



Board of Education Planning Session/Retreat Meeting Minutes

DATE: Wednesday, August 3, 2016
TIME: 5:30 p.m.
PLACE: Administrative Office Conference Room

I. Call to Order/Welcome:

President Kandace Boysen called the Planning Session/Retreat meeting to order at 5:46 p.m. The following members of the board were present: Kay Olthoff, Stan Miller Christine Burnaw, Jay Keessen, Mike Hansen, and Jeanne Cooper-Kuiper. Absent: None Also in attendance, Superintendent, Mr. Greg Helmer

II. Approval of Agenda:

Kay Olthoff moved and Christine Burnaw supported the motion to approve the agenda as amended. Motion Carried 7-0 Absent: None

III. Public Comment:

None at this time.

IV. Board Member Discussion Topics

A. The Board's Goals for the Superintendent

1. Initiate and maintain communication with the Board on the front end dealing with matters related to the budget, negotiations, physical plant, personnel, district operations and areas of Board concern.
2. Explore diverse professional recruitment adhering to best practices.
3. Involve the Board in the pre-planning, planning, and execution of the up-coming Bond proposal and drive. Update the Board on a quarterly basis.
4. Provide the Board with performance data each trimester including data on student performance, attendance, including any readily accessible disaggregated data.
5. Involve the Board in the planning of the revision to the current and development of the next District Strategic Plan.
6. In conjunction with the Superintendent's self-goal, to achieve balance between personal and work life.

B. 2016-2017 Superintendent Evaluation

1. Timeline:
 - a. July 2016-June 2017.
 - b. Interim Review in December 2016
2. Tool to be used:
 - a. MASB tool as modified by local goals
 - b. Training in evaluation to be provided by the ISD
3. Process to be used
 - a. Referencing the evaluation MASB Evaluation Guidelines Option #2 followed by Option #4
4. Superintendent's Self Goals
 - a. Appendix A and B as modified

C. Transportation Building & Site Plan

1. Board wishes to see site plans and renderings of new transportation facility
2. Middle School Parking Lot drive grade issue
3. Changes to physical plant and facilities must come to the board for review and approval-Stan will draft policy and check w/ MASB for opinion

D. New Member/Appointee/Candidate information Packet.

1. Chris Burnaw will prepare a 1-2 page summary sheet with additions of calendar, Open Meetings Act, FOIA
2. Purchase copies of Becoming Better a Board Member

E. Discussion: Work Sessions and Regular Meetings Content

1. Discussed the function of each and agreed that only issues that needed immediate attention because of timelines would be action items.
2. New format for work session considered

F. Procedure for Board Officer elections

1. Reference to page #9 on the Agenda noting #1 for the election of an Acting Chairperson.
2. In December, will make effort to investigate interest in Board officer position prior to the election.

V. Closed Session, RE: Negotiations Update with the Board

- A. Stan Miller moved and Mike Hansen supported the motion to go to Closed Session for the purpose of Negotiations Update with the Board.
- B. Role call vote:
 - 1. Chris: aye
 - 2. Jeanne: aye
 - 3. Mike: aye
 - 4. Jay: aye
 - 5. Stan: aye
 - 6. Kay: aye
 - 7. Kandace: aye
- C. Minutes of the Closed Session were reviewed.
- D. Back to Open Session at 9 P.M.
- E. Stan Miller moved and Kay Olthoff supported the motion to approve the minutes of the Closed Session meeting. The motion carried unanimously.

VI. Other Business/Announcements

- A. MASB Fall Meeting November 10-13
- B. Jay Keessen offered that the Board expresses our appreciation to staff in September building meetings and administrative cabinet meetings with a personally delivered treat.
- C. District School Opener on August 31st. The Board is encouraged to attend.
- D. Soccer field drainage could cost as much as \$250,000. It was suggested by Kay and Jeanne that it would be wise to investigate moving the soccer field to either the Ross Park fields or the property on McCracken. The Superintendent will investigate the feasibility of either of the two fields.

VII. Adjournment:

Meeting was adjourned by President Kandace Boysen at 9:17 a.m.

Respectfully Submitted,


Jeanne Cooper-Kuiper
Secretary, Mona Shores Board of Education

