

Hamilton School District #3

Human Resource Committee Meeting

Monday – March 11, 2013

5:00 p.m. – District Office Board Room

Student Affairs Committee Meeting

Monday – March 11, 2013

6:15 p.m. – District Office Conference Room

REGULAR SCHOOL BOARD MEETING

Monday – March 11, 2013

District Office Board Room - 6:30 p.m.

Regular Board Meeting AGENDA – Revised (03/08/2013):

1. Call to order:
 - 1.1. Pledge of Allegiance
2. Board Meeting Minutes: February 11th Regular, February 19th, and February 25, 2013 Special Meetings
3. Public comment on any public matter not on the agenda:
4. Building Reports:
 - 4.1. Building Principals:
 - 4.1.1. 2013-2014 School Calendar Information and Discussion
 - 4.2. Superintendent's Report:
5. Board Committee Reports, Recommendations and Possible Action:
 - 5.1. Curriculum Committee
 - 5.2. Budget and Strategy Committee
 - 5.3. Human Resources Committee
 - 5.4. Student Affairs Committee
 - 5.5. Classified Negotiations Committee
 - 5.6. Certified Negotiations Committee
 - 5.7. Operations Committee
 - 5.7.1. Facility Report
 - 5.7.1.1. Safety/Security/Cameras/Doors
 - 5.7.2. Financial Reports and Bills
6. Board Action:
 - 6.1. Approval of Letters of Resignation:
 - 6.1.1. Joe Kerr – Assistant Football Coach
 - 6.1.2. Kevin Conwell – High School Principal
 - 6.2. High School Principal Search and Interview Schedule
 - 6.3. Approval of Letters of Retirement and Acceptance of the Early Retirement Incentive:
 - 6.3.1. Sheila Berkley – Teacher / Grantsdale
 - 6.3.2. William Bratches – Teacher / Hamilton Middle School
 - 6.3.3. Christine Gunvaldson-Waltz – Teacher / Hamilton Middle School
 - 6.3.4. Mona McCarty – Teacher / Hamilton Middle School
 - 6.4. Recommendation to hire or contract for the 2012-2013 School Year:
 - 6.4.1. Denise Fortney – Activity Bus Driver
 - 6.4.2. Darrel Jones – Activity Bus Driver
 - 6.5. Recommendation to hire or contract an Extracurricular Activity Head Coach for the 2012-2013 School Year:
 - 6.5.1. James Pinjuv – Head Boys' and Girls' Tennis Coach
 - 6.6. Hamilton Middle School Request to Start the WatchDOGS Program:
 - 6.7. Annual School Election:
 - 6.7.1. Trustees Call for an Election – Approval of Election Resolution and Review of Election Dates
 - 6.8. Disposition of Grantsdale Property:
7. Community Out-Reach and Communications:
 - 7.1. Valley Viewpoint – "Closing Grantsdale School was a difficult but necessary decision" by D. Bedey
 - 7.2. Special School Board Meeting – March 28th
 - 7.3. Community Lunch at Hamilton High School – April 10th
8. Adjournment:

Interested persons are encouraged to attend Board Meetings and to comment on agenda items. If you wish to add an agenda item, please submit a letter to the District Office at least one week prior to the next Board Meeting. The next Regular Meeting of the Board of Trustees will be held on April 8, 2013, at 6:30 p.m. in the District Conference Room. The Operations Committee will meet on April 3, 2013, starting at 5:30 p.m.

Call to order: Board Chairman Mr. David Bedey called the Regular Meeting of the Board of Trustees to order at 6:30 p.m. on March 11, 2013, in the District Office Conference Room. Trustees present included: Mrs. Corrine Gantt, Mrs. Lavon Heath, Mrs. Demaris Moore, Mr. Jim Shea and Mrs. Bonnie Wickham. Administrators present included: Superintendent Mr. Tom Korst; Principals Mr. Kevin Conwell, Mrs. Kathleen Dent, Mrs. Shawna Kientz, Mr. Dan Kimzey and Mr. Eric Larson; Assistant Principal Ms. Joel Stuber; Head of Maintenance Ms. Judy Hake and District Clerk Ms. Cathy Binando. Trustee Mrs. Nancy Rogers was not in attendance.

