

**LOCKWOOD SCHOOL DISTRICT #26**  
**REGULAR MEETING AGENDA**  
**TUESDAY, OCTOBER 10<sup>th</sup>, 2017**  
**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. Student Recognition – Mrs. Dyk's Class – 5<sup>th</sup> Grade
  - C. PTA Update
  - D. Staff Report – Instruction Team
  - E. Correspondence
3. District Reports
  - A. Facilities Report
  - B. Technology Report
  - C. Curriculum Report
  - D. Primary Report
  - E. Intermediate Report
  - F. Middle School Report
  - G. Superintendent's Report
4. Trustee Reports
  - A. SD #2 High School Trustee Update
  - B. MCEL Questions
  - C. Availability for Negotiations – November 2<sup>nd</sup> and 3<sup>rd</sup>
5. Items for Action
  - A. Consent Agenda
    1. Approve Minutes of September 12<sup>th</sup> and 29<sup>th</sup> Meetings
    2. Approve Bills and Wages for September 2017
    3. Hire Classified Staff
    4. Approve Substitute Staff
    5. Approve Out of District Students
  - B. Approve Contracts for Counseling Services
  - C. Department of Justice Audit Results and Procedure Changes
  - D. Policy Updates - 3124 Military Compact Waiver – Second Reading
6. Adjourn

**NEXT REGULAR MEETING IS NOVEMBER 14<sup>th</sup>, 2017 AT 6:00 PM**

## Superintendent's Agenda Report – Action Items

### 5. Items for Action

#### A. Consent Agenda

1. **Approve Minutes of September 12<sup>th</sup> and 29<sup>th</sup> Meetings**
2. **Approve Bills and Wages for September 2017**
3. **Hire Classified Staff**
4. **Approve Substitute Staff**
5. **Approve Out of District Students**

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.

#### B. Approve Contracts for Counseling Services

We continue to have several students with counseling needs and not enough resources to provide the support we would like. These contracts are similar to the one you approved last year for a substance abuse counselor last year. This will give our needy students some extra supports.

#### C. Department of Justice Audit Results and Procedure Changes

Last week we were audited by the Department of Justice regarding fingerprint background checks. The attached information is the result of this audit. In response to the Summary: Item one, we just adopted these new forms at last month's board meeting; Item 2, this is included on this agenda item for your adoption; Item 3, all training has been done; Item 4, we are choosing not to comply with this item as we have concerns about not retaining this information on employees due to possible liability issues. Laurie and I can further explain this at the board meeting. I recommend that the Board adopt the updated fingerprinting procedure.

#### D. Policy Updates - 3124 Military Compact Waiver – Second Reading

This is the second and final reading of this policy. At this time I am suggesting that we leave Policy 4350 regarding Website Accessibility tabled. This policy was the topic of much discussion at the recent MASS conference. The META group is looking into developing best practices and tools for Montana's schools. I will have more information at the meeting regarding this issue.

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

**Call To Order**

**October 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, Kat Pfau, Jana Lind, Pamela Ask, Superintendent Tobin Novasio and District Clerk Laurie Noonkester. Trustees Sylvia Noble, Joe Borgstrom and Scott Kiekoover were absent.

Evelyn Pyburn with the Yellowstone County News and HD 56 Representative Susanne Vinton 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: Mrs. Dyk's 5<sup>th</sup> grade students explained the class has been notified they are winners of "Wonder Certified Kind Classroom." The class has been awarded an Advance Screening of the new movie Wonder, featuring a live Q&A session with some of the stars of the movie discussing how to #ChooseKind. The students fielded questions from the board and explained they submitted posters displaying acts of kindness to the selection committee.

PTA Update: Annual Coin drive will be held during October 23<sup>rd</sup> to November 17<sup>th</sup> in support of needy families during the holidays. Friends of the Lair have raised \$1,300.00 to support the upkeep of Lion's Lair 2.0.

Staff Report: K-5 Instruction Team Chairman Nikki Wolff introduced the members of the K-5 Team who explained their focus is being creative in using the current curriculum. The Team's current goals are: encouraging peer observations, looking at reading checklists, conducting a

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book study using” Number Talk”, a guide in the use of mental math. Team member, Kiera Wulff provided the Trustees with an example of the hand motions the students go through each day using “Number Talk.”

Middle School Instruction Team Chairman Johanna Frievalds introduced the Middle School team members. Shelly Ryan explained the team’s tier goals are used to guide the team in using testing data. Their goal is to support students and parents in reading, writing and problem solving. They also strive to support staff using a resource webpage. This website page also highlights home work helpers for parents.

Correspondence: Numerous social media posts regarding the recent Middle School Dress Code issue were noted. Trustees received an invitation to attend a skilled employee seminar hosted by the AFL-CIO Teamsters Union and the Montana Department of Labor.

