

Chewelah School District #36 – *Where Dreams Begin*

Board of Director's Regular Work Session Meeting February 4, 2021 at 6:30 PM

Due to COVID restrictions, the meeting will be remote via internet connection

1. Call meeting to order
2. Flag salute
3. Modifications to the agenda
4. Approval of the agenda
5. Approve resignation of Superintendent Rich McFarland
6. Approve to declare the position of Superintendent vacant as of July 1st
7. Smart goals on student achievement (pink)
8. Review/update visioning survey (green)
9. Superintendent search process (yellow)
10. Draft communication policy (green)
11. Extracurricular contracts (goldenrod)
12. Review of policy and procedure 1820 Evaluation of the Board (purple)
13. Adjourn

Individuals with disabilities who may need a modification to participate in a meeting should contact the superintendent's office, at 685-6800, ext. 1002, no later than three days before a regular meeting and as soon as possible in advance of a special meeting so that special arrangements can be made.

Cindy, Board, Rich,

Three different SMART Goals have been submitted to the Board around Student Achievement at this time.

By June of 2021, 100% of the students in Chewelah School District should show growth in basic skills to include reading, mathematics, and science measured by district assessments to show growth.

By June 2022, at least 70% of students in the Chewelah School District (in grades 3-12) will meet the State Standards for proficiency in ELA, Mathematics, and Science, as measured by their achievement on the Smarter Balance Assessment or other district approved standardized measure of academic achievement.

By June 2022, 75% of all students will achieve proficiency in core subject areas as measured by SBA (Smarter Balance Assessment) or common district level assessments.

District Mission: Ensuring learning for all students.

Adopted Communication Policy Goals: By March 2021 the Chewelah School District Board of Directors will adopt an inclusive and accessible communication policy that includes all members of the district (staff, students, parents) and community (all other residents and business/community entities).

By June of 2021, the Chewelah School District Board of Directors will implement an accessible suite of communication strategies that allow easy, direct and transparent access and dialogue between the Board and all relevant stakeholders (students, staff, community).

***DRAFT* Policy No. 4000 Community Relations**

Chewelah School District will inform and engage the community in implementing the District's vision and advocating for the District while maintaining strong partnerships with internal and external stakeholders. A system of on-going, two-way communication advocates for student achievement as the top priority with clear and consistent information on district wide issues. An annual Strategic Communication Plan will be collaboratively developed /updated by the Board and District Administration to address how the Superintendent will communicate with the Board and how the District will communicate with the many publics it serves.

Annual Strategic Communication Plan –Board/District Administration

The Annual Strategic Communication Plan includes SMART goals and anticipated, improved communication needs of staff/parents/community (e.g., redesigned school website; enhanced uniformity in classroom teacher websites, superintendent blog, etc.).

Consideration in planning is given to:

1. Strategies that provide information and/or change behaviors, e.g., 100% participation in Parent/Student/Teacher Conferences. Planned strategies/tactics include Crisis, Internal, Media/Community Relations, and Parent Engagement communications. Goals and Objectives are written for each audience as well as Strategies/Tactics/ Activities, Evaluation (with data), Budget, Timetable & Task Lists. "Hot topics" [e.g. sexual health education requirement] should also be considered in addition to staff/community perspectives.
2. Publications e.g., flyers/letters, phone messages, website

3. Media Coverage - on-line presence should drive strategy – Notification & Alerts; e-mail; Social Media; Blog; Video; Surveys; Listening Post

3. Focus groups

See WSSDA 4000P below

References used in drafting this policy:

1. WSSDA Policy 4000 Community Relations-Public Information Program
2. National Public School Relations Assn. publications
 - a. "The Key Work of School Boards Guidebook", (2020).
 - b. "Telling Your Story: A Communications Guide for School Boards" by Carr & Cook, (2012).
 - c. "Communication Planning Resources. Six Tips for Smart School Boards", (2008).
3. "School Communication Planning Guide" by Campus Suite
4. Saskatchewan School Boards "Effective Communications and Public Relations for Boards of Education"
5. Chewelah SD Policy No. 1820P
 - a.. Keeping the community informed about its schools.
 - b. Participating in school and community activities.
 - c. Encouraging citizen involvement in the schools.