1.1. Pledge of Allegiance – Mr. Bedey led the group with the Pledge.

2. **Board Meeting Minutes:** – The Board reviewed the minutes from the Regular Meeting on February 11, 2013, and the Special Meetings held on February 19th and 25th, 2013.

Mrs. Gantt moved to approve the minutes of the Regular Board Meeting. Mrs. Wickham seconded and the motion carried 6-0.

Mr. Shea moved to approve the minutes from the Special Board Meeting held on February 11, 2013. Mrs. Moore seconded and the motion carried 6-0.

Mrs. Moore moved to approve the minutes from the Special Board Meeting held on February 25, 2013. Mrs. Wickham seconded and the motion carried 6-0.

3. **Public Comment:** Ms. Pam Erickson stated she had been out of town during the discussion of closing Grantsdale and noted several issues with window-less classrooms and the cement floor gym at Daly and hoped the Board would re-visit their decision.

4. **Building Reports:**

4.1. Building Principals:

Hamilton High School – Mr. Conwell reported that the high school enrollment was 521 students, which is down from the February count. The high school hosted two tournaments this year. A grant was received from Triple E for a flat screen television and dvd player for the counseling center. Two Plum Creek Grants were received. Mrs. Carmody received one for a literary magazine and one for Mr. Shupp for media performing arts. The Science Club is visiting the Rocky Mountain Lab and the Advanced Art Class is visiting galleries in Missoula. The musical “Hairspray” is playing this week. CRT and Smarter-Balance testing will be taking place for some classes.

Hamilton Middle School – Mr. Kimzey reported that the CRT testing had been completed; the 7th and 8th graders would be attending “Hairspray”; and Healthy Choices Day would be on Thursday.

Daly Elementary School – Mr. Larson provided a handout for the packet. Mr. Larson also reported on the CRT Testing; Triple E grant; Spectra received a Plum Creek grant; the Masons provided bikes for books; and the families for education fund raising event was a huge success.

Grantsdale Elementary School – Mrs. Dent reported on the Triple E grant and the Town Pump grant. The Masons provided bikes for students reading books. A facebook page has been set up to receive comments on community desires for the bell tower. A community event has been scheduled for June 1st. The Governor and the Superintendent of the Office of Public Instruction have been invited to attend.

Washington Elementary School – Mrs. Kientz reported that a color printer was received from the Triple E grant. It is “I love to read month” and students are joining the “100 book club”. A \$500 grant was received from the Town Pump for math and science. The spaghetti dinner fund-raiser will be held on Thursday.

4.1.1. 2013-2014 School Calendar Information and Discussion

A draft of the 2013-2014 school calendar was discussed. This calendar would have the first day of school on September 3rd and the last day of school on June 6th. New to this proposed calendar are PIR days where students in grades K-5 would not attend and students in grades 6-12 would have early outs. Mr. Larson and Mr. Kimzey noted that attendance is down on early out days. In order to host the Speech and Debate tournament, the High School and Middle School facilities will be needed and no school can be in session in those buildings on those days. It was noted that less aggregate hours were needed for the lower elementary, but the requirements for 4-5 would need to be reviewed. Mr. Korst noted the need to be thoughtful of parental needs. It was noted that the calendar was needed to put into the student handbooks and to get the red calendar printed. This item will be discussed again in April.

4.2. Superintendent’s Report:

Mr. Korst noted that the high school principal interviews would be held next Monday and Tuesday. Mr. Korst also noted that he would have personnel recommendations for the Board Meeting to be held on March 28th.

5. Board Committee Reports, Recommendations and Possible Action:

5.1. Curriculum Committee: Mr. Bedey reported that the Committee had not met since the last Board Meeting.

5.2. Budget and Strategy Committee: Mr. Bedey reported that the Committee had not met since the last Board meeting.

5.3. Human Resources Committee: Mrs. Moore reported that the Committee had met to discuss the superintendent evaluations and the evaluation cycle. The evaluation forms are due to the Board Chairman on March 21st so he can compile the results. The Board will hold the formal evaluation on March 28th.

