Program grants have been received and a paraprofessional staff resignations were other items reviewed. Mr. Novasio commented and provided a hearing schedule regarding the K-12 Expansion bill as well as other education bills up for consideration in the current session.

TRUSTEE REPORTS

- A. SD2 Trustee Update- SD2 High School Trustee Gordon Klasna provided quick comments on enrollment projections that have been provided by Cropper GIS.
- B. Legislative Report- Caucus Day on the Hill is February 13th. MTSBA HR symposium will be held on February 17th in Billings.

ITEMS FOR ACTION

- A. Consent Agenda Items
 - 1. Approval of the December 13th, 2016 Regular Board Meeting Minutes
 - 2. Approval of December 2016 Bills and Wages
 - 3. Hire Classified Staff
 - 4. Hire Substitutes
 - 5. Hire Coaches

Chair Tim Sather asked if there were any objections to the consent agenda items as presented. Hearing none, the above agenda items were approved as presented.

B. Declaration of Unforeseen Emergency Day

Superintendent Novasio recommended the Trustees declare December 16, 2016 an unforeseen emergency closure day with further recommendations to not plan to make the day up under MCA 20-9-806(2). Mr. Novasio added that if additional weather days are needed he suggests adding some time to the school day at the end of the year to make up the hours and have staff check out on June 3rd.

Discussion was held.

Trustee Joe Borgstrom made the motion to declare December 16, 2016 as an unforeseen emergency day that will not be made up. Scott Kiekoover seconded the motion.

Trustees Tim Sather, Kat Luhman, Scott Kiekoover, Joe Borgstrom, Sylvia Noble, Teresa Stroebe and Pamela Ask voted yes; the motion passed unanimously.

C. Paraprofessional Grievance

Chairman Tim Sather explained, in accordance with the negotiated agreement, the Lockwood Paraprofessional Association has appealed a grievance to Step III. This level of the procedure calls for a hearing with the School Board. The issue at hand started in October, when Mr. Novasio transferred a non-Para into a Para position so that we could support special needs students in two MS class periods, a grand total of 1¾ hours per day, without going through the recall

procedure with the staff that was let go last spring. Mr. Novasio pointed out that all these employees had been encouraged to get on the substitute list and none had done so prior to our need to fill this opening. Additionally, the district has subsequently gone through the recall process for multiple positions, at 5 hours per day, and none of the qualifying employees were interested in these positions with more hours.

Included in the board packet was paperwork from step I and step II of the grievance as well as pertinent sections of the negotiated agreement with the Para Association. The Board will have 14 days to respond to the union with a written summary of its decision.

Angela Pederson presented her side of the reasoning behind the grievance. She stated she met with Mr. Novasio and he told her to file the grievance. Trustee Sylvia Noble asked what remedy to the grievance the union is seeking. LPA President Angela Pederson responded she wants the district to give the recalled employee the 1.45 hours per day making her a full time employee. Mr. Novasio explained his position on the matter and that he does admit errors in the recall process and but explained the reasoning to assist students immediately was paramount in the decisions made.

Discussion on the timeliness was held with Ms. Pederson explaining her knowledge of the facts of the violation.

Mr. Klasna reiterated the need for immediate assistance for the students in this situation. Mr. Novasio noted the issue was an honest mistake.

Discussion was held.

Trustee Teresa Stroebe made the motion to send a letter to LPA union noting the remedy of following the recall agreement; intent to clarify the recall timeline in next negotiated agreement and noting the person last recalled has been made a full time employee. Kat Luhman seconded the motion.

Discussion was held.

Trustees Tim Sather, Kat Luhman, Scott Kiekover, Joe Borgstrom, Sylvia Noble, Teresa Stroebe and Pamela Ask voted yes; the motion passed unanimously.

D. Enrollment of Students Under Exceptional Circumstances

Superintendent Novasio recommends the Board approve the attached list of students under Policy 3100. These 23 out of 31 students will be enrolled in our Kindergarten 1 program this spring.

Discussion was held.

Trustee Teresa Stroebe moved to enroll the students listed as presented under exceptional circumstances. Scott Kiekover seconded the motion.

Trustees Tim Sather, Kat Luhman, Scott Kiekover, Joe Borgstrom, Sylvia Noble, Teresa Stroebe and Pamela Ask voted yes; the motion passed unanimously.

E. Approve Out of District Student

Superintendent Novasio recommended the Trustee approve student RM (8th) to enroll for the current school year as non-resident student.

Trustee Joe Borgstrom moved to approve attendance to the student listed for out of district enrollment for the remainder of the school year. Sylvia Noble seconded the motion.

Trustees Tim Sather, Kat Luhman, Scott Kiekover, Joe Borgstrom, Sylvia Noble, Teresa Stroebe and Pamela Ask voted yes; the motion passed unanimously.

F. Approve Student Placement at YGBR

Superintendent Novasio recommended the Board approve the placement of student 16/17-01 at the Yellowstone Academy Day School noting the placement will be for one semester only.

Trustee Joe Borgstrom moved to approve placement for student 16/17-01 to the Yellowstone Academy day school at the Yellowstone Boys and Girls Ranch for one semester. Teresa Stroebe seconded the motion.

Trustees Tim Sather, Kat Luhman, Scott Kiekover, Joe Borgstrom, Sylvia Noble, Teresa Stroebe and Pamela Ask voted yes; the motion passed unanimously.

G. Adopt School Song

Superintendent Novasio noted Middle School Music Teacher Quentin Staton and his daughter Skyy Staton have written lyrics for a Lockwood School fight song and recommends the Board adopt it as our official school song. Mr. Staton performed the song for the Trustees and guests.

Trustee Kat Luhman moved to adopt the Lockwood School Song, written by Quentin and Skyy Staton as the official school song. Sylvia Noble seconded the motion.

Trustees Tim Sather, Kat Luhman, Scott Kiekover, Joe Borgstrom, Sylvia Noble, Teresa Stroebe and Pamela Ask voted yes; the motion passed unanimously.

H. Superintendent Contract

Chair Tim Sather explained during an executive session held prior to this meeting, Mr. Novasio's evaluation was conducted and as such would entertain the motion to extend his contract for another year through the 2019-20 school year.

Trustee Kat Luhman made the motion to extend Superintendent Tobin Novasio's contract an additional year making it run through the 2019-20 school year. Joe Borgstrom seconded the motion.

Trustees Tim Sather, Kat Luhman, Scott Kiekover, Joe Borgstrom, Sylvia Noble, Teresa Stroebe and Pamela Ask voted yes; the motion passed unanimously.

ADJOURN

The next Regular Meeting will be on Tuesday, February 14, 2017, at 6:00 p.m. in the Lockwood School District Board Room.

Trustee Joe Borgstrom moved to adjourn the meeting at 7:47 p.m. Pamela Ask seconded the motion.

Trustees Tim Sather, Kat Luhman, Scott Kiekover, Joe Borgstrom, Sylvia Noble, Pam Ask and Teresa Stroebe voted yes; the motion passed unanimously.

Tim Sather, Chairperson

Laurie Noonkester, District Clerk