

LOCKWOOD SCHOOL DISTRICT #26
REGULAR MEETING AGENDA
TUESDAY, DECEMBER 12th, 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 – Special Olympians/Polar Plunge Participants
 - C. PTA Update
 - D. Staff Report – Management Teams – Elementary, Middle School
 - E. Correspondence
3. District Reports
 - A. Facilities Report
 - B. Technology Report
 - C. Primary Report
 - D. Intermediate Report
 - E. Middle School Report
 - F. Superintendent's Report
4. Trustee Reports
 - A. SD #2 High School Trustee Update
 - B. Superintendent Evaluation Process
5. Items for Action
 - A. Consent Agenda
 1. Approve Minutes of November 14th Meeting
 2. Approve Bills and Wages for November 2017
 3. Hire Classified Staff
 4. Approve Substitute Staff
 5. Hire Coaches
 6. Approve Out of District Students
 - B. Select Architecture Firm
 - C. Approve Contract with Schoolhouse IT
 - D. Principal Salary Schedule
6. Adjourn

NEXT REGULAR MEETING IS JANUARY 8th, 2018 AT 6:00 PM

Superintendent's Agenda Report – Action Items

Items for Action

A. Consent Agenda

- 1. Approve Minutes of November 14th Meeting**
- 2. Approve Bills and Wages for November 2017**
- 3. Hire Classified Staff**
- 4. Approve Substitute Staff**
- 5. Hire Coaches**
- 6. Approve Out of District Students**

Items 1-6 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. Select Architecture Firm

I recommend that the trustees select an architectural firm to guide our community in the planning and design of Lockwood High School. I will have aggregated scores from the screening tools.

C. Approve Contract with Schoolhouse IT

I recommend that the board approve the attached contract with Schoolhouse IT. They will advise and assist us in planning for our students' future technology needs and how to best use E-Grant monies.

D. Principal Salary Schedule

I have created a salary matrix for Principals and Vice-Principals based on our discussions last spring and summer. This is based off of the teacher's salary matrix and will include set yearly increases for these employees.

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

Call To Order

December 12, 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, Sylvia Noble, Joe Borgstrom, Scott Kiekoover Superintendent Tobin Novasio and District Clerk Laurie Noonkester. Trustees were absent.

Dan Carter with ExxonMobil was 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.

Staff Recognition: Polar Plunge Participants April Lawver, Sigrid Noyd, Kelly Kinsey, Tanna Skillen, Kim Shanks and Helen Webber recently participated in the Polar Plunge event with proceeds raised being dedicated to the Lockwood Special Olympics. Ms. Noyd noted this is the first year they have dedicated their team funds to the Lockwood Special Olympics and the proceeds raised will primarily be used for travel costs so the students can participate in the State Special Olympic competition.

PTA Update: President Lacy Horton noted that \$2,028.00 were raised during the recent classroom coin drive and S Bar S donated additional funds in order to gift community families during the annual Adopt a Family Christmas event. Ms. Horton also noted the PTA will again be helping with Family Fun Night and are still seeking donated silent auction baskets for the event. The next PTA meeting will be held January 8th at 6:00 p.m.

Staff Report: K-5 Management Team Chairman Rob DiGiallonardo introduced members of the

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team. Team member Katheryn Bracy explained the PAX good behavior games the team has implemented to encourage positive behavior and positive speaking among students. She noted classroom rules are made with student input in order to garner students ownership in rules put in place. Mr. DiGiallonardo explained a NED Show (Color Your World with Kindness) was sponsored by the team and raised \$400.00 which will be used to purchase Pawsitive prize awards. The money raised was 10% from the sales of yoyos purchased by the students after the NED Show. Mr. DiGiallonardo also noted School Counselor Jerry Zilkoski has graciously solicited public donations for the prizes awarded to students caught showing acts of kindness. Other team tasks noted; Lions Lair garbage can installation with benches and tables to be installed soon. The team had recently managed the all school evacuation drill with valuable lessons learned from the practice.

Middle School Management Team Chairman Kim Pollock introduced members of the Middle School Team. She highlighted the activities the MS team engages in; Oversight of the all school evacuation drill effectiveness, ICU program, review of the SWIS data, making changes to the format of MS parent teacher conferences changes that allow parents to meet more effectively with teachers in the MS. Team member Sigrid Noyd explained the ICU program assists students in catching up on missing assignments and provided data to the Trustees showing the effectiveness of the program. Team member Eric Karls explained the SWIS program is used to track behavior referrals and allows the staff to monitor and intervene in ongoing behavioral issues. The team will continue to monitor each project and strive to make them more effective. Mr. Karls fielded questions from the Trustees and audience.

Correspondence: Chairman Sather noted the Trustees had received a touching thank you letter from Veteran Jerry Hudson, Quartermaster of VFW post #1634 as well as other thank you letters from veterans who attended and were honored during the Veterans Day Program.

DISTRICT REPORTS

- A. Facilities- Manager Marc Dearing had nothing further to add to his written report but fielded questions regarding the GermEon disinfecting fogging system used to combat the spread of viruses in the buildings.
- B. Technology- Technology Director Darlene Hess had nothing further to add to her written report but fielded numerous questions from PTA President Lacy Horton regarding the Staff Chromebook Certification and the purchase of Chromebooks for the classrooms.
- C. Primary- K-2 Principal Jenny Fox was absent due to illness but submitted a written report.
- D. Intermediate- 3-5 Principal Kelly Kinsey had nothing further to add to his written report but fielded questions.