5.4. Student Affairs Committee: Mr. Shea reported that the Committee met earlier and approved the hiring of the Head Tennis Coach, Mr. Pinjuv. There is a problem with the finish on the high school gym floor and a meeting will be held on Friday to discuss scheduling for the gym.

5.5. Classified Negotiations: Mr. Shea reported that the committee will meet on Wednesday at 4:15 p.m..

5.6. Certified Negotiations Committee: Mr. Bedey reported that the committee will be meeting on March 27th.

5.7. Operations Committee: Mr. Shea reported on the February 6, 2013 meeting:

5.7.1. Facility Report:

The committee reviewed current and proposed rental fees for use of district facilities; confirmed that there are 5.846 acres of Grantsdale School Property; discussed closing protocol/procedures; received an update on the Washington Boiler Project; discussed high school gym floor usage due to the poor condition of the floor; reviewed gas and electrical usage at Washington Elementary; reviewed pictures of the softball concession stand that was not completed properly and discussed future facility planning.

5.7.1.1. Safety/Security/Cameras/Doors

At the committee meeting, Ms. Hake reviewed a proposal for 64 cameras and 9 doors that

would cost \$49,500.00. Ms. Hake would like to have a decision made as to the purchase, so planning can be done to install them over the summer. Mr. Korst suggested that they be paid for from an Intercap Loan or from the Impact Aid fund. This item was approved through the committee to bring to the full Board. The Board discussed the use of cameras and doors. This item will be discussed again in April. Mr. Conwell was asked to speak with the community members seeking to raise money for new tennis courts to find out their progress.

6.7.2. Financial Report and Bills:

The Committee reviewed the claim details for February (warrants #62006 – 62141 (136 warrants - total \$208,963.11). The committee reviewed the cash report and cash reconciliations for the months of December and January. Other business included: reviewed the OPI food service claim for January; discussed a WCRRP credit distribution and a bus accident; and had an update on the audit.

Mr. Shea moved to approve the financial reports and bills. Mrs. Gantt seconded and the motion carried 6-0.

6. Board Action:

6.1. Approval of Letters of Resignation

6.1.1. Joe Kerr – Assistant Football Coach

6.1.2. Kevin Conwell – High School Principal

Mrs. Moore moved to approve the letter of resignation from Mr. Kerr. Mr. Shea seconded and the motion carried 6-0.

Mr. Shea moved to approve the letter of resignation from Mr. Conwell. Mrs. Heath seconded. Mr. Conwell was given praise and thanked for his years of service from Mr. Shea, Mrs. Dent, Mr. Kimzey, Mr. Larson, Mrs. Kienz, Ms. Stuber and Mr. Bedey. The Board voted and the motion carried 6-0.

6.2. High School Principal Search and Interview Schedule:

Mr. Korst noted that the interviews would be taking place on Monday and Tuesday. Mr. Korst also noted that high school teachers and students would be involved in the process. A public social was scheduled for Monday at 6:00 p.m. Mrs. Gantt noted her desire to be involved in the process.

6.3. Approval of Letters of Recommendation and Acceptance of the Early Retirement Incentive:

6.3.1. Sheila Berkley – Teacher / Grantsdale

6.3.2. William Bratches – Teacher / Hamilton Middle School

6.3.3. Christine Gunvaldson-Waltz – Teacher / Hamilton Middle School

6.3.4. Mona McCarty – Teacher / Hamilton Middle School

Mrs. Wickham moved to accept the letters of retirement and acceptance of the early retirement system from those individuals as listed in 6.3.1. through 6.3.4. Mr. Shea seconded. It was noted that with these

retirements, a lot of experience would be leaving. The Board voted and the motion carried 6-0.

6.4. Recommendation to hire or contract for the 2012-2013 School Year:

- 6.4.1. Denise Fortney – Activity Bus Driver
- 6.4.2. Darrel Jones – Activity Bus Driver

Mrs. Moore moved to accept the recommendation and hire the individuals as listed in 6.4.1. – 6.4.2. Mrs. Heath seconded and the motion carried 6-0.

6.5. Recommendation to hire or contract an Extracurricular Activity Head Coach for the 2012-2013 School Year:

- 6.5.1. James Pinjuv – Head Boys' and Girls' Head Tennis Coach

Mr. Shea moved to approve the hiring of Mr. Pinjuv as Head Boys' and Girls' Tennis Coach. Mrs. Gantt seconded. It was noted that Mr. Pinjuv was an assistant last year and he worked well with the students and was very energetic. The Board voted to approve the motion 6-0.

6.6. Hamilton Middle School Request to Start the WatchDOGS Program:

Mr. Kimzey stated that there were 24 fathers that attended the first meeting to discuss this program. He also noted that this was a great avenue to get dads involved as many students are lacking a male role model. It also partners well with the new anti-bullying training. This will start with the WatchDOGS being extra eyes in the morning, at lunch, and afterschool. Mr. Kimzey also noted he would like to see something similar instituted for the bus routes. Mr. Kimzey stated he would like to see this program start for the 4th quarter and he proposed vests with a logo for a "uniform". Mr. Kimzey will send a video to Mr. Korst that further discusses the program. Background checks will be discussed with the district attorney. Several principals noted that they would like to see the program go district wide.

Mrs. Wickham moved to accept the recommendation and begin implementation upon favorable review by the attorney. Mrs. Moore seconded. Background checks were discussed. The Board then voted in favor of the motion 6-0.

6.7. Annual School Election:

- 6.7.1. Trustees Call for an Election – Approval of Election Resolution and Review of Election Dates

Mr. Shea moved to approve the "Trustee Resolution Calling for an Election by Mail Ballot." Mrs. Gantt seconded and the motion carried 6-0.

The Board discussed the Grantsdale School Closure and noted that an attorney had determined that the District does have title and may dispose of the building and property. It was noted that a new survey was recommended

and an appraisal was needed. The Board discuss disposing of the property since it is not needed and not in the future facility plans. Mr. Bedey recommended getting voter approval to dispose of the property. Ballot language was discussed.

Mr. Shea moved to approve the Election Resolution to request voter approval to sell the Grantsdale School Property. Mrs. Moore seconded. It was noted that the resolution was in draft form, but a final version would be ready for the Board's signature on March 28th. The Board voted and the motion carried 6-0.

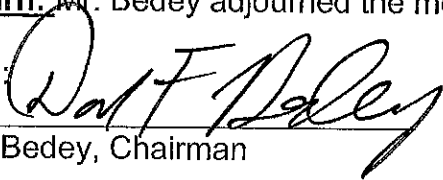
It was noted that this would be an election by mail ballot and all ballots need to be delivered to the County by 8:00 p.m. on May 7th. Other important dates to remember are: Nomination petitions are due March 28th; Voter registration closes April 7th; Ballots will be available on April 17th; and Election day is May 7th.

7. Community Out-Reach and Communications:

- 7.1. Valley Viewpoint – A copy of "Closing Grantsdale School was a difficult but necessary decision" by Mr. Bedey was included in the packet. Mrs. Trautman stated her view that no teacher at Daly was stressed or upset and reiterated the fact the they like new students.
- 7.2. Special School Board Meeting – March 28th – A special Board Meeting will be held to mainly discuss personnel issues.
- 7.3. Community Lunch at Hamilton High School – April 10th – The annual luncheon is scheduled for April 10th.

8. Adjourn: Mr. Bedey adjourned the meeting at 8:26 p.m.

Approved:


David F. Bedey, Chairman


Cathy Binando, District Clerk



SPECIAL SCHOOL BOARD MEETING

Thursday – March 28, 2013

Daly Den – Daly Elementary

6:30 p.m.

Special Board Meeting AGENDA:

1. Call to order:
 - 1.1. Pledge of Allegiance
2. Public comment on any public matter not on the agenda:
3. Board Action:
 - 3.1. Request for Approval of Capital Purchase – Security Doors and Cameras
 - 3.2. Approval of Recommendation to Hire High School Principal – Dan Kimzey
 - 3.3. Approval of Letter of Resignation:
 - 3.3.1. Teresa Jessee – Teacher / Washington
 - 3.4. Non-Renewal of Non-Tenured Teacher for 2013/2014:
 - 3.4.1. Sara Grotjohn – Teacher / Washington
 - 3.5. Reduction in Force for 2013/2014:
 - 3.5.1. Dan Schrock – Paraprofessional / High School
 - 3.5.2. Brittany Sweeney – Paraprofessional / High School
 - 3.5.3. Allison Jessop – Paraprofessional / High School
 - 3.5.4. Kristine Dandy – Paraprofessional / Washington
 - 3.5.5. Kayla Luras – Paraprofessional / Washington
 - 3.5.6. Tamara Adams (.5 FTE) – Paraprofessional / Washington
 - 3.5.7. Melina Clark (.5 FTE) – Art Specialist
 - 3.5.8. Nora Cassens – Preschool / Washington
 - 3.5.9. Michelle McConnaha – Grant Writing / PR / PAC
4. Superintendent's Report:
 - 4.1. Reassignments
 - 4.2. Vacancies
5. Superintendent Evaluation – This will be closed for privacy issues.
6. Adjournment:

Interested persons are encouraged to attend Board Meetings and to comment on agenda items. If you wish to add an agenda item, please submit a letter to the District Office at least one week prior to the next Board Meeting. The next Regular Meeting of the Board of Trustees will be held on April 8, 2013, at 6:30 p.m. in the District Conference Room. The Operations Committee will meet on April 3, 2013, starting at 5:30 p.m.

**HAMILTON SCHOOL DISTRICT #3
SPECIAL SCHOOL BOARD MEETING**

Thursday – March 28, 2013

1. **Call to order** – Chairman Mr. David Bedey called the Special Meeting of the Board of Trustees to order at 6:30 p.m. in the Den at Daly Elementary. Trustees present included Mrs. Corrine Gantt, Mrs. Lavon Heath, Mrs. Demaris Moore, Mrs. Nancy Roberts, Mr. Jim Shea, and Mrs. Bonnie Wickham. Administrators present included Superintendent Mr. Tom Korst; Principals Mr. Kevin Conwell, Mrs. Kathleen Dent, Mrs. Shawna Kientz, Mr. Dan Kimzey and Mr. Eric Larson, Maintenance Supervisor Ms. Judy Hake and District Clerk Ms. Cathy Binando. Mr. Bedey led the group in the pledge of allegiance.

2. **Public Comment** – There was no public comment.

The agenda was amended to hear the Superintendent's Report. Mr. Korst read a statement regarding his responsibilities, aligning resources, basic literacy and plans for future educational opportunities at all grade levels. Mr. Korst also stated that due to better meeting the needs of the district, staffing cuts, reassignments and/or modification of assignments will occur. For the 2013-2014 school year, thirteen classified staff members and nine certified staff members have been reassigned and two administrators have been reassigned to teaching positions. Mr. Korst also noted that there are several vacancies to be filled including a Middle School principal, Middle School assistant principal, Washington Elementary principal, and a teacher on special assignment. Mr. Korst closed his report by noting that, as superintendent he "needed to appropriately align resources to meet the mission critical objectives and in his opinion, all of the assignments will appropriately position the district to better meet mission critical objectives outlined in the new Vision Framework adopted earlier this year." The Board had no questions regarding Mr. Korst's report.

3. Board Action:

3.1. Request for Approval of Capital Purchase – Security Doors and Cameras

The Board was asked to approve the purchase of 27* doors and 20* cameras for improvement of the safety and security of the school buildings. The doors will allow for a key-card system and give the ability to secure all of the doors with the push of one button. Mr. Korst noted that the funding for this purchase was from the Impact Aid Fund (#226) and the total cost would be \$49,945.18.

Mr. Shea moved to approve the purchase of the 27 doors and 20 cameras for \$49,945.18 to be paid from the Impact Aid fund. Mr. Shea also noted that he would like to see additional purchases in the future. Mrs. Roberts seconded. Questions from the audience included using the funds for other purposes, monitoring, and camera placement. Mrs. Gantt noted that Lone Rock already has these and she thought that securing the building was a valid use of these funds. The Board voted to approve the motion by a vote of 7-0.

* Note: As discussed at the 04/03/2013 Operations Committee Meeting, the number of doors and cameras recommended at this meeting was different than approved at the Operations Committee Meeting held on March 6, 2013, but the dollar value was virtually the same. Mr. Korst explained to the Operations Committee that in his recommendation to the full Board, he increased the number of doors and decreased the number of cameras for reasons of security.

3.2. Approval of Recommendation to Hire High School Principal – Dan Kimzey
Mrs. Wickham moved to approve the recommendation and hire Mr. Kimzey as the High School principal. Mrs. Gantt seconded. Mrs. Gantt discussed the interview process for the three candidates and noted that it was the consensus of all to support Mr. Kimzey. Mr. Bedey thanked all who were involved in the process of the hiring. The Board voted and the motion carried 7-0.

3.3. Approval of Letter of Resignation:

3.3.1. Teresa Jessee – Teacher / Washington

Mrs. Moore moved to accept the letter of resignation of Mrs. Jessee. Mr. Shea seconded. Mrs. Kientz thanked Mrs. Jessee for her service to the District. The Board voted and the motion carried 7-0.

3.4. Non-Renewal of Non-Tenured Teacher:

3.4.1. Sara Grotjohn – Teacher / Washington

Mr. Shea moved to non-renew the contract of Ms. Grotjohn. Mrs. Moore seconded. State law concerning the non-renewal of a non-tenured teachers was discussed to help answer questions of the audience. The Board then voted and the motion carried 7-0.

3.5. Reduction in Force for 2013/2014:

3.5.1. Dan Schrock – Paraprofessional / High School

3.5.2. Brittany Sweeney – Paraprofessional / High School

3.5.3. Allison Jessop – Paraprofessional / High School

3.5.4. Kristine Dandy – Paraprofessional / Washington

3.5.5. Kayla Luras – Paraprofessional / Washington

3.5.6. Tamara Adams (.5 FTE) – Paraprofessional / Washington

3.5.7. Melina Clark (.5 FTE) – Art Specialist

3.5.8. Nora Cassens – Preschool / Washington

3.5.9. Michelle McConnaha – Grant Writing/PR/PAC

Mrs. Gantt moved to accept the recommendation and apply a Reduction in Force for the 2013/2014 school year to the individuals listed in 3.5.1 – 3.5.9. Mr. Shea seconded. Several in attendance spoke in favor of Mrs. Cassens and requested her continued employment. Mrs. Cassens also spoke to the Board and provided them with letters of support. State funding, plans to change and expand the preschool program, and required certification were also discussed. Mr. Shea noted that lay-offs were occurring around the state and around the nation. The Board then voted in favor of the motion 7-0.

4. Superintendent's Report:

4.1. Reassignments

4.2. Vacancies

These items were discussed earlier.

5. Superintendent Evaluation:

Mr. Bedey determined that the demands of individual privacy clearly exceeded the merits of public disclosure and according to Section 2-3-203 (3) M.C.A., closed the meeting at 7:38 p.m. to conduct the superintendent evaluation. Mr. Korst did not waive his right to privacy, and the meeting remained closed.

At 8:20 p.m., the Board reconvened into Regular Session.

Mr. Bedey noted that the Board had concluded its discussion with Mr. Korst and reported that it is the judgment of the Board that Mr. Korst's performance over the past year with respect to the District's goals and operating principles has been excellent. Mr. Bedey recommended that Mr. Korst's current contract be replaced with a three-year contract that extends through June 30, 2016.

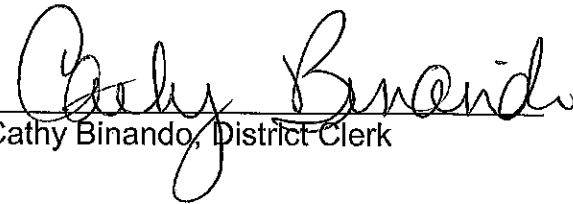
Mr. Shea moved to extend the current contract to three years. Mrs. Wickham seconded and the motion carried 7-0.

6. Adjournment – Mr. Bedey adjourned the meeting at 8:24 p.m.

Approved:



David F. Bedey, Chairman



Cathy Binando, District Clerk