

**LOCKWOOD SCHOOL DISTRICT #26**  
**REGULAR MEETING AGENDA**  
**TUESDAY, AUGUST 9<sup>th</sup>, 2016**  
**REGULAR MEETING 6:00 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. PTA Report
  - C. Correspondence
3. District Reports
  - A. Facilities Report
  - B. Superintendent's Report
4. Trustee Reports
  - A. Presentation
5. Items for Action
  - A. Consent Agenda
    1. Approve Minutes of July 7<sup>th</sup> and 12<sup>th</sup> Meetings
    2. Approve Bills and Wages for July 2016
    3. Hire Substitutes
    4. Hire Classified Staff
  - B. Appointment of New Trustees
    1. Introduction of Candidates
    2. Candidate Interviews
    3. Selection of New Trustees
    4. Oath of Office for New Trustees
  - C. Refinancing of Bonds
    1. Resolution Approving Tax Compliance Procedures
    2. Final Resolution Approving Refinancing Procedures
    3. Approval of Escrow Agreement
  - D. Approve 2016-17 Bus Routes
  - E. Approve Revised Substitute Handbook
6. Adjourn

**SPECIAL MEETING AUGUST 18<sup>TH</sup>, 2016 AT 6:00 PM – BUDGET, HANDBOOKS**  
**NEXT REGULAR MEETING IS SEPTEMBER 13<sup>th</sup>, 2016 AT 6:00 PM**

## Superintendent's Agenda Report – Action Items

### 5. Items for Action

#### A. Consent Agenda

All of the items 1-4 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 July 7<sup>th</sup> and 12<sup>th</sup> Meetings**
2. **Approve Bills and Wages for July 2016**
3. **Hire Substitutes**
4. **Hire Classified Staff**

I recommend the hiring of Kacee Contreraz for the Floating Secretary position at 15.00 per hour based on her experience. Additionally, we are making this a 12-month position by adding Medicare/Medicaid billing duties and support for Adult Education.

#### B. Appointment of New Trustees

1. **Introduction of Candidates**

We have three people interested in filling Don Reed's term for the rest of this year: Pam Ask, Sylvia Noble and Teresa Stroebe. I have included the information that they have provided me.

2. **Candidate Interviews**

Pam Ask cannot be at the meeting, so I sent all three candidates the attached questions. I will post any responses as I receive them.

3. **Selection of New Trustees**
4. **Oath of Office for New Trustees**

#### C. Refinancing of Bonds

There are several resolutions that we need to approve to finalize the refinancing of our bonds. We locked our bonds in at a 1.76% interest rate saving our taxpayers \$874,582 or 10.8% of the outstanding balance.

1. **Resolution Approving Tax Compliance Procedures**
2. **Final Resolution Approving Refinancing Procedures**
3. **Approval of Escrow Agreement**

#### D. Approve 2016-17 Bus Routes

I have attached route sheets and maps for the proposed routes. Significant changes include moving the area just east of the school (Suburban, Rolling Meadows, Lantana and Meir) back to the walk zone. I have also modified how we split up the area north of the interstate and Sierra Estates. There are some stops added to areas where we have gained riders and eliminated some stops where we have no riders. One of these eliminated areas is Huntington Hills; this will greatly shorten route #2 and keep us from having to request entering the Morin school district. I have only included maps for the Ranch routes in order to keep those addresses confidential. Mileage for that route is: 47.29 AM, 22.46 PM and 41.82 PM (Early Outs).

#### E. Approve Revised Substitute Handbook

I recommend the attached changes to the Substitute Handbook.

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

**Call To Order**

**August 9, 2016**

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, Kat Luhman, Susanne Vinton, Michelle Gomez, Superintendent Tobin Novasio and District Clerk Laurie Noonkester. Trustee Scott Kiekover was absent with Trustee Joe Borgstrom being absent until the Trustee Candidate Interview section of the meeting.

Evelyn Pyburn with Yellowstone County News, Dan Carter with ExxonMobil and Bridget Ekstrom with DA Davidson were also 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.

PTA Report: Sue Robertson reported upon the latest projects the PTA is involved in, noting the group would like to continue to fundraise for the Lions Lair 2.0 improvements/maintenance and final costs. The grand opening ceremony for the Lions Lair 2.0 is scheduled for September 9<sup>th</sup> with Domino's Pizza providing the food for the ceremony. Mrs. Robertson reported upon some of the potential events being planned and provided an update on the volunteer work being done for the completion of Lion's Lair 2.0.

Chairman Tim Sather began with introducing retiring Trustee Don Reed. Mr. Reed spoke about his beginnings in public service and how he enjoyed his opportunity to serve on the Lockwood Board of Trustees. He noted he would like to continue to be involved in school matters in any capacity he can be beneficial.

Chairman Tim Sather presented Mr. Reed a statue of the "Shining Star" Trustee Kat Luhman read the meaning behind the statue. All Trustees expressed their warm regard and appreciation for Mr. Reed's service.