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- E. Middle School- MS Principal Gordon Klasna noted the success of the ICU

Program and the added incentive awards for students with no tardies, good attendance and greater academic focus. Mr. Klasna continued with noting that another summer session of Drivers Ed is scheduled, High School registration is underway and the annual MS Ski Trips are being scheduled. Trustee Kat Pfau expressed the Trustees gratitude for the MS FACS students and Teacher Ashley Koss in providing the delicious desserts for the staff Christmas luncheon.

- F. Superintendent- Superintendent Tobin Novasio reviewed his written report giving acknowledgement to Melissa Kittelmann in her efforts to help get the negative lunch balances addressed. Mr. Novasio noted the advancement of Zac Hunter Unit Director of the Lockwood Boys & Girls Club, is a sad loss of leadership for the district but is a great opportunity for him and extended congratulations to Zac on his promotion. Mr. Novasio further noted he has received more positive feedback from the Veterans Day Program than any other event that has been held at the district and expressed his gratitude to Mrs. Miller, Mrs. Larson and the students for the wonderful performance. Other items of mentions were; A forthcoming press release on the community health clinic and noting the additional stellar grant work done by Special Services Director Don Christman. Harvest Church venue will be used to accommodate the January training with Jim Sporleder, Educator for a Day will be held later this year until more financial data is available for high school. Mr. Novasio concluded with mention that the MTSBA resolution processes are being held and legislative caucus discussions are taking place.

TRUSTEE REPORTS

- A. SD2 Trustee Update- SD2 High School Trustee Gordon Klasna noted he was absent from the last meeting but knows there was a firm hired to begin the superintendent search process.
- B. Superintendent Evaluation Process: Kat Pfau noted each trustee should have received a evaluation tool use to rate Mr. Novasio's job performance. She explained she will average the scores to present at a work session before the January meeting. During the January meeting the Trustees will decide whether or not to extend Mr. Novasio's contract another year. State law requires action on the Superintendents contract by February and explained the timeline.

Chairman Sather thanked Trustee Pamela Ask, Business Manager/District Clerk Laurie Noonkester, Assistant Business Manager/Registrar DeeAnn Nielsen and Special Services Coordinator Don Christman for their work on the Staff Christmas Luncheon.

A. Consent Agenda Items

1. Approval of the November 14th Meeting Minutes
2. Approval of November 2017 Bills and Wages
3. Hire Classified Staff- Volunteer
4. Approve Substitute Staff
5. Hire Coaches
6. 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.

Discussion was held on the public comment portion of the meeting and the process to get those issues moved forward for board action. District Policy regarding the formal grievance process was duly reference.

B. Select Architectural Firm

Superintendent Novasio provided the aggregate scores from the screening and interview process during the December 5, 2017 Work Session. Discussion was held on the process and the firms involved. Trustees spoke to each of the strengths and weakness of the firms they found during the interviews.

The firm chosen will guide the district and community in planning and design of the proposed Lockwood High School.

Trustee Janna Lind moved to rank the firm; Collaborative Design,# 1, CTA, #2 and A&E # 3 based upon the aggregate interview scoring results. Kat Pfau seconded the motion.

Further discussion was held.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

Superintendent Novasio asked if a contract can be reached with Collaborative Design could a Special Meeting be arranged for Friday, December 15, 2017 at 12:30 p.m. The Trustees were in agreement of holding the special meeting as noted.

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Regular Meeting

C. Approve Contract with Schoolhouse IT

Technology Coordinator Darlene Hess explained the need for guidance and planning for future Technology needs and how best to use E-grant monies going forward. Mr. Novasio stated he

believes Schoolhouse IT will be a great resource for guidance. Mrs. Hess recommends the approval of the contract with Schoolhouse IT.

Mrs. Hess fielded questions regarding the firm and the assistance that would be garnered from entering into the contract.

Trustee Joe Borgstrom moved to approve the contract with Schoolhouse IT as presented. Scott Kiekover seconded the motion.

Discussion was held.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

D. Principal Salary Schedule

Superintendent Novasio explained the need for a salary matrix to compensate the Principals and Vice Principals. The matrix presented is based upon the teacher's salary matrix and will include a set yearly increase for this group of employees.

Discussion was held.

Trustee Sylvia Noble moved to accept the Principal and Vice Principal salary matrix as presented. Pamela Ask seconded the motion.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

ADJOURN

The next Regular Meeting will be on Tuesday, January 9, 2018, at 6:00 p.m. in the Lockwood School District Board Room. A special meeting to approve an Architectural firm will be held on Friday December 15, 2017 at 12:30 p.m.

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Trustee Sylvia Noble moved to adjourn the meeting at 8:01 p.m. Janna Lind seconded the motion.

Trustees Tim Sather, Kat Pfau, Jana Lind, Sylvia Noble, Scott Kiekover, Joe Borgstrom and Pamela Ask voted yes; the motion passed unanimously.

Tim Sather, Chairperson

Laurie Noonkester, District Clerk