



Board Retreat and Work Session Agenda

Meeting Minutes

KalisPELL Chamber of Commerce
Conference Room
15 Depot Park, KalisPELL, MT 59901
6/26/2018 03:00 PM

1. BOARD RETREAT AGENDA- BOARD PRIORITIES/GOALS

Members Present: Chair Lance Isaak, Vice Chair Jack Fallon, Anna Marie Bailey, Mary Tepas, Mark Kornick, Frank Miller, Jon Endresen, Diane Morton Stout, Bette Albright, Mike Merchant, Amy Waller (sworn in tonight).

Members Absent: None

Officials Present: Superintendent Mark Flatau, Assistant Superintendent Elect (beginning July 1, 2018) Callie Langohr

Others Present: Owner's Representative Erick Enz (joined at 5:45), Tom Heineke from Morrison- Maierle (joined at 5:45)

a. Appointment and Swearing In of New High School Trustee (Action)

County Superintendent, Jack Eggensperger, performed the swearing in of new trustee Amy Waller.

b. Review and Assess 17-18 Priorities

The Board reviewed their priorities for the 17-18 School Year and assessed how well those priorities were met. Trustees were encouraged to make comments and then place a Green sticker if they felt the priority was met, a yellow sticker for somewhat met, and a red sticker for not met. The comments and sticker count are listed below.

Smooth Transition to 6th Elementary: (9 Green)

- Good
- Great job with all the updates, always felt in the know
- The process went smoothly
- Process handled well by Admin and Staff
- Good transition: more details on staffing

Tech Projects: (8 Green)

- Good job
- Yes with regular updates, though building projects overlooked all or parts of technology from original budget perspective.
- very proud of our Tech department, especially during the cyber attack
- Always impressed at how proactive the Tech team is at saving money, maintaining services, and being a state leader in technology in schools. Disappointed how Tech was not a higher priority in building projects.
- great communication with contractor
- Good

Redistricting Elementary Enrollment Zones: (8 Green, 1 Yellow)

- Great work by District and a cost savings was a plus
- Good
- Another reminder of preconceptions within our community

- This was difficult but thought we did a good job of listening to parents
- Community conversations handled well
- Great work at public meetings, incorporating feedback and finding inexpensive way to do it

Building Project Updates: (6 Green, 2 Yellow)

- I feel Trustees have been involved throughout the process and their input valued
- Good job with updates
- Yes, these regular updates have been beneficial because of need to fit projects into reduced/limited budgets
- Updates have been good, wish there would be more "Know before we go" in regards to budget
- Great updates continually
- Appears smooth
- Needs work for elementary

Levy Planning and Passage: (5 Green, 3 Yellow, 2 Red)

- Working with Sara Busse was a game changer
- Lots of work to do
- Loved the involvement in the community
- High School Tech Levy
- More involvement by all Board Members
- Great to see Elementary levy pass and the hard work to make that happen. Would have liked to see money for social workers. High School next!
- Community involvement and exposure has been great
- SD5 Parents, Staff, Board and Superintendent are Leaders in this!

Golden Gavel Training: (2 Green, 7 Yellow)

- Could get more direction on this other than the multitude of emails from MTSBA
- Need participation from ALL Board members
- Ongoing training important and I am glad to see new Trustee in particular utilizing MTSBA local trainings. MCEL in Missoula this year.
- The MTSBA training is pretty redundant, they need to up their game
- Potentially more local training
- What are requirements necessary?

Academic Rigor: (9 Yellow)

- Resources for students who are behind grade level, Parent told child is NOT scoring low enough to receive help. Gifted and Talented resources
- Think this is great at high school, not sure it should be a priority at elementary
- So much done, more to do. As noted, elementary rigor, IB for more students
- We need to address elementary level
- Kids need to be asked constantly if they would like to be a part of a 'special' learning group
- need more info in regard to elementary

c. Develop 18-19 Priorities

The Board made a list of their priorities for the 18-19 School Year.

1. **High School Levy Passage (Tech?)**
2. **Budget Review and Accountability**
3. **Continued focus and support on successful building project completions**
4. **Continued focus and support for safety and security, use of technology and student training**
5. **Restorative practices integrated into discipline guidelines - focus on at risk youth**
6. **5-7 year strategic plan-future priority**
7. **Planning for next elementary**
8. **Academic Rigor - what does it look like at elementary?**
9. **Fostering culture of respect**

Vice Chair Fallon made a motion to approve the Board Focus Priorities for school year 18-19. Trustee Albright seconded the motion.

Motion carries unanimously.

