



3497 North Ammon Road, Idaho Falls, Idaho, 83401 ♦ (208) 525-4400 ♦ Fax (208) 529-0104 ♦ www.d93schools.org

Dr. Charles J. Shackett, Superintendent

Marjean McConnell, Deputy Superintendent

Scott Woolstenhulme, Assistant Superintendent

Board Retreat

July 7, 2017

8:00 AM

Stockman's Restaurant, 1175 Pier View Dr., Idaho Falls, ID 83402

I. Continental Breakfast at Stockman's Restaurant, 1175 Pier View Dr., Idaho Falls 8:00 a.m.

II. Welcome - Vice Chairman Paul Jenkins

Vice Chairman Paul Jenkins called the meeting to order at 8:30 a.m., welcomed everyone and acknowledged Attorney Doug Nelson in attendance. He briefly discussed a date for the upcoming Family BBQ to be held in September. He then turned the time over to Attorney Doug Nelson.

III. Ethics and Governance - Doug Nelson 8:30 a.m. - 10:30 a.m.

Doug Nelson gave each person in attendance copy of his PowerPoint Presentation, *Bonneville School District Board Training 2017: Board Governance and Ethics*. These are the major topics he addressed:

A. What Does it Mean to be a Board Member?

Legal Framework: Service on the School Board and the importance of its standards; important to understand the legal framework in Idaho for School Boards

Oath of Office: Support of the Constitution of the United States, the Constitution and the laws of the State of Idaho and the policies and procedures of Bonneville Joint School District 93. An oath must be taken; it is a legal obligation. If you have reservations about the oath, you then have reservations about being on the School Board. Trustees are given the trust to abide over the district and the students of the District. Board members are required to attend all regular meetings, work sessions, special meetings and executive sessions. Board members are required to follow the rules and laws of the Idaho Department of Education. Fiduciary, the relationship between the trustee, the District and its students and the patrons of Bonneville Joint School District 93, include the duty of care, duty of loyalty and duty of obedience.

Constitution of the State of Idaho: Article 9: Section 1: Legislature to establish system of free schools for students up to the age of 21.

Conflicts of Interest: Bonneville Joint School District 93 Board of Trustee members shall not have a financial interest directly or indirectly in any contract or other transaction pertaining to the maintenance of conduct of the District, or to accept any reward or compensation for services rendered as a Board member except as otherwise provided by law.

B. Board Code of Ethics

Code of Conduct for School Board Members, BJS93 Policy 1600

C. Board/Staff/Superintendent Relationship

Chain of Command for resolution of complaints: Refer complainant to District Policy on grievances → Person closest to the problem (coach, teacher, bus driver, etc.) → Person in Authority closest to problem (Principal, Supervisor, Administration, etc.) → Superintendent → Board.

D. Policy and Governance

Policy is the means by which the School Board governs the school district. Keep the policy language as simple as possible; policies provide direction, accountability and consistency. Policy review and revision are important. Many of the board policies specific to the Board were included in the handout.

E. Open Meeting Law

Idaho Code §74-201 to 74-208 To be structured whenever a quorum of the School Board meets to deliberate or to make a decision in a public setting through the direction of the Board chair.

Discussion must be relevant to the motion or topic. A copy of the Open Meeting Law Manual was included.

Board of Trustees ♦ Paul Jenkins ♦ Amy Landers ♦ Greg Calder ♦ Chad Dance ♦ Scott Lynch

Bonneville Joint School District No. 93 is an Equal Opportunity Employer

Executive Sessions: Violation of Open Meeting Law to have any public conversations from an Executive Session; all information about employees and students is confidential. Motions are required to move from Open Meetings to Executive Session and back into Open meeting. All meetings must be noticed.

IV. Break - 10:30 a.m.-10:45 a.m.

Vice Chairman Jenkins reconvened the meeting at 10:45 a.m. and turned the time over to Doug Nelson to present Best Practices for bond campaigning.

V. Bond Campaigning

A. Best Practices- Doug Nelson 10:45 a.m. - 11:15 a.m.

The District's role in bond campaigning is to educate, not advocate. Use of district funds and facilities and employees on the clock is prohibited. Strong talking points should be facts only; i.e., description of building, purpose of project, reason for running an election, and estimated taxpayer impact. Penalties can be applied for improper election procedures and practices. Strong public relations is key; patron AD-HOC committees can develop campaign strategies, provide voter registration and election materials, and organize fund raisers. Time line for August 29, 2017 election was included.

B. Bond Campaign Planning - 11:15 a.m. – noon

Vice Chairman Jenkins opened discussion on how to campaign for the future bond. The board revisited the motion made in the Special Meeting on June 28, 2017 pertaining to building a large middle school, a special needs hub, repairing the roof on Iona Elementary, and updating the parent drop off loop at Falls Valley Elementary. A bond of \$58,500,000 will be placed on the on the ballot for the August 2017 election. The wording for this resolution is due to the election office by Monday, July 10, 2017. Discussion evolved around building location, what's best for 6th graders, aligning high schools with middle schools, cost per student, reaching capacity vs. empty seats, lower cost bond more acceptable to voters, and not having a strong board majority.

VI. Lunch - Noon - 1:00 p.m. – Bond discussion concluded at 1:30 p.m.

Break – 1:30 p.m. – 1:45 p.m.