WSSDA Procedure 4000P Community Relations Public Information Program

Principals are encouraged to initiate media coverage of their school programs and activities. The superintendent will authorize the release of information when the topic being covered involves more than one building. The following procedure relates to the public information program:

Media representatives will be supplied factual information with the request that they not publish or broadcast any facts which are injurious to staff or students or which would serve no constructive purpose;

Media representatives should be kept fully informed on all aspects of the program so that any reporting will be done on the basis of a complete and accurate overview;

Students should be informed that they have the right to deny an interview or photograph. A release form signed by a parent will be obtained before allowing an individual to photograph and conduct an interview that would "single out" any special education student or identify a student whose parents have signed a form to withhold directory information;

During regular school hours, all media representatives must report to the building office for identification and authorization before going to any part of the building or contacting any individual; and Staff members

will secure authorization from the principal before contacting the media on behalf of the school. This will not preclude a staff member from contacting the media as a private individual.

Annual District Report (*should Annual District Report be included here or in Accountability Goals or ?*)

The Annual District Report will include but not be limited to:

- A. Criteria used for staff evaluations and school district policies concerning hiring, assigning and terminating staff;
- B. A summary of the student performance towards state standards;
- C. Results of district-wide achievement testing; and
- D. Budget information, including student enrollment, classroom staff, support staff, administrative staff, and special levy expenditures.

Revised Dates: 02.19.97, 2.19.20

● **DRAFT SUPERINTENDENT SEARCH PROCESS**

Task	Responsibility	Timeline	Budget/ Resources	Performance Indicator of Success
Declare Position Open; Define Search Process; Set schedule critical dates /timelines/tasks	Board	February 4, 2021	Time	Confirmed Search process with Board
Review job description in alignment with Strategic Planning	Board	By February 12	Time	
Complete District profile	Board	By February 12	Time	Completed CSD Profile
What is CSD searching for? (Board, Staff Community Critical Questions), Priorities	Board	By February 26		Input from February survey & info cards (staff, community students)
Application Packet Cover letter, resume, application form, application questions, video – staff or community mtg. (not a board mtg.)	Board/DO support	By February 12	Time	Completed Application Packet
Launch Search Process with timelines, packet & contacts	Board	By February 16-March 22 (??)	\$\$	Postings WSSDA; University programs, WASA,
Receive Applications	Board/District	4-week timeline for advertising position w/due date of March 22 ??	Time	Ample Applications received at DO
Draft Sup Pkg.	Board/DO	March/April		Draft Package/Sup Contract
Review applicants -select finalists & complete reference & background checks	Board	March/April	Time	List of finalist that have been vetted - References; successful background checks
Set Structured interview process - questions & timelines, format (zoom?)	Board	March or April	Time	Interview schedule; Set of structured Interview Questions
Interview; Select candidate & offer position & review Package	Board	April or May	Time	Satisfactory Selection; Acceptance; Package revised
Complete selection process with Candidate	Board	April/May/June	Time	Package & contract acceptance
Welcome & Celebrate	Board/District	July	Time	News & Media
Initiate support structures for/with new sup	Board/District Office	July	Time	

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Initiate support structures for/with new sup	Board/District Office	July	Time	