2. STUDENT ACHIEVEMENT

Superintendent Flatau and Assistant Superintendent Callie Langohr updated the Board on Student Achievement in relation to Curriculum, Instruction, and Assessment. The Superintendent's will also update the Board on spring assessment outcomes at the October work session.

a. Curriculum

b. Instruction

c. Assessment

3. HIGH SCHOOL LEVY PLANNING

The Board discussed plans for the possible running of a high school levy and what plans that would entail.

a. Points that must be driven home and made very clear to the Public

- Establish the Need
- Be extremely honest
- 'What are you going to spend the money on if it passes?'
- Planning specific uses of Levy dollars (like building uses with Bond dollars)
- Basic inflation ex: since last levy \$100 is now worth \$XX
- Pay and Benefits to attract and retain great teachers for our students
- Accountability for budgets and every dollar we spend (no over spending of budgets)
- Answer the Why?
- Economic boom doesn't equate into more money
- Must communicate with legislators
- Must be honest: re: effects of failed Levy
- Let community know we are producing quality graduates who are thinkers and innovators, not cookie cutter kids

b. New strategies that must be considered

- Use of testimonies of recent graduates
- Info at Fair Booth
- Use an outside Firm
- approach a few campaign firms for advice - consider hiring one
- Utilize more social media, Instagram, Facebook, Twitter
- When the District invites Legislators, have students from different programs make a small presentation
- show voters percentage of our High School Graduates working in our community

c. Ways to engage the Partner Districts

- Attend Partner District Board meetings
- Meet with Partner District PTO's and Parent Groups
- Extend invites to Ag-Ed Center, LEC, GHS, and FHS tours
- Presentations at rural schools, high school students, high school graduates, pie socials
- Connect with parents in Partner Districts of elementary students who will be high school students in our district

d. Specific roles and responsibilities for Trustees

- Attend City Council Meetings
- High School Trustees reaching out to Boards, K-8 Admin, teachers, etc.
- Door to Door campaigning
- Attend presentations
- letters to the Editor
- Attend Pachyderm club meetings
- Lists of Kalispell taxpayers
- phone tree using parents in PTA's
- Attend the Fall Open House at all schools
- Give Presentation

4. BOARD COMMITTEE STRUCTURE

The Board reviewed the current committee structure and duties of each committee.

a. Review of current practice and structure

CURRICULUM COMMITTEE:

Serve as the Board's agent in the curriculum program of the District, to include:

- Curriculum in general.
- Specific areas of curriculum.
- Curriculum topics of interest to the Board.
- Review of programs under study and/or ready for recommendation for implementation. Reports and recommendations are to be forwarded to the total Board.
- The review of the extracurricular program of the District. Reports and recommendations will be made to the Board when appropriate.
- Other duties assigned by the Board Chair.

FINANCE COMMITTEE:

- Major budget review committee.
 - Monthly audit of cash transfers and bills.
 - Advisory committee to the Board, concerning the business operations of the District.
1. Transportation - contract/Lease buses/vehicles, activity/instructional transportation/field trips.
 2. Food Services - review elementary and high school programs as needed.
 3. Building Maintenance - review summer projects and others as needed.
 - Review and make appropriate recommendations on the District's insurance programs and report.
 - Other duties as assigned by the Board Chair.

PERSONNEL COMMITTEE:

- Review personnel actions from trustee approval.
- When assigned, this committee will act as the Board's designee in the grievance procedure.
- When assigned, this committee will act as the Board's designee in the consideration of matters outside the negotiated agreement of staff concern.

POLICY COMMITTEE:

- Review MTSBA recommended updates to District Policies and make recommendations to Trustees.
- Review and establish communication policies and practices with public and media.

SPECIAL EDUCATION COMMITTEE:

- Annual review of Special Education needs, challenges, and programming.
- Gaining a better understanding by Trustees of Federal Programs requirements and funding.
- Sharing of information regarding Special Education programs from Staff to Trustees.

BOARD GOVERNANCE COMMITTEE:

- Assist in identifying appropriate professional development and training for the Board of Trustees.
- Oversee and direct the training and orientation of new board members including the assignment of a mentor.
- Oversee the board calendar to ensure Trustees are kept informed of meetings and commitments.
- Review and make recommendations for Board Self-assessment and evaluation.

TECHNOLOGY COMMITTEE:

- Review annually updated District Wide Technology Plan
- Review annual implementation plan of technology spending

b. What needs to change?

The Board discussed what needed to change in regards to committees. It was suggested that the committee lists and structures should be listed on Board webpage. Other suggestions made by Trustees are listed below.

PERSONNEL COMMITTEE:

HR Director Tracy Scott proposed some changes to the Structure and Purpose of the committee, as follows:

- Review District recommendations of hiring/terminations of staff for trustee approval.
- when assigned, this committee will act as the Board's designee in the grievance procedure.
- When assigned, this committee will act as the Board's designee in the consideration of matters outside the negotiated agreement of staff concern.
- Advise on District negotiations,. Appoint a designee to officially represent the Board in the negotiations process as needed.
- Review FTE increase requests for trustee approval.
- Appoint a designee from the committee to represent the Board on the Stipend Committee.
- Review School Calendars for trustee approval
- Review interview applications for open board positions.

Other changes suggested by trustees include: Discuss hiring practice of Admin., Review of Evaluation procedures, and to meet on a regular basis.

POLICY AND COMMUNICATION COMMITTEE:

- Security Camera Privacy Policy

SPECIAL EDUCATION/FEDERAL PROJECTS COMMITTEE :

- Review of Special Ed. Budgets
- Review of Federal Projects Budgets

BOARD GOVERNANCE COMMITTEE:

- More learning does not have to mean more 'work'

5. PARKING LOT DISCUSSIONS

a. Confidentiality Form when interviewing

The Board and Administration discussed the confidentiality requirements for the interview committee pertaining to whether or not the Board needs to sign a confidentiality agreement when sitting on an interview panel. Superintendent Flatau will consult legal council and bring back the options to the Board.

b. Future Strategic Planning

The Board discussed the need and value of a formal strategic planning process, the question was timeliness of the start of that process given the construction that is underway throughout the District. There will be more discussion to come at a future work session.

c. Student Attendance

Assistant Superintendent Callie Langohr and Superintendent Mark Flatau updated the Board on Student Attendance stating that this will be a priority in all buildings with particular concerns at the high school level that will be looked at from a district policy and procedure standpoint.

d. Other

6. WORK SESSION AGENDA - CALL TO ORDER

Members Present: Chair Lance Isaak, Vice Chair Jack Fallon, Anna Marie Bailey, Mary Tepas, Mark Kornick, Frank Miller, Jon Endresen, Diane Morton Stout, Bette Albright, Mike Merchant, Amy Waller (sworn in tonight).

Members Absent: None

Officials Present: Superintendent Mark Flatau, Assistant Superintendent Elect (beginning July 1, 2018) Callie Langohr

Others Present: Owner's Representative Erick Enz (joined at 5:45), Tom Heineke from Morrison- Maierle (joined at 5:45)

a. Pledge of Allegiance

Chair Isaak called the meeting to order at 5:45pm with the Pledge of Allegiance.

b. Public Comment

Chair Isaak asked if any member of the audience wished to comment on a matter not on the agenda, further stating

that the Board could not take action on any matter brought up in public comment because the public had not previously been notified of the matter. No Public Comment was offered.

7. OLD BUSINESS

None

8. NEW BUSINESS

Chair Isaak introduced the next item on the agenda, New Business.

a. CONTRACT APPROVALS

i. CONTRACTS - HIGH SCHOOL

(Action)

Trustee Bailey made a motion to approve the High School Contracts, as presented.
Trustee Endresen seconded the motion.
Motion carries unanimously.

ii. CONTRACTS - ELEMENTARY

(Action)

Trustee Miller made a motion to approve the elementary contracts, as presented.
Trustee Bailey seconded the motion.
Motion carries unanimously with elementary trustees only.

b. ADDITIONAL FTE REQUEST

(Action)

Trustee Tepas made a motion to approve the additional FTE requests, as presented.
Trustee Morton Stout seconded the motion.
Motion carries unanimously.

9. CONSENT AGENDA

(Action)

Vice Chair Fallon made a motion to approve the consent agenda, as presented.
Trustee Miller seconded the motion.
Motion carries unanimously.

a. FINANCIAL REPORTS/BILLS AND PAYROLL

(Consent Agenda)

b. PERSONNEL ACTION ITEMS

(Consent Agenda)

c. BUS DRIVER CERTIFICATION LIST

(Consent Agenda)

d. TUITION

(Consent Agenda)

e. FUNDRAISING REQUESTS

(Consent Agenda)

f. CONTRACT APPROVALS

(Consent Agenda)

g. SURPLUS PROPERTY

(Consent Agenda)

10. ADJOURNMENT

Chair Isaak called for a motion regarding the adjournment of the meeting.
Trustee Kornick made a motion to adjourn the meeting.
Trustee Tepas seconded the motion.
Motion carries unanimously.
Meeting adjourned at 7:10pm

Chair of the Board

Date

Clerk of the Board

Date

Secretary of the Board

Date

11. ACCOMMODATIONS

(Information)