

MINUTES OF THE SPECIAL MEETING OF THE BOARD OF EDUCATION
OF STERLING PUBLIC SCHOOLS, DISTRICT #33
Wednesday, July 19, 2017

A regular meeting of the Board of Education of Sterling Public Schools was convened in open and public session on Wednesday, July 19, 2017, at Music Room at Sterling Public School. The roll was called and the following Board members were present or absent:

Present: Lois Agena, John Harms, Mark Parde, Rick Vollman, Cheri Wirthele, **Absent:** Mike Hestermann. **Absent:** Cheri Wirthele. **Present:** Cheri Wirthele. Wirthele arrived at 6:34 p.m.

Notice of the meeting was given in advance by posting in accordance with the Board approved method for giving notice of meetings. Notice of this meeting was given in advance to all members of the Board of Education. The agenda was posted in accordance to board policy. All proceedings of the Board of Education, except as may be hereinafter noted, were taken while the convened meeting was open to the attendance of the public.

- A. Call meeting to order and acknowledge Open Meetings Act
- B. Pledge of Allegiance
- C. Roll Call
- D. Approval of agenda; Any changes to the agenda will need approval.

E. Action Items

E.1. Discuss, Consider, and Take Action on approving a bid for the construction of the
Preschool Building

Move to approve the Superintendent to enter into an agreement with A.H.R.S. Construction, Inc. for the construction of a new building to not exceed \$415,000. Passed with a motion by Cheri Wirthele and a second by John Harms.

Lois
Agena: Yea

John
Harms: Yea

Mark
Parde: Yea

Rick
Vollman: Yea

Cheri
Wirthele: Yea

Yea: 5, Nay: 0

F. Non-Action Items / Discussion Items:

F.1. Strategic School Improvement Planning

G. Adjourn

Meeting adjourned at 9:55 p.m.

The meeting was duly adjourned.
DATED: Wednesday, July 19, 2017

JOHNSON COUNTY SCHOOL DISTRICT #33,
a/k/a STERLING PUBLIC SCHOOLS

ATTEST:

Secretary

**Special Meeting
July 19, 2017 @ 6:30 p.m.
Sterling Public School
Work Session Items**

Board Policies and Documents to Review

Please review prior to the board meeting. Will be focusing on the bullets listed below and any other parts of these documents that individual board members want to talk about.

- 8110 Purpose and Role of the Board
 - #4—Set and annually review short and long-term written goals for the school district.
 - #7—Be responsible to interpret the school programs to the community through a community relations program.
 - #8—Represent the needs of the school system before city and state authorities as well as the general public.
 - #9—Refer parent and community criticism and suggestions to the Superintendent for consideration and recommendation.
- 8272 A Code of Ethics
 - Reaffirm Board Member Code of Conduct (Last done 8-17-15)
- Board-Superintendent Operating Protocol Summary (7-27-15)
- Board-Superintendent Operating Protocols: How the Board-Superintendent Govern

Current Board Goals with Discussion of what has been accomplished and what next steps will be.

- Budget/Finance Leadership
- District Culture and Climate
- Expanded Learning Opportunities for Students, Staff, and Board

Goals to Move Forward

- 1-Year Goals
- 3-Year Goals
- 5-Year Goals



Sterling Public schools

Board-Superintendent Operating Protocols

Adopted:

Reviewed:

How the Board-Superintendent Govern

1. We, the members of the Board of Education, recognize a school board meeting is a meeting of the Board that is held in public – not a public meeting. We will make every effort to start and end the meeting on time and ensure meetings are conducted in an appropriate, effective, and efficient manner.
2. We, the members of the Board of Education, will act only as a body. We agree that an individual board member will not take unilateral action. The individual school board member has no authority outside of the official meeting of the board. The board president will communicate the position(s) of the board on controversial issues. When board members serve as a committee representative, their role shall be defined by the board.
3. We, the members of the Board of Education, will conduct ourselves in a respectful manner during board meetings and the public. We agree to avoid words and actions that create a negative impression on an individual, the board, or the district.
4. We, the members of the Board of Education, agree to seek, support, and own the collective decision-making process in the best interest of education. Once the Board has taken action, board members will support the final decision of the Board.
5. The Superintendent is responsible to oversee the hiring, evaluation, and handling of personnel matters; it is the responsibility of the Board of Education to evaluate the Superintendent's effectiveness in these matters.
6. We, the members of the Board of Education, will delegate authority to the Superintendent through policy, planning, and evaluation.
7. We, the members of the Board of Education and Superintendent, will work collaboratively to set the mission, vision, and goals for the district to support student achievement.

How the Board-Superintendent communicate

1. We, the Board of Education and Superintendent, understand it is our responsibility to ensure a positive climate and culture for the school district. We recognize that the image of the district is reflective of our leadership. The Superintendent will be visible in the community and we will operate transparently and respectfully, maintaining confidentiality and respecting the Open Meetings Law.
2. We, the members of the Board of Education, will engage the Superintendent in communications in a timely, open, and continuous manner regarding school district issues.
3. We, the members of the Board of Education, will follow the chain of command/communication in relation to all internal and external stakeholders (e.g., administrators, certified staff, classified staff, students, parents, and patrons, etc.).
4. We, the members of the Board of Education, will listen with respect and be mindful of one's personal behavior in and out of the boardroom.
5. The Board president, will communicate with all board members providing appropriate information, in a consistent and timely manner.
6. We, the members of the Board of Education and Superintendent, recognize the importance of proactive communication and agree that there will be no surprises. If the Superintendent and board members have questions or concerns, they agree to notify one another in advance.
7. We, the members of the Board of Education, agree that discussion will be limited to the agenda and items will not be added to the agenda unless it is determined by the Superintendent and the Board of Education President that it would be detrimental to delay the issue until a subsequent meeting and/or within the appropriate parameters of the law.
8. We, the members of the Board of Education, will direct requests for information, reports, and data through the Superintendent and Board President rather than directly to staff. The Superintendent will ensure that each member of the Board has equal access to the requested information.
9. We, the members of the Board of Education and the Superintendent will establish and maintain effective communications to inform and engage parents, students, staff, and community members.
10. The Superintendent will work with the Board President to develop and maintain an Annual Board Calendar to support the work of the Board.

1. We, the members of the Board of Education, will engage the Superintendent as the educational leader of the district and receive recommendations, proposals, and/or suggestions on matters that come before the Board.
2. We, the members of the Board of Education and Superintendent, will set clear goals for the Board and the school district.
3. The Superintendent will seek comprehensive solutions to problems and will create clear structures for decision-making.
4. We, the members of the Board of Education and Superintendent, will participate in formal training to develop and grow in our governance and leadership roles.
5. All new members of the Board of Education will participate in a formal orientation provided by the School Boards Association and a district orientation led by the Superintendent and Board President.
6. We, the members of the Board of Education and the Superintendent, will align and advocate for needed district resources to meet goals and promote student growth and achievement.
7. We, the members of the Board of Education and the Superintendent, recognize the importance of honoring the Operating Protocol and agree to take responsibility for reminding one another when we fail to meet the identified expectations.
8. We, the members of the Board of Education and Superintendent, agree to set aside time on an annual basis for self-evaluation to review our progress toward adhering to the agreed upon protocol.
9. We, the members of the Board of Education, will evaluate the Superintendent according to law.

Sterling Board of Education

BOARD-SUPERINTENDENT OPERATING PROTOCOL SUMMARY

The Board, Superintendent, and Principal convened a work session on Monday, July 27, 2015 to define Board Operating Protocol to support the working relationship between the board and administration.

1. Describe the strengths and dynamics of your Board.
 - Diverse backgrounds, willing to speak and positive
 - Open to opinions, trusting
 - Works well together
 - Teamwork, agree to disagree
 - Best interest kids

2. Identify a time when the board worked well together.
 - Superintendent search process (3)
 - HVAC process
 - Building of the school
 - More unified recently
 - Board unified during financial difficulties

3. Identify the different challenges the board has experienced in the past.
 - Levy override, lack of funds, potential RIFs
 - Morale issues and patrons upset
 - Superintendent
 - Search and enrollment
 - Budgeting, space, offerings
 - Strong personalities
 - Bond issue

4. Identify the areas of growth or the change that you believe would benefit the board-superintendent working relationship.
 - Open communication, trust, board-superintendent working together, learn with superintendent
 - Grow communication with internal and external stakeholders
 - Open minded both ways
 - Strategic planning – future
 - Identify the strengths and weaknesses of each board member and the superintendent

- Timely communication
 - Work with each other, make decisions in the best interest of kids
5. Identify your interests as a board member or administrator. What is most important to you?
- Maintain and grow the district (2)
 - Forward thinking utilizing goals
 - Focus on policy and strategic planning
 - Study and assess option students and students who leave
 - Growth of the district and program offerings
 - Grow professional development for board
 - Set goals
 - Growth and goals for committee work
 - Promote district
 - Board supportive of administrative decision-making
6. What hopes and aspirations do you have for the Board-Superintendent working relationship?
- Unified goals and vision
 - Good and open communication
 - Improve communication
 - Open door with superintendent and open line of communication
 - Growing as a board to ensure patrons and staff trust the board
 - Informed communication
 - Ability to work together
 - Consistency of leadership
7. Define communication
- Complete, accurate, and a process to support communications
 - Honest
 - Superintendent will communicate with all board members
 - Mindful of our body language and presence in public
 - Refrain from expressing ourselves through social media and group communication
 - Following the chain of command
 - Communicating through the proper channels