2020-21 Extra Curricular Contracts

First Name	Last Name	Bldg	Activity	Salary	Yrs Exp	Dates/Days	Contract Range
Tom	Skok	Sr. High	Annual Advisor	\$2,251.00	1	9/1/20-6/1/21 - 180	12 months
Sue	Fisk	Sr. High	ASB Advisor	\$749.00	12	9/1/20-6/1/21 - 180	12 months
Not filling		Jr. High	Athletic Coordinator			9/1/20-6/1/21 - 180	12 months
Joe	Trudeau	Sr. High	Band Teacher	\$3,739.00	13	9/1/20-6/1/21 - 180	12 months
Ken	Charthey	Sr. High	Baseball, Asst. Coach	\$3,472.00	7	3/1/21-5/28/21 - 59	3 mo (Mar-May)
Tom	Skok	Sr. High	Baseball, Head Coach	\$4,001.00	1	3/1/21-5/28/21 - 59	12 Months
		Jr. High	Basketball, Boys 7th Grade Head Coach	\$2,010.00	3	1/4/21 - 2/18/21 - 28	12 months
		Jr. High	Basketball, Boys 8th Grade Assistant Coach	\$2,010.00	3	2/23/21-4/01/21 - 25	2 mo (Mar-Apr)
Mike	McMillin	Jr. High	Basketball, Boys 8th Grade Head Coach	\$2,010.00	3	2/23/21-4/01/21 - 25	2 mo(Mar-Apr)
Ken	Charthey	Sr. High	Basketball, Boys Asst. Coach	\$3,472.00	7	11/16/20 - 3/5/21 - 65	3 mo (Dec-Feb)
Owen	Baldwin	Sr. High	Basketball, Boys 'C' Team Coach	\$2,251.00	1	11/16/20 - 3/5/21 - 65	3 mo (Dec-Feb)
Mike	McMillin	Sr. High	Basketball, Boys Head Coach	\$4,774.00	3	11/16/20 - 3/5/21 - 65	3 mo (Dec-Feb)
Brett	Balogh	Jr. High	Basketball, Girls 7th Grade Head Coach	\$2,389.00	16	1/4/21-2/18/21 - 28	12 months
		Jr. High	Basketball, Girls 8th Grade Head Coach	\$1,913.00	1	2/23/21-4/1/21 - 25	12 months
		Sr. High	Basketball, Girls 'C' Team Coach			11/16/20 - 3/5/21 - 65	3 mo (Dec-Feb)
Tom	Skok	Sr. High	Basketball, Girls Head Coach	\$5,675.00	18	11/16/20 - 3/5/21 - 65	12 months
Lavonne	Smith	Sr. High	Basketball, Girls JV	\$3,069.00	2	11/16/20 - 3/5/21 - 65	3 months (Dec-Feb)
Amanda	Katzer	Sr. High	Cheerleading	\$3,903.00	0	9/1/20-6/1/21 - 180	12 months
Lindsey	Lange	Jr./Sr. High	Cross Country, Assistant Coach	\$2,994.00	1	8/24/20-1/16/20- 54	3 mo (Sept-Nov)
		Jr./Sr. High	Cross-Country, Head Coach	\$4,526.00	6	8/24/20-1/16/20- 54	3 mon (Sept-Nov)
Chelsi	Boswell	Sr. High	Drama Teacher	\$2,994.00	1	9/1/20-6/1/21 - 180	12 months
Dave	Tupek	Jr. High	Football, 7th & 8th Grade, Asst. Coach	\$1,498.00	13		2 mo (Sept-Oct)
		Sr. High	Football, Assistant Coach	\$2,389.00	16		2 mo (Sept-Oct)
Mark	Hopkins	Sr. High	Football, Assistant Coach	\$3,069.00	2		12 months
Tom	Skok	Sr. High	Football, Assistant Coach	\$3,559.00	8		3 mo (Sept-Nov)
Jim	Fisk	Sr. High	Football, Assistant Coach	\$5,675.00	28		12 months
Brian	Harting	Sr. High	Football, Head Coach	\$4,996.00	24		12 months
Kia	Lilley	Jr. High	Golf Head Coach	\$615.00	2		12 months
Maddie	Kernan	Jr. High	Junior High Annual Advisor	\$459.00	1	9/1/20-6/1/21 - 180	12 months
Ed	Aneagon	Sr. High	Junior High ASB Advisor	\$1,411.00	1	9/1/20-6/1/21 - 180	12 months
Denise R.	Smith	Jr. High	Knowledge Bowl	\$2,389.00	1	9/1/20-6/1/21 - 180	12 months
LaVonne	Smith	Jr. High	Softball, 8th Grade Head Coach	\$1,961.00	17	9/8/20-10/22/20 - 30	2 mo (Sept-Oct)
Lavonne	Smith	Jr. High	Softball, 7th Grade Head Coach	\$4,101.00	2	9/8/20-10/22/20 - 30	2 mo (Sept-Oct)
Denise R.	Smith	Sr. High	Softball, Head Coach	\$3,739.00	2	3/1/21-5/28/21 - 59	12 months
Denise	Smith	Sr. High	Softball, JV Coach	\$4,996.00	17	3/1/21-5/28/21 - 59	3 mo (Mar-May)
		Sr. High	Tennis - Head Coach	\$3,387.00	20		12 months
Lindsay	Lange	Jr. High	Tennis, Assistant Coach	\$1,229.00	6		3 mo (Mar-May)
Shirley	Baker	Sr. High	Track, Assistant Coach	\$3,739.00	2	4/1/21-5/27/21 - 30	2 mo (Apr-May)
		Sr. High	Track, Assistant Coach	\$3,739.00	23	3/1/21-5/28/21 - 59	3 mo (Mar-May)

2020-21 Extra Curricular Contracts

Whitney	Baker	Sr. High	Track, Head Coach	\$4,996.00	25	3/1/21-5/28/21 - 59	3 mo (Mar-May)
Kindra	Tapia	Jr. High	Track, Head Coach	\$1,961.00	2	4/12/21-5/27/21 - 30	12 months
Maddie	Kernan	Jr. High	Volleyball, 7th Grade Head Coach	\$2,165.00	6		2 mo (Nov-Dec)
Lindsay	Lange	Jr. High	Volleyball, 8th Grade Head Coach	\$1,961.00	2		12 months
		Jr. High	Volleyball, Assistant Coach	\$1,229.00	2		2 mo (Nov-Dec)
		Sr. High	Volleyball, C Squad	\$2,547.00	6		3 mo (Sept-Nov)
		Sr. High	Volleyball, Head Coach	\$4,755.00	8		12 months
Melissa	Church	Sr. High	Volleyball, Head Coach	\$3,387.00	6		3 mo (Sept-Nov)
Maddie	Kernan	Sr. High	Volleyball, JV Team Coach	\$2,484.00	5	9/1/20-6/1/21 - 180	12 months
Ed	Anegon	Jr./Sr. High	Webmaster	\$2,484.00	5	9/1/20-6/1/21 - 180	12 months
Jeff	Kersey	Geess	Webmaster	\$2,165.00	6		2 mo (Nov-Dec)
Will	Peters	Jr. High	Wrestling, 7th & 8th Grade Head Coach	\$1,498.00	12	10/26/20-12/17/20 - 32	2 mo (Nov-Dec)
Austin	Burgess	Sr. High	Wrestling, Asst. Coach	\$2,994.00	1	11/16/20-2/19/21 - 55	3 mo (Dec-Feb)
Kim	Hogan	Sr. High	Wrestling, Head Coach	\$4,996.00	28	11/16/20-2/19/21 - 55	3 mo (Dec-Feb)
			Position contingent upon participation numbers				

Chewelah School District Coaching Timesheet

Name: _____

Sport and Grade: _____

Months: _____			&	Year: _____		
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15				

Total days _____ **x \$75.00 per day =** _____

Days listed should be student coaching contact hours only.

Mark only the days that practices were held with students.

Due to COVID, daily coaches pay is only offered for the 2020-2021

School year and is offered as an incentive to help the Chewelah

School District engage students.

Employee Signature _____

Supervisor Signature _____

Payroll use only:

Total Days _____

Rate of pay \$75.00 per day

Total pay _____

Recorded for the month of _____

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EVALUATION OF THE BOARD

No later than August 1st of each year, the board shall evaluate its own performance in terms of generally accepted principles of successful board operations and in relation to its annual goals and objectives. The board self-evaluation shall address performance in the key functions of school boards - vision, structure, accountability and advocacy. The results of the self-evaluation shall be used in setting goals for the subsequent year.

Cross References:	Board Policy 1005	Key Functions of the Board
	Board Policy 1810	Annual Goals and Objectives
	Board Policy 1822	Training and Development for Board Members

Adoption Date: 02.19.97
Chewelah School District #36
Revised: 12.15.98, 01.21.09
Classification: Priority

Evaluation of the Board

Each individual board member shall annually review the code of governance as a basis for evaluating his/her own conduct as an elected representative of the board of directors. Collectively, the board shall evaluate its performance in terms of its four major functions:

- A. **Vision** – The board shall demonstrate its responsibility for providing a community vision of its schools by:
 1. Working with the community to determine the district's educational program and what students need to know and be able to do;
 2. Formulating educational goals based on these community expectations and the needs of students;
 3. Encouraging leadership, instruction and assessment, and curriculum development activities directed toward goals; and
 4. Annually reviewing the district's progress and direction against its vision.
- B. **Structure** – The board shall demonstrate its responsibilities for establishing a organizational structure by:
 1. Enacting policies that provide a definite course of action;
 2. Monitoring the implementation of policies;
 3. Employing qualified staff;
 4. Reviewing proposed labor agreements, staffing recommendations and staff evaluations;
 5. Formulating budgets; and
 6. Working to ensure a healthy learning and working environment that supports continuous improvement.
- C. **Accountability** – The board shall demonstrate accountability by:
 1. