

# Board Meeting Packets

Lora Tauck, Bus. Mgr, Ekalaka Public Schools  
Jen Mettler, Bus. Mgr, Baker Public Schools

# Again....already!

Start of the month and time to think about getting ready for another board meeting.

What should be in your board packets?! Who starts getting those ready in your District and where do you start? Do you have anxiety already?!

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**Hint #1:** Look at last year's packet: Election resolutions, health insurance renewals, coop agreements - many of these occur at the same time each year



## Hint #2

Avoid a preliminary premeeting to plan a premeeting so that you can plan a board meeting – have a School Board Calendar!



|                   |   |
|-------------------|---|
| <b>JULY:</b>      | Review Activity Schedules                 |
| 7:00 p.m.         | Approve Handbooks                         |
|                   | Begin Work on Goals Priorities            |
|                   | Approve Substitute Teacher List           |
| <b>AUGUST:</b>    | Final Budget Meeting                      |
| 7:00 p.m.         |   |
| <b>SEPTEMBER:</b> | Beginning of School Reports               |
| 7:00 p.m.         | Finalize Board Goals & Priorities         |
|                   | Approve Volunteer List                    |
| <b>OCTOBER:</b>   | Annual Data Collection Report             |
| 6:00 p.m.         | Fall Enrollment Report                    |
|                   | MTSBA Resolutions                         |
|                   | MCEL Conference                           |
| <b>NOVEMBER:</b>  | Provide seniority list to ETA             |
| 6:00 p.m.         | (9.4 #3 in CBA-prior to Dec 1)            |
|                   | Completion of first non-tenure evaluation |
|                   | (4.1 #4 in CBA-prior to Nov 15)           |
|                   | Distribute Superintendent Evaluation      |
| <b>DECEMBER:</b>  |   |
| 6:00 p.m.         | Superintendent Evaluation-Finalize        |
| <b>JANUARY:</b>   | Superintendent Contract                   |
| 6:00 p.m.         | MHSA Annual Meeting                       |
| <b>FEBRUARY:</b>  | Spring Enrollment Report                  |
| 6:00 p.m.         |   |

|               |   |
|---------------|---|
| <b>MARCH:</b> | Approve Calendar for next year                                |
| 6:00 p.m.     | Call for Elections  |
|               | Approve Texts for New curriculum                              |
|               | Re-hire Certified Staff                                       |
|               | Completion of second non-tenure evaluation                    |
|               | (4.1 #4 in CBA-prior to March 15)                             |
| <b>APRIL:</b> | Notify Certified staff of possible RIF (9.2 in CBA by June 1) |
| 7:00 p.m.     | Approve Leaves of Absence-Certified                           |
|               | Evaluate Business Manager/Clerk                               |
|               | Notification of certified taking add'l credit for salary adv. |
|               | Re-hire Classified Staff                                      |
| <b>MAY:</b>   | Hire Basketball & Track Coaches                               |
| 7:00 p.m.     | Notify employee who is to be laid off                         |
|               | (9.2 #2 in CBA-30 days after notification to ETA)             |
|               | Election, Canvass Election                                    |
|               | Reorganize Board of Trustees & Committees                     |
|               | Appoint Business Manager/Clerk                                |
|               | Approve Co-op Agreements                                      |
|               | RIF Hearings (if necessary)                                   |
|               | Hire Volleyball & Football Coaches                            |
| <b>JUNE:</b>  | Hire Extracurricular Sponsors                                 |
| 7:00 p.m.     | Approve Lunch Prices  |
|               | Approve Bus Routes  |
|               | Approve Transportation Contracts                              |
|               | Approve Major Expenditures                                    |
|               | Approve Classified Salary Schedule                            |

# AGENDA ITEMS BACKLOG

Friday, October 04, 2019 10:01 AM

## JULY - USUALLY CANCELLED

## AUGUST

- ☐ STUDENT ATTENDANCE AGREEMENTS
- ☐ DISPOSITION OF OBSOLETE EQUIPMENT (DONE AT ANY MONTH)
- ☐ 1ST QTR OIL/GAS PMT
- ☐ ADOPTION OF BUDGETS - DONE BEFORE AUG. 20TH

## SEPTEMBER

- ☐ AUDIT & TRUSTEE REVIEW - START PUTTING THIS IN THE CONSENT AGENDA!
- ☐ SUB TEACHER LIST
- ☐ DISPOSAL OF RECORDS
- ☐ ALUMNI SCHOLARSHIP - PUT IN THE PAPER FOR 2WKS BEFORE MEETING

## OCTOBER

- ☐ DURING REPORTS - INFORM BOARD OF AUDIT REPORT

## NOVEMBER

- ☐ 2ND QTR OIL/GAS PMT
- ☐ INTENT TO RETIRE MUST BE SUBMITTED TO THE DISTRICT BY NOV.1ST

## DECEMBER

- ☐ REMIND BOARD - GOOGLE DOC SENT OUT FOR SUPT EVALUATION
- ☐ COOP - TENNIS(?)

