

LOCKWOOD SCHOOL DISTRICT #26
REGULAR MEETING AGENDA
TUESDAY, AUGUST 14th, 2018
BUDGET MEETING – 5:00 P.M.
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. Correspondence – BSEDA Letter
3. District Reports
 - A. Facilities Report
 - B. Superintendent's Report
 - C. High School Project Update – Collaborative Design, QuEst
4. Trustee Reports
 - A. Miscellaneous
5. Items for Action
 - A. Consent Agenda
 1. Approve Minutes of July 10th, 12th and 17th Meetings
 2. Approve Bills and Wages for July 2018
 3. Hire Classified Staff
 4. Hire Substitutes
 5. Approve Out of District Students
 - B. Review Board Goals
 - C. Approve Trustee Financial Report 2017-18
 - D. Approve 2018-19 Budgets
 - E. Approve Resolution Regarding Tax Compliance Procedures
 - F. Approve Contract With Owner's Representative
 - G. Select Candidates to Interview Construction Manager At-Risk (CMAR)
 - H. Approve Updated Substitute Handbook
 - I. Approve Updated Para Handbook
 - J. Approve Updated Employee Handbook
 - K. Approve Change to Middle School Handbook
 - L. Approve Bus Routes
 - M. Attendance Proclamation
 - N. Approve Letter Regarding School Resource Officer
6. Adjourn

NEXT REGULAR MEETING IS SEPTEMBER 11th, 2018 AT 6:00 PM
BOARD WORK SESSION SEPTEMBER 6th, 2018 TIME TBD

Superintendent's Agenda Report – Action Items

5. Items for Action

A. Consent Agenda

1. Approve Minutes of July 10th and 17th Meetings
2. Approve Bills and Wages for July 2018
3. Hire Classified Staff
4. Hire Substitutes

Any 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.

B. Review Board Goals

I have attached a summary of the Goals discussion from the July 17th work session. Please review and let me know if there should be any additions.

C. Approve Trustee Financial Report 2017-18

I recommend that the Board approve the Trustee Financial Report. We will review this report during the Budget Work Session.

D. Approve 2018-19 Budgets

Laurie Noonkester and I will present an in-depth look at the budget during the Work Session; trustees will have to officially adopt a budget.

E. Approve Resolution Regarding Tax Compliance Procedures

We need to adopt this resolution in order to comply with the law in regards to our tax-exempt bonds.

F. Approve Contract With Owner's Representative

Pam Ask, the attorneys and I have been working with Mark Qualman to develop an owner's Construction Representative contract for the Board to approve.

G. Select Candidates to Interview Construction Manager At-Risk (CMAR)

Trustees will need to select which CMAR candidate they would like to interview based on the submitted RFQs. We also need to set a schedule for these interviews on the 6th.

H. Approve Updated Substitute Handbook

I. Approve Updated Para Handbook

J. Approve Updated Employee Handbook

Mr. Christman oversaw the revisions to these documents. The only changes are updates to names, phone numbers and dates.

K. Approve Change to Middle School Handbook

Mr. Klasna has an update to the language in the Middle School Handbook regarding the requirement for yearly sports physicals. This was an omission last spring.

L. Approve Bus Routes

I recommend that the Board approve the attached bus routes for the 2018-19 school year. I anticipate some modifications to routes based on actual ridership. We will also still need to approve Special Education and STARS routes as we get those drafted following the start of school.

M. Attendance Proclamation

I recommend that the trustees pass this resolution to declare September as Attendance Awareness Month. Mr. Kinsey will give an update on our efforts to improve attendance.

N. Approve Letter Regarding School Resource Officer

I would like to send a letter to the County Commissioners and Sherriff regarding the need to have a School Resource Officer assigned to our district. Please review and advise the contents of this letter.

**PROCEEDINGS OF THE BUILDING COMMITTEE
LOCKWOOD SCHOOL DISTRICT #26
YELLOWSTONE COUNTY, BILLINGS, MT
WORK SESSION MEETING**

CALL TO ORDER

AUGUST 14, 2018

Chair Tim Sather opened the Work Session meeting at 5:07 p.m. The following trustees and officers were present: Trustees Tim Sather, Scott Kiekover, Janna Lind, Joe Borgstrom, Pamela Ask, Sylvia Noble, Superintendent Tobin Novasio and District Clerk Laurie Noonkester. Trustee Kat Pfau was absent.

The Trustees met in a work session to review the 2017-18 Trustees Financial Summary and 2018-19 Budget as prepared by Business Manager Laurie Noonkester

- A. Review of 2017-18 TFS
- B. Review of 2018-19 Budget

The meeting was adjourned at 6:00 p.m.

Tim Sather, Chairperson

Laurie Noonkester, District Clerk

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

Call To Order

August 14, 2018

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, Sylvia Noble, Joe Borgstrom, Scott Kiekoever, Janna Lind, Pamela Ask, Superintendent Tobin Novasio and District Clerk Laurie Noonkester. Trustee Kat Pfau was absent.

Evelyn Pyburn with the Yellowstone County News, Dan Carter with ExxonMobil, HD 56 Representative Susanne Vinton, Mark Qualman with QuEst, Nick Pancheau with Collaborative Design Architects 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.

Correspondence: BSEDA response letter was noted and thank you notes were passed around for review.

DISTRICT REPORTS

- A. Facilities- Manager Marc Dearing provided an update on the stabilization, middle school entryway and roofing projects.
- B. Superintendent- Superintendent Tobin Novasio reviewed his written report,

- C. High School Project Update – Nick Pancheau with Collaborative Design Architects reviewed his written report. Superintendent Novasio reviewed the meeting notes with Spark 43 Architects and the topics discussed regarding the athletic plan design.

TRUSTEE REPORTS

- A. Miscellaneous - Pamela Ask noted her attendance at the Yellowstone County Commissioners meeting regarding the TEDD expansion issue.

ITEMS FOR ACTION

- A. Consent Agenda Items
 - 1. Approval of the July 10th, 12th and 17th Meeting Minutes
 - 2. Approval of July 2018 Bills and Wages
 - 3. Hire Classified Staff- Addition of Jena Minkler as a lunch aide pending background check
 - 4. Hire Substitute Staff
 - 5. Approve Out of District Students

Chair Tim Sather asked if there were any objections to the consent agenda items as presented (removal of hiring an Attendance Officer). Hearing none, the above agenda items were approved as presented.

Hiring of the Attendance Officer was removed from the consent agenda for discussion and was not approved with classified staff.

Discussion regarding hiring an Attendance Officer was held.

Trustee Pamela asked moved to hire the attendance officer, Scott Kiecover seconded Trustees Tim Sather, Joe Borgstrom, Scott Kiecover and Pamela Ask voted yes; Trustees Janna Lind and Sylvia Noble voted no; the motion passed with a four to two vote.

- B. Review Board Goals

Superintendent Novasio provided the revised list of goals that were developed at the July 17th work session, noting the minor revisions made to last year's goals.

Trustee Pamela Ask moved to accept the revised board goal list as presented. Sylvia Noble seconded the motion.

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

C. Approve 2017-2018 Trustees Financial Report

Business Manager Laurie Noonkester presented the 2017-18 TFS report for approval.

Trustee Janna Lind moved to approve the 2017-2018 Trustees Financial Report as presented. Sylvia Noble seconded the motion.

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

D. Approve 2018-2019 Budget

Business Manager Laurie Noonkester presented her budget proposal for the 2018-2019 school year. Mrs. Noonkester again strongly urged the Trustees and Administrators to be extremely mindful of the budget shortfalls that the district is facing this year noting it is imperative to save as much of the flex fund as possible due to funding cuts that normally would have funded the Flex Fund.

Trustee Sylvia Noble moved to approve the 2018-2019 Budget as presented. Pamela Ask seconded the motion.