### **DISTRICT REPORTS**

- A. Facilities- Manager Marc Dearing had nothing further to add to his written report. Mr. Dearing fielded questions about the recent Department of Labor inspection noting there were no fines assessed only minor findings which he is addressing.
- B. Technology- Technology Director Darlene Hess had nothing further to add to her written report.
- C. Curriculum Report- Coordinator Cindy Gopp had nothing further to add to her written report.
- D. Primary- K-2 Principal Jenny Fox had nothing further to add to her written report. Special Services Coordinator Don Christman noted The Assistant Director of the Stars Preschool State Program came by to see the Lockwood Stars program in action and was highly impressed. She requested the district host a coaching session for other schools implementing the STARS program.
- E. Intermediate- 3-5 Principal Kelly Kinsey had nothing further to add to his written report.
- F. Middle School- MS Principal Gordon Klasna fielded questions from the Trustees. While in Washington DC he issued an invitation to the Montana Delegation to visit Lockwood Middle School when they return to the State. He had the opportunity to hear Betsy DeVos speak to her dedication of Public Education.
- G. Superintendent- Superintendent Tobin Novasio reviewed his written report, adding the annual audit was completed today with no findings. Mr. Novasio noted during the recent evacuation drill issues were noted that will need to be

addressed. He will be attending TEDD discussions over the next couple of days and received Kacee Swoboda's letter of resignation. This resignation leaves a opening for an Adult Education Coordinator so Mr. Novasio asked the board if they would oppose a \$3,000.00 stipend being offered to the staff to fill the position opening.

The Trustees had no objection to the stipend. Mr. Novasio continued with the discussion of the school website ADA compliancy and the conflicting guidance being handed down from different federal agencies and arms within those agencies. Superintendent Novasio fielded questions regarding the viral social media storm that ensued from the recent dress code violation.

Discussions on grants for the planning stages of the K-12 Expansion issue were held.

### **TRUSTEE REPORTS**

- A. SD2 Trustee Update- SD2 High School Trustee Gordon Klasna noted a possible HS levy to be proposed in 2018 and possible bond in 2019.
- B. MCEL Questions- Golden Gavel Award was noted and dress choices for pictures were decided.
- C. Availability for Negotiations-November 2<sup>nd</sup> & 3<sup>rd</sup>. were discussed and calendars organized accordingly..

### **ITEMS FOR ACTION**

- A. Consent Agenda Items
  - 1. Approval of the September 12<sup>th</sup> and 29<sup>th</sup> Meeting Minutes
  - 2. Approval of September 2017 Bills and Wages
  - 3. Hire Classified Staff- (No Staff to Hire)
  - 4. Approve Substitute Staff
  - 5. Approve Out of District Students

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. Approve Contracts for Counseling Services

Superintendent Novasio recommended the Trustees approve contracts for Crystal Skies Counseling, Inc, Sicily Morris and Courtney French, LCPC to provide counseling services for students as provided last year.

Trustee Pamela Ask moved to approve the Counseling Services Contracts for the 2017-18 school year as presented. Janna Lind seconded the motion.

Trustees Tim Sather, Kat Pfau, Jana Lind and Pamela Ask voted yes; the motion passed unanimously.

#### C. Department of Justice Audit Results and Procedure Changes

Business Manager Laurie Noonkester reported the Business Office has recently completed a DOJ Audit regarding district procedures when handling criminal background checks and the information returned on potential and hired employees. Ms. Noonkester noted three items were found to be not in compliance regulation; one being a form the Trustees adopted at last month's board meeting, the procedural changes that are before the board at tonight's meeting and training of staff which has already been completed. A fourth issue is retention of the background check results that Ms. Noonkester is recommending be kept for the duration of employment or retained for three years for those not hired. She recommends retention schedule be in place to provide proof of due diligence by the district should an employee be found in violation of the law.

Trustee Pamela Ask moved to approve the updated criminal background/fingerprint procedures with typographical errors noted presented. Kat Luhman seconded the motion.

Discussion was held.

Trustees Tim Sather, Kat Pfau, Jana Lind and Pamela Ask voted yes; the motion passed unanimously.

#### D. Policy Updates

Superintendent Novasio recommended the Trustees approve the updates to the policies as provided in the electronic board packet.

##### **1. New Policies – Second Reading**

###### a. 3124 Military Compact Waiver

Superintendent Novasio recommended that Policy 4350 regarding Website Accessibility remain

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tabled as this issue is being looked into by the META group for developing best practices.

Trustee Pamela Ask moved to accept Policy 3124 as the second reading. Janna Lind seconded the motion.

Trustees Tim Sather, Kat Pfau, Jana Lind and Pamela Ask voted yes; the motion passed unanimously.

**ADJOURN**

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

Trustee Kat Pfau moved to adjourn the meeting at 7:34 p.m. Pamela Ask seconded the motion.

Trustees Tim Sather, Kat Pfau, Jana Lind and Pamela Ask voted yes; the motion passed unanimously.

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Tim Sather, Chairperson

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Laurie Noonkester, District Clerk