## JANUARY

- ☐ ELECTION REMINDER - DURING REPORTS
- ☐ NEGOTIATIONS - INTENT TO NEGOTIATE MUST BE TURNED IN THIS MONTH
- ☐ SUPERINTENDENT EVAL - LAST AGENDA ITEM OF THE NIGHT

## FEBRUARY

- ☐ 3RD QTR OIL/GAS PMT
- ☐ ADMIN CONTRACT - INTENT TO RENEW W/SALARY @ LATER DATE (JUNE)
- ☐ CALL FOR ELECTION
- ☐ COOP AGREEMENT - PLEVNA(?)
- ☐ SCHOOL CALENDAR

## MARCH

- ☐ SCHOOL CALENDAR - IF NOT DONE IN FEBRUARY
- ☐ TEACHER RETIREMENTS ELIG FOR SEVERANCE BY MARCH 1ST & READ AT BOARD MEETING

## APRIL

- ☐ ELECTION TRUSTEE & BUDGET ELECTION - CONFIRM ELECTION OR CANCEL
- ☐ TEACHER EVALS
- ☐ SALARIES - LIFEGUARDS
- ☐ RUN NOTICE IN THE PAPER FOR BUS ROUTE CONSIDERATIONS!!!!



## MAY

- ☐ SET BUS ROUTES
- ☐ REORGANIZE BOARD - ELECTION
- ☐ STUDENT APPEAL FOR CREDIT
- ☐ CLASSIFIED SALARY SCHEDULE & CONTRACTS
- ☐ EXTRACURRICULAR POSITIONS-HIRE
- ☐ 4TH QTR OIL/GAS PMT

## JUNE

- ☐ ADMIN SALARIES - LAST AGENDA ITEM
- ☐ INDIV TRANSP CONTRACTS
- ☐ SET TUITION RATES
- ☐ PERMISSION TO PAY BILLS THROUGH JUNE 30TH
- ☐ PERMISSION TO TRANSF GEN FUND \$\$ TO COMP ABSENCES
- ☐ APPOINT ADMIN REP TO BCEC
- ☐ CANCEL JULY BOARD MTG (?)

## Hint #3: Utililize a Consent Agenda

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Meant to help move your meeting along every month by combining routine business items into one motion.

What do you include in your consent agenda?



## Policy #1420 School Board Meeting Procedure

### Consent Agenda

To expedite business at its meetings, the Board approves the use of a consent agenda, which includes those items considered to be routine in nature. Any item that appears on the consent agenda may be removed by a member of the Board. Any Board member who wishes to remove an item from the consent agenda must give advance notice in a timely manner to the Superintendent. Remaining items will be voted on by a single motion. The approved motion will be recorded in the minutes, including a listing of all items appearing on the consent agenda.





# Example of Consent Agenda

## 8. Consent Agenda

(Consent Agenda)

[Consent Agenda Cover.pdf](#)

### a. Approval of Minutes

[March 11, 2019 Minutes.pdf](#)

[March 30, 2019 Minutes.pdf](#)

### b. Approve Claims & Financial Statements

[March Claims.PDF](#)

### c. M.U.S.T. Group Health Insurance Renewal

[2019-20 Group Renewal - MUST.pdf](#)

### d. Montana Small Schools Alliance Letter of Agreement

[MT Small Schools Alliance - Letter of Agreement.pdf](#)

### e. Out-of-State Travel: FCCLA National Convention

[Out Of State FCCLA Travel Request.pdf](#)

### SUMMARY/DISCUSSION:

\*Minutes of March Regular and Special Meeting.

\*Claims Payroll & Financial Statements from the month of March 2019

\*Group Health Insurance rates went up approximately 9%. The renewal packet and rates from both this year and next year are included. We did not shop for a different carrier this year; however, after talking to our agent, we may try and get quotes under the Affordable Care Act next year.

\*Renewal with MT Small Schools Alliance Agreement Form for Library services

\*Request to travel to the National FCCLA Convention is attached.

### SUPERINTENDENT RECOMMENDATION:

It is recommended that the Trustees approve the consent agenda in its entirety.

### ACTION

If the Board wishes to approve this item as presented, the following motion would be in order:

Move to approve the Consent Agenda as presented.

# Example of Consent Agenda

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[Out Of State FCCLA Travel Request.pdf](#)

## REFERENCES:

\*Minutes: March 11, 2019 & March 30, 2019

\*Claims, Financials and Payroll Totals –March 2019

\*Small School Alliance Agreement for Library Services

\*M.U.S.T. Insurance Renewal Rates

CBA Language regarding health insurance: ARTICLE 8 FRINGE BENEFITS

8.1 Health Insurance - The selection of the insurance carrier and policy for the group health insurance plan for all employees covered by this Agreement will be determined by the Association. If the Association leaves a group insurance plan and an assessment is levied against the group, the teachers shall be responsible for payment.

a. The Board of Trustees will contribute a maximum of \$8,000.00 per teacher toward the group health insurance plan for the teacher and his/her dependents. This policy also includes a \$10,000 life insurance policy with a double indemnity feature for the teacher.

\*Request for Out-of-State Travel submitted by Mrs. Walker, FCCLA

Policy #2320 excerpt: *Field Trips that will take students out of the four state region (Montana, Wyoming, North Dakota or South Dakota) must be approved in advance by the Board; the Superintendent may approve all other field trips.*

## Hint #4

Know & follow procedure for agenda item approval

\*What does your Policy Say?

\*What is your past practice?

\*How involved is your Board Chair?

# Policy 1420

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## Agenda

The agenda for any Board meeting shall be prepared by the Superintendent in consultation with the Board Chair. Items submitted by Board members to be placed on the agenda must have prior approval of the Board Chairperson. Citizens may also suggest inclusions on the agenda. Such suggestions must be received by the Superintendent at least five working days before the Board meeting, unless of immediate importance. Individuals who wish to be placed on the Board agenda must also notify the Superintendent, in writing, of the request. The request must include the reason for the appearance. If the reason for the appearance is a complaint against any District employee, the individual filing the complaint must demonstrate that the Uniform Complaint Procedure has been followed. Citizens wishing to make brief comments about school programs or procedures or items on the agenda need not request placement on the agenda, and may ask for recognition by the Chairperson at the appropriate time.

# Let's Put it Together!

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Once you get your agenda together, start on your packet!

How do you gather information needed?

## HINT #5

**Develop an information 'cover' page that will give YOU information to include in the packet.**



# Agenda Item Information

Board Agenda Information – please complete this form and email it to the clerk at least 5 days before the board meeting. Please provide any attachments that you would like included in the board packet.

Date of board meeting for this item:\_\_\_\_\_

Title (as you would like it to appear on the agenda):\_\_\_\_\_

Type of Item: Action, Information, Presentation, other\_\_\_\_\_

Others involved:\_\_\_\_\_

Summary

Discussion/Introduction: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

References/Attachments:: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Pack-it Together

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## Action Items

Do you put together motions for all action items to keep the meeting flowing?

**HINT #6 – Develop a motion as an option for your Trustees to follow. Develop ‘alternate’ motions if applicable.**

It could be as simple as this:

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**Recommended motion**

If the Board adopts one of the three calendars with no changes:

I move to approve Calendar #\_\_ as presented for the 19-20 school year.

**OTHER ALTERNATIVES:**

If the Board wishes to adopt a modified calendar:

I move to approve Calendar #\_\_ with the following changes: (state exact changes)

BAKER SCHOOL DISTRICT #12 BOARD OF TRUSTEES  
AGENDA ITEM: Oil and Gas Allocations

PRESENTER: Jen DATE: August 13, 2019

INTRODUCTION TO ACTION ITEM:

During the 2011 Legislative session, SB329 was passed into law limiting a District on oil and natural gas tax revenue retained in the fiscal year. The District may keep 130% of their maximum general fund budget. Therefore, of this quarter's oil and gas revenue (\$64,640.55), can be deposited in any budgeted fund. This action will allocate the monies received in May for the 1<sup>st</sup> quarter of 2019.

*Oil and Gas the District may keep FY20 is \$5,174,744.59*

|              |               |              |                 |
|--------------|---------------|--------------|-----------------|
| 1ST QTR 2019 |               | 1ST QTR 2018 |                 |
| AUG--19      | \$ 609,694.69 | AUG--18      | \$ 774,615.64   |
| 2ND QTR 2019 |               | 2ND QTR 2018 |                 |
| NOV--2019    | \$            | NOV--2018    | \$ 824,065.85   |
| SUBTOTAL     | \$ 609,694.69 | SUBTOTAL     | \$ 1,598,681.49 |
| 3RD QTR 2019 |               | 3RD QTR 2018 |                 |
| FEB--2020    | \$            | FEB--2019    | \$ 812,540.23   |
| SUBTOTAL     | \$            | SUBTOTAL     | \$ 2,411,221.72 |
| 4TH QTR 2019 |               | 4TH QTR 2018 |                 |
| MAY--2020    | \$            | MAY--2019    | \$ 684,640.55   |
| FY20 TOTAL   | \$ 609,694.69 | FY19 TOTAL   | \$ 3,095,862.26 |

With the 2019 Legislative Session, SB12 was passed and dissolved the O/G Impact funds at the State level and therefore, our District received \$660.21; this will be above and beyond what we receive in quarterly revenue and does not go against our limit to obtain from the Dept of Revenue.

ADMINISTRATIVE RECOMMENDATION:

The administration recommends this quarter's oil and gas payment be allocated in the following way:

General Fund \$609,694.69 + \$660.21 = \$610,354.90

RECOMMENDED MOTION:

I move to reallocate the oil and gas revenue on or about August 1, 2019 to the General Fund \$609,694.69, reserving the right to reallocate the future payments when received and further move to allocate the SB12 revenue to the General Fund as well.

— — —

This is an example of an agenda item at Baker Schools. This type of write-up is given for each action item on the agenda. I try to provide as much support information for them to make their motion.

This is an example of Ekalaka Schools agenda item guidance page.

## Ekalaka Public Schools

### Board of Trustees

Helen King, Board Chair  
Dennis Bishop, Vice-Chair  
Micheal Ashbrook  
Samantha Harris  
Cassidy Jesperson  
Arnold Ruchner

**TITLE:** PERSONNEL---  
  
CERTIFIED NON-TENURED STAFF  
  
**ORIGINATED BY:**  
  
Daniel Schrock, Superintendent  
  
**OTHERS INVOLVED:** Lora Tauck, Business Manager

### SUMMARY/DISCUSSION:

Generally, consideration for non-tenured teachers have been acted upon by separate motion.

Please refer to the attached list of teachers who are non-tenured at Ekalaka Public Schools. No teachers will be tenured with the offer of a contract for next year.

### SUPERINTENDENT RECOMMENDATION:

Approve all non-tenured contracts for the 19-20 school year.

### ACTION

At the discretion of the Trustees, employment may be considered by separate motion per individual employee or the Board may move to approve the Personnel Report as a whole for non-tenured teachers as presented and offer contracts for the 19-20 school year.

### OTHER ALTERNATIVES:

### REFERENCES:

MCA 20-3-324. Powers and duties; MCA 20-4-201. Employment of teachers and specialists by contract.  
Policy 6110P (see previous pages)

**MCA 20-4-206.** Notification of non-tenure teacher reelection -- acceptance -- termination. (1) The trustees shall provide written notice by June 1 to each non-tenure teacher employed by the district regarding whether the non-tenure teacher has been reelected for the ensuing school fiscal year. A teacher who does not receive written notice of reelection or termination is automatically reelected for the ensuing school fiscal year.  
(2) A non-tenure teacher who receives notification of reelection for the ensuing school fiscal year shall provide the trustees with written acceptance of the conditions of reelection within 20 days after the receipt of the notice of reelection. Failure to notify the trustees within 20 days constitutes conclusive evidence of the non-tenure teacher's non-acceptance of the tendered position.  
(3) Subject to the June 1 notice requirements in this section, the trustees may non-renew the employment of a non-tenure teacher at the conclusion of the school fiscal year with or without cause.

### 2017-2019 Collective Bargaining Agreement:

#### ARTICLE 4 EVALUATION OF PROFESSIONAL STAFF - 4.1 Evaluation Method

In order to assure a high quality of teacher performance and to advance the instructional programs of the District, a continuous program for teacher evaluation shall be established, and regular reports shall be made to the Board of Trustees concerning the outcome of these evaluations. The evaluation process shall include:

1. The development and periodic review of techniques and procedures for making evaluations.
2. Interpretation of the information gained in the evaluation process in terms of the objectives of the instructional program.
3. The application of the information gained to the planning of staff development and inservice training activities which are designed to improve instruction and increase teacher competence.
4. The evaluation process shall include supervisor-initiated observations. Each non-tenure teacher shall receive at least two formal written evaluations during the year. The first evaluation must be completed prior to November 15. The second evaluation must be completed prior to March 15. Each tenured teacher shall receive at least one formal written evaluation during the year. The formal written evaluations shall result from a series of observations in the classroom, not from a single visit. Prior notification shall be given to the teacher before a formal evaluation visit. Evaluations in addition to those detailed above are at the discretion of the Administration. The above procedure shall be completed before termination or nonrenewal of any teacher's contract with the exception of a non-tenure teacher, if that dismissal concerns classroom performance. If the District fails to evaluate a non-tenure teacher, it may not nonrenew or terminate the non-tenure teacher's contract for that year.

April 15, 2019

### Confirmation of Employment – Certified, Non-Tenured

| Non-Tenured      | Primary       |     |          | Year on | Matrix    | # of            |
|------------------|---------------|-----|----------|---------|-----------|-----------------|
| Name             | Job Title     | FTE | Salary   | Scale   | Placement | Prior Contracts |
| Name listed here | TEACHER, SpEd | 1   | \$28,059 | 1       | BA        | 1               |
| Name listed here | TEACHER, K-6  | 1   | \$26,980 | 0       | BA        | 0               |
| Name listed here | TEACHER, SS   | 1   | \$34,534 | 7       | BS        | 2               |



# Recommended motion: (not really!)

Several options exist for action regarding the employment of the District Superintendent.

I move to offer Mr. Jones a 1, 2 or 3 (state number of years up to 3) year contract beginning July 1, 2020

OR

I move to terminate the Superintendent's services at the expiration of the current contract

OR

Have no action at all and let the contract expire on June 30th. The contract would be automatically renewed with no action after the second successive contract; however, this is the first contract for Superintendent Jones.

# Agenda Order

— — —

Where are reports  
listed on your  
agenda?

Old Business?

Action items?

|   |                       |
|---|-----------------------|
| <b>1. Call to Order</b>                                     | <b>(Roll Call)</b>    |
| <b>2. Pledge of Allegiance</b>                              |                       |
| <del><b>3. Review and Approval of Agenda</b></del>          | <b>(Action)</b>       |
| <a href="#">Approval of Agenda Cover.pdf</a>                |                       |
| <b>4. Recognitions and Reports</b>                          | <b>(Information)</b>  |
| <a href="#">Recognations and Reports - Cover.pdf</a>        |                       |
| <b>a. Trustee Reports</b>                                   |                       |
| <b>i. Board Training - Video</b>                            | <b>(Presentation)</b> |
| <b>b. Superintendent's Report</b>                           |                       |
| <a href="#">MTSBA April 10 Bill Status.pdf</a>              |                       |
| <b>c. Department Heads' Reports</b>                         |                       |
| <b>i. Cancellation of Trustee Election</b>                  | <b>(Information)</b>  |
| <a href="#">Notice of Trustee Election Cancellation.pdf</a> |                       |

## Hint #7:

Approval of the agenda should be phased out because it can lead to discussions that go beyond reordering the agenda. To address this issue, the following disclaimer can be added to the agenda:

*The Board Chair is authorized to adjust the order of agenda items to accommodate scheduling needs of interested parties.*



# What Format Do You Use?

Do you prefer paper?

Are you paperless?

What works best for you  
all depends on what your  
board is comfortable with!

— — —

Accredited by State Department of Public Instruction

*Baker Public Schools*

AARON SKOGEN, Superintendent  
DAVID BREITBACH, High School Principal/AD  
JACOB GION, Vice Principal/Assistant AD

1015 South Third West  
PO Box 659

**Baker, Montana 59313**  
High School Phone (406) 778-3329  
Elementary Phone (406) 778-2022

BO LINGLE, Elementary Principal  
JENNIFER METTLER, District Clerk  
SCOTT ANDERSON, Technology Director

— — —  
This is a Google Doc Agenda

All the hyperlinks are the  
agenda items so they can  
always keep the agenda on  
their main screen and follow  
along.

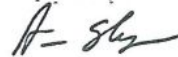
**SPECIAL  
SCHOOL BOARD MEETING**  
Friday, September 20, 2019  
**12:00 PM**

**CALL TO ORDER**

**ACTION ITEMS:**

1. [Paraprofessional Hire](#)
2. [Wrestling Coop](#) - [Wibaux](#)

Respectfully Submitted,



Aaron Skogen  
Superintendent



# Online Sharing?!

Do you Share your packets on  
on your webpage during the  
meeting?

Do you have your packet  
visible during your meeting?  
How?

Or do you have copies  
available at your meeting  
for the public?

# Thank You!!



Are there any other suggestions or great ideas you do for your board packets? Let's hear them!