Correspondence: No correspondence was received.

## **DISTRICT REPORTS**

- A. Facilities- Manager Marc Dearing had nothing further to add to his written report.
- B. Superintendent- Superintendent Tobin Novasio added he is in contact with MTSBA to provide Title 9 training and will keep the Trustees informed. He asked Middle School Assistant Principal Kelly Kinsey to explain the Truancy Program that will be instituted in the coming school year.

## **TRUSTEE REPORTS**

Trustee Susanne Vinton noted she found the community meeting regarding the proposed TEDD area informative and helpful in understanding the overall project. Mrs. Vinton explained for those new in the audience what the TEDD project is and how taxes are divided. Chairman Tim Sather also found the meeting informative especially regarding the tax disbursement topic. Further discussion was held.

## **ITEMS FOR ACTION**

- A. Consent Agenda Items
  - 1. Approval of July 7<sup>th</sup> and July 12, 2016 Meeting Minutes- (July 7<sup>th</sup> Minutes previously approved.)
  - 2. July 2016 Bills and Wages
  - 3. Hire Substitutes
  - 4. Hire Classified Staff -Addition of Certified Teacher- Keira Wulff

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. Appointment of New Trustees
  - 1. Introduction of Candidates
  - 2. Candidate Interviews
  - 3. Selection of New Trustees
  - 4. Oath of Office for New Trustees.

Chairman Tim Sather explained due to the resignation/retirement of Trustee Don Reed the vacancy must be filled noting three letters of interest have been submitted. The two individuals present at tonight's meeting were Teresa Stroebe and Sylvia Noble.

An interview following a set of previously provided questions emailed to the candidates was conducted.

choice for Trustee Appointment was Teresa Stroebe.

Trustee Kat Luhman moved to appoint as Lockwood School Board Trustee through the remainder of the one year term. Michelle Gomez seconded the motion.

Trustees Tim Sather, Kat Luhman, Michelle Gomez, Joe Borgstrom and Susanne Vinton voted yes; the motion passed unanimously.

Business Manager/District Clerk Laurie Noonkester administered the Trustee Oath of Office to Teresa Stroebe. Mrs. Stroebe was seated to conduct business as Lockwood School Board Trustee.

### C. Refinancing of Bonds

#### 1. Resolution Approving Tax Compliance Procedures

Trustee Joe Borgstrom made the motion to adopt the Tax Compliance Procedure resolution. Susanne Vinton seconded the motion.

Trustees Michelle Gomez, Teresa Stroebe, Kat Luhman, Tim Sather, Joe Borgstrom and Susanne Vinton voted yes; the motion passed unanimously.

#### 2. Final Resolution Approving Refinancing Procedures

Trustee Kat Luhman made the motion to adopt the Refinancing Procedure resolution. Michelle Gomez seconded the motion.

Trustees Michelle Gomez, Teresa Stroebe, Kat Luhman, Tim Sather, Joe Borgstrom and Susanne Vinton voted yes; the motion passed unanimously.

#### 3. Approval of Escrow Agreement

Trustee Michelle Gomez made the motion to adopt the Escrow Agreement as presented. Susanne Vinton seconded the motion.

Trustees Michelle Gomez, Teresa Stroebe, Kat Luhman, Tim Sather, Joe Borgstrom and Susanne Vinton voted yes; the motion passed unanimously.

### D. Approve 2016-17 Bus Routes

Superintendent Novasio presented and reviewed the bus routes for the 2016-17 school year for the Trustee's approval.

Page 4  
August 9, 2016  
Regular Board Meeting

Discussion was held.

Trustee Susanne Vinton moved to approve the 2016-17 bus routes as presented. Kat Luhman

seconded the motion.

Trustees Michelle Gomez, Teresa Stroebe, Kat Luhman, Tim Sather, Joe Borgstrom and Susanne Vinton voted yes; the motion passed unanimously.

E. Approve Revised Student Handbook

Superintendent Novasio recommended the Trustees approve the revised Student Handbook as presented.

Discussion was held.

Trustee Susanne Vinton moved to approve the revised Student Handbook as presented. Michelle Gomez seconded the motion.

Trustees Michelle Gomez, Teresa Stroebe, Kat Luhman, Tim Sather, Joe Borgstrom and Susanne Vinton voted yes; the motion passed unanimously.

**ADJOURN**

The next Regular Meeting will be on Tuesday, September 13, 2016, at 6:00 p.m. in the Lockwood School District Board Room and a Special Budget Meeting will be held on Tuesday, August 18, 2016, at 6:00 p.m. in the Lockwood School District Board Room

Trustee Susanne Vinton moved to adjourn the meeting at 7:42 p.m. Michelle Gomez seconded the motion.

Trustees Michelle Gomez, Teresa Stroebe, Kat Luhman, Tim Sather, Joe Borgstrom and Susanne Vinton voted yes; the motion passed unanimously.

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Tim Sather, Chairperson

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Laurie Noonkester, District Clerk