

**SUNBURST SCHOOL DISTRICT #2
SPECIAL MEETING**

BOARD MINUTES

July 12, 2016

CALL TO ORDER: The special meeting of the Board of Trustees was called to order at 7:02pm by the Chairman, Lisa Kearns with the *pledge to our flag*. The School District No. 2. Trustees present to constitute a quorum were:

Lisa Kearns, Chairman

Scott Griffin, Trustee

Jonette Johannsen, Vice-Chairman

James Nagy, Trustee

Lisa Samsal, Trustee

Guests and staff in attendance were:

Christina Barbachano, Superintendent

District Staff – See attached list

Peggy Tobin, Business Manager

APPROVE/REVISE/AMEND AGENDA - Action 1

Jim moved to approve the agenda. Jonette seconded the motion and it passed unanimously.

AUTHORIZED REPRESENTATIVE – CHRISTINA BARBACHANO – Action 2

Jim moved to pass a resolution appointing Christina Barbachano as the district's authorized representative. Lisa S. seconded the motion and it passed unanimously.

PUBLIC COMMENTS—NON-AGENDA

There were no public comments

WELCOME BY CHRISTINA BARBACHANO – Christina welcomed attendees to the meeting and explained how she spent time reading all of the policies after she was hired by the board and noted that many have not been reviewed or updated in quite some time.

READINGS OF POLICIES – Discussion – Christina read and discussed the following policies (copies attached):

- a. 1005 – Mission of the Board
- b. 1007 – Philosophy of Education
- c. 1240 – Duties of Individual Trustees
- d. 1312 – Administrative Procedures
- e. 1402 – School Board Use of Electronic Mail
- f. 1511 – Code of Ethics for School Board Members

POLICY 1610 ANNUAL GOALS & OBJECTIVES – Discussion – Christina led a discussion on the creation of annual goals and a five-year plan. The five areas below reflect the various components of a school. Christina led a listening session of the strengths and weaknesses of each area listed below and compiled lists of each (See attached list).

- a. Student Programs/Curriculum/Achievement
- b. Staff Development
- c. Technology
- d. School Community Relations and Communications
- e. Facilities

Christina asked each board member to choose their two top priorities. Jonette – a-1st & b-2nd; Scott – same; Lisa S – a-1st & e-2nd; Lisa K – a-1st & b-2nd; Jim-a-1st & e-2nd; Peg – a-1st & b-2nd

Lisa S commented that the transition of the JH to the HS needs additional focus.

Next Regular Board Meeting—July 19, 2016 at 7:00 PM

ADJOURN – Action 3

Jonette moved to adjourn the meeting at 9:12pm. The motion was seconded by Scott and passed unanimously.



LISA KEARNS, CHAIRMAN



PEGGY TOBIN, CLERK

DATE: 8/9/16

DATE: 8/9/16

SUNBURST SCHOOL DISTRICT 2
SPECIAL BOARD MEETING
July 12, 2016 - 7:00PM
GUEST LIST
PLEASE SIGN IN!!

NAME _____	REPRESENTING _____
<i>Bris Ry</i>	
<i>Alvin Hill Jr. Jeff</i>	
<i>Nancy Linnell</i>	



SUNBURST SCHOOL DISTRICT #2

P.O. BOX 710
SUNBURST, MONTANA 59482

RESOLUTION AUTHORIZING SUPERINTENDENT TO BE SUNBURST SCHOOL DIST #2 AUTHORIZED REPRESENTATIVE

BE IT RESOLVED that the Board of Trustees of Sunburst School District #2 appoints M. Christina Barbachano, District Superintendent, as the district's Authorized Representative.

Approved this 12th day of July, 2016.

Ayes –

Nays –



Lisa Kearns, Chairman

7/12/16.

Date

1 **Sunburst K-12 Schools**

2
3 **THE BOARD OF TRUSTEES**

1005

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5 Mission of the Board

6
7 As trustee for the community's schools, the Board is responsible for:

8
9 **Representing the Community** (learning about the concerns and aspirations that all segments of
10 the community have for the schools and attempting to find ways to accommodate them when
11 possible so that the schools will accurately respond to the community's needs);

12
13 **Adopting Policy** (developing and implementing policies to guide the District toward compliance
14 with federal and state statutes, rules, and regulations);

15
16 **Monitoring Operations** (reviewing District operations to ensure compliance with District
17 policy);

18
19 **Controlling Expenditures** (formulating the District's annual budget and approving expenditures
20 pursuant to the budget); and

21
22 **Resolving Disputes** (resolving complaints or grievances brought by students, staff, or patrons,
23 except those which by law or contract are assigned elsewhere for resolution).