VII. Public Records - Scott Woolstenhulme 1:45 p.m. – 2:00 p.m.

Vice Chairman Jenkins invited Scott Woolstenhulme to present information on Public Records. Any writing containing information relating to the public's business prepared, owned, used or retained, regardless of physical form or characteristics are public record. The Board was admonished not to use personal emails or personal cell phones to text or to discuss or relay any board information or communications.

VIII. 2017-2018 Strategic Plan: Part 1 - Scott Woolstenhulme 2:00 p.m. – 3:00 p.m.

Vice Chairman Jenkins invite Scott Woolstenhulme to introduce the 2017-2018 Strategic Plan. Professional Learning Communities (PLC) are the framework for improvement; the ongoing process of teachers working collaboratively to achieve higher levels of learning for every student. The three big ideas are:

1. Cultures of collaboration – PLCs work as a team to achieve common goals for which we are all mutually accountable.
2. Focus on learning - PLCs core mission is to not simply ensure that students are taught, but to ensure that they learn.
3. Focus on results – PLCs measure our success by results.

A. How Board Goals Drive Continuous Improvement - Dr. Shackett

Vice Chairman Jenkins reconvened the meeting invited Dr. Shackett to present how Board goals drive the district. The key areas used for setting District goals include the District vision: Student Success by Design and the mission: Developing confident learners who think critically, read thoughtfully, write effectively, solve complex problems accurately, and shore talents fearlessly. Other areas include District 93 values, guiding principles, District Leadership Team norms, and the Board goals.

IX. Break - 3:00 p.m. - 3:15 p.m.

X. 2017-2018 Strategic Plan: Part 2 - Scott Woolstenhulme 3:15 p.m. – 3:45 p.m.

Key strategies for 2017-2018 are:

- Focus on learning and results: Assessment training in August 2017
- PLC Fundamentals: PLC Institute for School Leadership Teams
- Teacher Evaluations: Individual Professional Learning Plan (IPLP) and Student Learning Objectives (SLO)

XI. ISBA Resolutions - Marjean McConnell 3:45 p.m. - 4:00 p.m.

Vice Chairman Jenkins invited Marjean McConnell to present on upcoming ISBA Resolutions. Ms. McConnell presented information on two resolutions to submit to the ISBA Convention in November.

Resolution: Contingency Fund

Due to the fact that the funding formula will be changed and Idaho School Districts cannot anticipate the impact, it is necessary that increases be made to the contingency reserve law to protect individual districts. The Idaho School Board Association should actively work to increase the general fund contingency limit.

Resolution: Education Factor for CTE Instructors

Due to the fact that the Career and Technical Education is a large part of meeting the 60% Go On Rate established in Idaho and that qualified instructors coming from industry usually take a reduction in pay to enter the ranks of a teacher, this measure would honor the professional experience of CTE instructors and assist in funding a salary equitable to other experienced teachers. The Idaho School Board Association should actively work to change Idaho Code 33- 1004A(2) allowing professional experience for CTE instructors to be allowable experience for funding purposes.

XII. Dinner - 4:15 p.m. - 5:15 p.m.

Vice Chairman Jenkins expressed his appreciation to the administration for their dedicated service to D93 and excused them to leave after dinner.

VIII. Effective Meetings - Mary Hansen, Board Clerk 4:00 p.m. - 4:30 p.m.

A. Roberts Rules of Order - Mary Hansen presented a PowerPoint on Roberts Rules of Order.

1. Basic Principles – parliamentary procedures for conducting business in an efficient, orderly manner;
2. Meeting Summary – types of meetings; meeting procedures;
3. Overview of Motions – proposing, seconding, and amending motions; types of motions.

XIV. Setting Board Goals - Board Members

A. Goal Discussion 2017-2018

Vice Chairman Jenkins reconvened the meeting at 5:15 p.m. and opened discussion by reviewing the goals from last year and addressing goals for 2017-2018.

2016-2017 Goals were:

1. Students prepared for college or career, ready to compete in a global society.
2. Attract and retain staff, teachers, and administrators that are of a high professional quality.
3. Engage the community in the learning process.
4. Ensure safe and well maintained environment for the welfare of all staff and students.
5. A Board committed to excellence in education and aware of its responsibilities.

2017-2018 goals are:

1. Students prepared for college or career, ready to compete in a global society.
2. Attract and retain high quality staff, teachers, and administrators.
3. Engage the community.
4. Ensure safe and well maintained environment and facilities.
5. A Board committed to mastering its responsibilities.

Vice Chairman Jenkins discussed the spokesperson request from Adam Frugoli received Thursday.

XV. Upcoming Meetings

- A. Annual Meeting - **Wednesday, July 12, 2017** - District Board Room - 7:00 p.m.
- B. Opening Administration Meeting Luncheon - **Monday, August 7, 2017** - 11:30 a.m. - Place TBD
- C. Regular Meeting - **Wednesday, August 9, 2017** - District Board Room - 7:00 p.m.
- D. Opening Meeting - **Tuesday, August 22, 2017** - Hillcrest PAC - Time TBD
- E. Work Session - **Wednesday, August 30, 2017** - District Board Room - 11:30 a.m.

XVI. Adjournment Vice Chairman Jenkins adjourned the meeting at 6:56 p.m.

APPROVED: _____

Chairman

ATTESTED: _____

Clerk

Date: _____

7/12/2017