

**LOCKWOOD SCHOOL DISTRICT #26**  
**REGULAR MEETING AGENDA**  
**TUESDAY, DECEMBER 11<sup>th</sup>, 2018**  
**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
  - C. K-5 Instruction Team
  - D. High School Project Update – QuEst, Collaborative Design Architects, Langlas and Associates
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. MTSBA Legislative Platform
  - B. MTSBA Gap Analysis
  - C. Set Date for Superintendent Evaluation
  - D. Change Date for February Meeting
  - E. Confirm January 23<sup>rd</sup> for Policy Work Session
5. Items for Action
  - A. Consent Agenda
    1. Approve Minutes of November 13<sup>th</sup> Meeting and November 27<sup>th</sup> Work Session
    2. Approve Bills and Wages for November 2018
    3. Hire Substitutes
    4. Hire Coach
  - B. Accept Bid for Phase II of Roofing Project
  - C. Approve Contract with Langlas and Associates
  - D. Approve Agreement with Varsity Brands
  - E. Policy Updates
    1. 1000 Series – Board of Trustees
      - a. Revisions – One Reading: 1112, 1113, 1332, 1400, 1401, 1420F, 1425, 1441, 1512, 1700
    2. 2000 Series – Instruction
      - a. Revisions – One Reading: 2100, 2105, 2170, 2250, 2311P, 2314, 2320, 2332, 2333, 2510
      - b. Pull Policy – One Reading: 2308
  - F. Proposal to Lockwood Education Association, Set Negotiations Team
6. Adjourn

**NEXT REGULAR MEETING IS JANUARY 8<sup>th</sup>, 2018 AT 6:00 PM**

## Superintendent's Agenda Report – Action Items

### 5. Items for Action

#### A. Consent Agenda

1. Approve Minutes of November 13<sup>th</sup> Meeting and November 27<sup>th</sup> Work Session
2. Approve Bills and Wages for November 2018
3. Hire Substitutes
4. Hire Coach
5. Approve Out of District Students

Any 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. Accept Bid for Phase II of Roofing Project

I recommend that the Board accept the bid from Empire Roofing in the amount of \$722,729 to complete Phase II of our re-roofing project. This project will be done in the summer of 2019. I have included the recommendation from CTA as well as the bid amounts.

#### C. Approve Contract with Langlas and Associates

My hope is to have a finalized contract with Langlas and Associates to serve as our Construction Manager at Risk (CMAR) for Lockwood High School. I know that Mark Qualman and Lawrence Martin are still working with them on our behalf in regards to some of the cost structure.

#### D. Approve Agreement with Varsity Brands

I recommend that the Board approve the attached agreement to partner with Varsity Brands and have Lockwood High School join their Varsity Impact Program (VIP). This agreement makes the Varsity Brands (BSN Sports, Varsity Spirit and Herff Jones) our preferred provider of: athletic and PE supplies and equipment, yearbooks, team sport and spirit team uniforms, apparel and accessories, spirit team camps and competitions, and facility branding products for our new high school.

#### E. Policy Updates

I recommend that the Board approve the attached changes to District Policy. These are the changes that were discussed at our November 27<sup>th</sup> Work Session with MTSBA. I have included Policy 1310 on District Policy, all of these changes can be made with one reading or the Board can opt to allow a second reading in order to allow for more feedback. Policy 2250 has three options, which we did not discuss, so trustees will need to decide which one to use.

##### 1. 1000 Series – Board of Trustees

- a. Revisions – One Reading: 1112, 1113, 1332, 1400, 1401, 1420F, 1425, 1441, 1512, 1700

##### 2. 2000 Series – Instruction

- a. Revisions – One Reading: 2100, 2105, 2170, 2250, 2311P, 2314, 2320, 2332, 2333, 2510
- b. Pull Policy – One Reading: 2308

#### F. Proposal to Lockwood Education Association, Set Negotiations Team

I would like permission from the Board to send a proposal to the Teachers' Union Leadership to begin the process of developing a Memorandum of Understanding in order to address changes needed in the contract to facilitate the possible Freshman Academy and transition to operating a high school, as well as to address their ideas from earlier this year to clarify the Blackout Day procedures. I would also like some input from trustees as to who is willing to be part of these negotiations and their availability is to meet with the teachers. My assumption is that we will continue to utilize the Consensus Bargaining model.

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

**Call To Order**

**December 11, 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, Kat Pfau, Joe Borgstrom, Scott Kiekover, Pamela Ask, Superintendent Tobin Novasio and District Clerk Laurie Noonkester. Trustees Janna Lind and Sylvia Noble were absent. Trustees Joe Borgstrom arrived late to the meeting with his arrival noted within the minutes.

Nick Panchau with Collaborative Design, Mark Qualman with QuEst 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.

Correspondence: None received in time to be heard at this meeting.

K-5 Instruction Team – Leader Nikki Wolff had the team members introduce themselves. Ms. Wolff reviewed a slideshow presentation explaining the group’s purpose and goals. The Trustees were asked to participate in a quick activity regarding the district’s strengths. Ms. Wolff explained the Pineapple Chart principle and had the Trustees practice engagement strategies.

Trustee Joe Borgstrom arrived at this juncture of the meeting.

High School Project Update- Superintendent Novasio reviewed documents regarding the high school project, CMAR contract and updated campus layout renderings.

Nick Pancheau with Collaborative Design provided an explanation of the plan changes that were based upon recent discussions.

Middle School Principal Gordon Klasna presented the findings obtained during the freshman academy mock registration with potential Freshman Academy class offerings discussed. Activities Director Tony Derring reviewed the results from the mock activity registration.

Mr. Novasio noted the traffic study results have been reviewed and concern areas targeted. Mr. Novasio notified the Trustees he has signed a pay structure agreement with Collaborative Design. Saint Vincent's Clinic discussions have initiated preliminary planning for a campus clinic.

### **DISTRICT REPORTS**

- A. Facilities- Manager Marc Dearing had nothing further to add to his written report but fielded questions from the Trustees.
- B. Technology Report – Technology Coordinator Darlene Hess had nothing further to add to his written report but fielded questions from the Trustees.
- C. Primary Report – Primary Principal Jenny Fox had nothing further to add to her written report.
- D. Intermediate Report – Intermediate Principal Kelly Kinsey had nothing further to add to his written report.
- E. Middle School Report – Middle School Principal Gordon Klasna had nothing further to add to his written report.
- F. Superintendent- Superintendent Tobin Novasio noted his and other staff participated in the Polar Plunge fundraising event. He reviewed his written report highlighting Family Fun Night Event, legislative issues regarding school bus safety and the reminder the annual Christmas Luncheon will be held on this Friday.

### **TRUSTEE REPORTS**

- A. MTSBA Legislative Platform – Potential bills and issues were reviewed.
- B. MTSBA Gap Analysis – Document was noted.
- C. Set Date for Superintendent Evaluation – To be held at 5:00 on January 8, proceeding the regular January 2019 meeting.
- D. Change Date for February Meeting – Moved to Monday, February 11, 2019 at 6:00 p.m.
- E. Confirm January 23<sup>rd</sup> for Policy Work Session – To be held beginning at 6:00 p.m.

## ITEMS FOR ACTION

### A. Consent Agenda Items

1. Approval of the November 13th Meeting and November 27<sup>th</sup> Work Session Minutes
2. Approval of November 2018 Bills and Wages
3. Hire Substitute Staff
4. Hire Coach

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. Accept Bid for Phase II of Roofing Project

Superintendent Novasio recommended the Trustees accept the Bid from Empire Roofing in the amount of \$722,729 to complete phase II of the re-roofing project. He further noted the project will commence in the summer of 2019. Mr. Novasio provided the Trustees with recommendations from CTA and the other bid prices.

Discussion was held.

Trustee Joe Borgstrom moved to accept the bid package from Empire Roofing as presented. Kat Pfau seconded the motion.

Trustees Tim Sather, Kat Pfau, Joe Borgstrom, Pamela Ask and Scott Kiekoover voted yes; the motion passed unanimously.

### C. Approve Contract with Langlas and Associates

Superintendent Novasio presented a notice to proceed in lieu of a finalized contract with Langlas and Associates to serve as our Construction Manager at Risk (CMAR) for Lockwood High School. Mr. Novasio noted the legal review for a full contract is taking longer than anticipated but contractors need to be scheduled and this notice will provide Langlas the assurance they need to begin the process. Mr. Qualman explained the purpose and scope of a notice to proceed.

Discussion was held.

Trustee Joe Borgstrom moved to approve the Notice to Proceed to Langlas and Associates as presented. Pamela Ask seconded the motion

A special meeting to entertain approval of a full contract has been scheduled for December 26<sup>th</sup> at 6:00 p.m.

Trustees Tim Sather, Kat Pfau, Joe Borgstrom, Pamela Ask and Scott Kiekoover voted yes; the motion passed unanimously.

D. Approve Agreement with Varsity Brands

Superintendent Novasio recommended the Trustees approve the agreement to partner with Varsity Brands and have Lockwood High School join their Varsity Impact Program (VIP). This agreement makes the Varsity Brands (BSN Sports, Varsity Spirit and Herff Jones) the preferred provider of: athletic and PE supplies and equipment, yearbooks, team sport and spirit team uniforms, apparel and accessories, spirit team camps and competitions, and facility branding products for our new high school.

Discussion was held.

Trustee Scott Kiekoover moved to approve the Varsity Brand Agreement as presented. Joe Borgstrom seconded the motion.

Further discussion was held.

Trustees Tim Sather, Kat Pfau, Joe Borgstrom, Pamela Ask and Scott Kiekoover voted yes; the motion passed unanimously.

E. Policy Updates

Superintendent Novasio recommended the Trustees approve the changes to policy that were discussed at the November 27<sup>th</sup> work session with MTSBA.

**1. 1000 Series – Board of Trustees**

a. Revisions – One Reading: 1112, 1113, 1332, 1400, 1401, 1420F, 1425, 1441, 1512, 1700

**2. 2000 Series – Instruction**

a. Revisions – One Reading: 2100, 2105, 2170, 2250, 2311P, 2314, 2320, 2332, 2333, 2510

b. Pull Policy – One Reading: 2308

Discussion was held.

Page 5

December 11, 2018

Regular Meeting

Trustee Kat Pfau moved to approve the 1000 Series policy updates as presented. Pamela Ask seconded the motion.

Trustees Tim Sather, Kat Pfau, Joe Borgstrom, Pamela Ask and Scott Kiekoover voted yes; the

motion passed unanimously.

Discussion was held.

Trustee Kat Pfau moved to approve the 2000 Series policy updates with typo corrections and removal of wording as noted and to include the revision of policy 2314 as discussed. Joe Borgstrom seconded the motion.

Trustees Tim Sather, Kat Pfau, Joe Borgstrom, Pamela Ask and Scott Kiekoover voted yes; the motion passed unanimously.

Trustee Pamela Ask moved to pull policy 2308. Joe Borgstrom seconded the motion.

Trustees Tim Sather, Kat Pfau, Joe Borgstrom, Pamela Ask and Scott Kiekoover voted yes; the motion passed unanimously

#### F. Proposal to Lockwood Education Association, Set Negotiations Team

Superintendent Novasio is seeking permission from the Board to send a proposal to the Teachers' Union Leadership to begin the process of developing a Memorandum of Understanding in order to address changes needed in the contract to facilitate the possible Freshman Academy and transition to operating a high school, as well as to address their ideas from earlier this year to clarify the Blackout Day procedures.

He is also requesting input from trustees who are willing to be part of these negotiations and their availability to meet with the teachers. It is his assumption the Consensus Bargaining model will be utilized during the process.

The Trustees volunteering to be on the committee to begin discussion are Kat Pfau, Pamela Ask and Joe Borgstrom, with the first meeting tentatively scheduled for Monday, January 7, 2019 at 2:00 p.m.

#### **ADJOURN**

The next Regular Meeting will be on Tuesday, January 8, 2019, at 6:00 p.m. in the Lockwood School District Board Room with the Superintendent Evaluation to be held at 5:00 prior to the commencement of the Regular Meeting.

A Special Meeting to entertain issuing a contract to Langlas and Associates will be tentatively held on December 26<sup>th</sup> at 6:00 p.m.

Trustee Joe Borgstrom moved to adjourn the meeting at 8:44 p.m. Pamela Ask seconded the motion.

Trustees Tim Sather, Kat Pfau, Joe Borgstrom, Pamela Ask and Scott Kiekoover voted yes; the motion passed unanimously

---

Tim Sather, Chairperson

---

Laurie Noonkester, District Clerk