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27 Policy History:

28 Adopted on: July 1997

29 Reviewed on: July 18, 2007

30 Revised on:

1 **Sunburst K-12 Schools**

2
3 **THE BOARD OF TRUSTEES**

1007

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5 Philosophy of Education

6
7 The Board is committed to a philosophy of service to the community through the education of its
8 children and adheres to the following objectives in achieving this philosophy:

- 9
10 1. To obtain the best teachers available for the department in which they are to teach.
11
12 2. To present a curriculum to the students, which is second to none for a school of its size.
13
14 3. To build and maintain a physical plant the whole community may be proud of for the
15 better education of its students.
16
17 4. To encourage and help, by the means within its power, all organizations which tend to
18 better the educational climate of the community and its youth.
19
20 5. To encourage and insist on the following objectives for its students:
21
22 a. To master fundamental skills and knowledge the student needs.
23
24 b. To develop good work habits.
25
26 c. To help build fine character with wholesome attitudes toward life.
27
28 d. To increase the desire to learn and “grow.”
29
30 e. To recognize and prefer wise and just leadership.
31
32 f. To teach children that discipline is the price of freedom.
33
34 g. To develop an appreciation for their role in the family and in civic groups.
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38 Policy History:

39 Adopted on: July 1997

40 Reviewed on: July 18, 2007

41 Revised on:

4
5 Duties of Individual Trustees

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7 The authority of individual trustees is limited to participating in actions taken by the Board as a
8 whole when legally in session. Trustees shall not assume responsibilities of administrators or
9 other staff members. The Board or staff shall not be bound by an action taken or statement made
10 by an individual trustee, except when such statement or action is pursuant to specific instructions
11 and official action taken by the Board.

12
13 Each trustee shall review the agenda and attendant materials in advance of a meeting and shall be
14 prepared to participate in discussion and decision making for each agenda item. Each trustee
15 shall visit every school at least once per year to examine its management, conditions, and needs.

16
17 All trustees are obligated to attend Board meetings regularly. Whenever possible, a trustee shall
18 give advance notice to the Chairperson or Superintendent, of the trustee’s inability to attend a
19 Board meeting. A majority of the Board may excuse a trustee’s absence from a meeting if
20 requested to do so.

21
22 **Board members, as individuals, have no authority over school affairs, except as provided**
23 **by law or as authorized by the Board.**

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27 Cross Reference: 1113 Vacancies

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29 Legal References: § 20-3-301, MCA Election and term of office
30 § 20-3-308, MCA Vacancy of trustee position
31 § 20-3-324(21), MCA Powers and duties
32 § 20-3-332, MCA Personal immunity and liability of trustees

33
34 Policy History:

35 Adopted on: July 1997
36 Reviewed on: July 18, 2007
37 Revised on: August 19, 2014

1 **Sunburst K-12 Schools**

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3 **THE BOARD OF TRUSTEES**

1312

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5 Administrative Procedures

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7 The Superintendent shall develop such administrative procedures as are necessary to ensure
8 consistent implementation of policies adopted by the Board.

9

10 When a written procedure is developed, the Superintendent shall submit it to the Board as an
11 information item. Such procedures usually need not be approved by the Board, although the
12 Board may revise them, when it appears they are not consistent with Board intentions as
13 expressed in its policies. On controversial matters the Superintendent shall submit proposed
14 procedures to the Board for review prior to their adoption.

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18 Policy History:

19 Adopted on: July 1997

20 Reviewed on: July 18, 2007

21 Revised on:

4
5 School Board Use of Electronic Mail

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7 Use of electronic mail (e-mail) by members of the Board will conform to the same standards of
8 judgment, propriety, and ethics as other forms of school board-related communication. Board
9 members will comply with the following guidelines when using e-mail in the conduct of Board
10 responsibilities:

- 11
- 12 1. The Board will not use e-mail as a substitute for deliberations at Board meetings or for
- 13 other communications or business properly confined to Board meetings.
- 14
- 15 2. Board members will be aware that e-mail and e-mail attachments received or prepared for
- 16 use in Board business or containing information relating to Board business may be
- 17 regarded as public records, which may be inspected by any person upon request, unless
- 18 otherwise made confidential by law.
- 19
- 20 3. Board members will avoid reference to confidential information about employees,
- 21 students, or other matters in e-mail communications, because of the risk of improper
- 22 disclosure. Board members will comply with the same standards as school employees,
- 23 with regard to confidential information.
- 24

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27 Cross Reference: 1400 Board Meetings

28 1401 Records Available to Public

29

30 Legal Reference: § 2-3-103, MCA Public participation – governor to insure guidelines

31 adopted

32 § 2-3-201, MCA Legislative intent – liberal construction

33 § 2-3-203, MCA Meetings of public agencies and certain associations

34 of public agencies to be open to public – exceptions

35 § 20-3-322, MCA Meeting and quorum

36

37 Policy History:

38 Adopted on: July 18, 2007

39 Revised on:

1 **Sunburst K-12 Schools**

2
3 **THE BOARD OF TRUSTEES**

1511

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5 Code of Ethics for School Board Members

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7 **IT SHALL BE MY CONSTANT ENDEAVOR:**