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

E. Approve Resolution Regarding Tax Compliance Procedures

Superintendent Novasio presented the resolution approving tax compliance procedures relating to tax-exempt bonds.

Trustee Scott Kiekover moved to accept the resolution as presented. Janna Lind seconded the motion.

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

F. Approve Contract with Owner's Construction Representative

Superintendent Tobin Novasio explained he and Trustee Pamela Ask have been working with Mark Qualman to develop a contract for Trustee approval but, due to the delay of legal review for the professional liability clause, the contract will be presented to the Trustees for consideration at a future special meeting.

G. Select Construction Manager At-Risk (CMAR) Candidates

Chairman Sather noted the Trustees need to select which CMAR candidate they would like to interview based upon the RFQs that were submitted. Mr. Sather noted an interview schedule for September 6th should also be set. Mark Qualman provided his rationale in his selections for review. His choices are Sletten, Langlas, Dick Anderson Companies.

It was decided to interview all five companies who submitted RFQ for CMAR on September 5th and 6th, 2018. The order of interview was selected by drawing.
September 5th at 6:00 p.m. Hardy Construction at 7:00 p.m Dick Anderson.
September 6th at 5:30 p.m. Swank, 6:30 p.m. Sletten and 7:30 p.m Langlas.

H. Approve Updated Substitute Handbook

Superintendent Novasio recommended the Trustees approve the updated Substitute Handbook as presented.

Trustee Pamela Ask moved to accept the revised Substitute Handbook as presented. Sylvia Noble seconded the motion.

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

I. Approve Updated Para Handbook

Superintendent Novasio recommended the Trustees approve the updated Paraprofessional Handbook as presented.

Trustee Janna Lind moved to accept the revised Paraprofessional Handbook as presented. Scott Kiekover seconded the motion.

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

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J. Approve Updated Employee Handbook

Superintendent Novasio recommended the Trustees approve the updated Employee Handbook as presented.

Trustee Sylvia Noble moved to accept the revised Employee Handbook as presented. Pamela Ask seconded the motion.

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

K. Approve Changes to the Middle School Handbook

Superintendent Novasio noted that Mr. Klasna has updated the language in the handbook addressing the requirement for yearly sports physicals that was omitted last year.

Trustee Pamela Ask moved to accept the revised Middle School Handbook as presented. Joe Borgstrom seconded the motion.

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

L. Approve 2018-19 Bus Routes

Superintendent Novasio presented and reviewed the bus routes for the 2018-19 school year for Trustee approval.

Discussion and review of the routes was held.

Trustee Scott Kiekover moved to accept the 2018-19 Bus Routes as presented. Pamela Ask seconded the motion.

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

M. Adopt Proclamation of September as Attendance Awareness Month

Superintendent Novasio recommended the Trustees Proclaim September as Attendance Awareness Month.

Trustee Janna Lind moved to proclaim September as Attendance Awareness Month. Sylvia Noble seconded the motion.

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

N. Approve Letter Regarding School Resource Officer

Superintendent Novasio was asking for Trustee review of a letter he is sending to the Yellowstone County Commissioners and Sheriff's Office regarding the need for a School Resource Officer to be assigned to the Lockwood School District. He has since had a response from Sheriff Linder and feels the letter is not needed at this time.

Trustee Sylvia Noble moved to table this item until the next board meeting. Pamela Ask seconded the motion.

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

ADJOURN

The next Regular Meeting will be on Tuesday, September 11, 2018, at 6:00 p.m. in the Lockwood School District Board Room.

A Trustee Work Session will be held to conduct CMAR interviews on September 5th, 2018 at 5:30 p.m. and a Trustee Work Session to conclude CMAR interviews on September 6, 2018 at 6:00 p.m.

Trustee Joe Borgstrom moved to adjourn the meeting at 8:00 p.m. Sylvia Noble seconded the motion.

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

Tim Sather, Chairperson

Laurie Noonkester, District Clerk