- 8
9 1. To devote time, thought, and study to the duties and responsibilities of a Board member
10 so that I may render effective and credible service.
11
12 2. To work with my fellow Board members in a spirit of harmony and cooperation, in spite
13 of differences of opinion which may arise during vigorous debate of points at issue.
14
15 3. To base my personal decisions on all available facts in each situation; to vote my honest
16 conviction in every case, unswayed by partisan bias of any kind; thereafter, to abide by
17 and uphold the Board's final majority decision.
18
19 4. To remember at all times that, as an individual, I have no legal authority outside the mean
20 of the Board and to conduct my relationships with the school staff, local citizenry, and all
21 communication media on the basis of this fact.
22
23 5. To resist every temptation and outside pressure to use my position as a Board member to
24 benefit myself or any other individual or agency apart from the total interest of the
25 District.
26
27 6. To recognize that it is as important for the Board to understand and evaluate the
28 educational program of the schools as it is to plan for the business operation of the
29 schools.
30
31 7. To bear in mind under all circumstances that the Board's primary function is to establish
32 policies by which the schools are to be administered but that the administration of the
33 educational program and the conduct of school business shall be left to the employed
34 Superintendent and his professional and nonprofessional staff.
35
36 8. Finally, to welcome and encourage active cooperation by citizens, organizations, and the
37 communications media in the District, with respect to establishing policy on current
38 school operation and proposed future developments.
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42 Policy History:

43 Adopted on: July 1997

44 Reviewed on: July 18, 2007

45 Revised on:

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Sunburst K-12 Schools

R

THE BOARD OF TRUSTEES

1610

Annual Goals and Objectives

Each year the Board will formulate annual objectives for the District and will have available a written comprehensive philosophy of education with goals that reflect the District's philosophy of education. The philosophy of education and goals shall be in writing and shall be available to all.

At the conclusion of the year, the Superintendent shall submit a report to the Board which reflects the degree to which annual objectives have been accomplished.

Legal Reference: 10.55.701, ARM Board of Trustees

Policy History:

Adopted on: July 18, 2007

Revised on:

Student Programs/Curriculum/Achievement

Strengths

Science - Individualized SI
 Caring teachers
 Program diversity
 Extra-and Co-Curricular diversity
 Culture of Success
 Well-mannered
 Refiner Pride
 Accepting/Inclusive
 Caring students - compassion
 Strong music program
 Culinary program
 Differentiated Math instruction - work hard to meet the needs of math students
 Special Education

Weaknesses

Some students may not be able to meet their full potential
 More options that 4-year college
 English program
 Resume/Cover Letter/ Prepping
 Vocational Education
 Visual Art Curriculum
 Inconsistency in types of programs offered - due to staffing
 FCCLA-
 Field Trips - experiential learning at elementary level
 Robotics- need to build program
 Lack of mental health services for students
 Adult education
 Weight-lifting program

Staff Development

Strengths

Caring teachers
 Business Clerk
 Val
 Kitchen staff - nutritional program as well
 Breakfast at the high school
 Special education teachers - Jodi (says Scott)
 Willingness to be collaborative
 Supportive
 Cooperative
 Devoted to kids and community
 Knowledgeable in content areas
 Step up and lead

Weaknesses

Curriculum accountability - aligned to standards
 Attract teachers
 Evaluation and supervision process
 Lack of leadership
 Provide meaningful new teacher mentoring and support
 Course Descriptions - handbook needs updating
 Vocational Program- safety issues
 Professional development on content specific technology
 GTCC- utilization and follow-through
 Meaningful PIR
 Non-participation in MEA days
 Treating students fairly

Technology

Strengths

<p>1:1 Focus towards growth Progressive Staff willing to put time into technology Diversity of technology MCIS</p>	<p>Training - IPADS, smartboards, Google, integrating into curriculum, Presentation skills using technology Under-utilization of MCIS</p>
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Weaknesses

School Community Relations and Communications

Strengths

<p>Wonderful support for science Monthly newsletter is good but needs to be condensed Very supportive community Life of community revolves around the life of the school Available and approachable board of trustees Staff is involved in community School community volunteers in community Community volunteers involved in schools</p>	<p>Website needs revamping and updating Need to communicate to retired community about district needs Building a PTO community Developing apathy from families and then students Approachability - being intentional about being welcoming and inclusive Lack of leadership in communication</p>
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Weaknesses

Facilities

Strengths

<p>It's standing Grade school is in decent shape Lots of room Room for growth Buses are in decent shape</p>	<p>Storage - but we also have too much stuff Cleanliness at High school Safety- fire exits Science Lab - outdated- gas leak Ag building - disorganization, fire safety Big crack in auditorium Locker rooms Lack of hot water in rooms ADA accessibility Safety railings in gym Weight lifting room Costs of heating</p>
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Weaknesses

	Need to rekey building Texting while driving
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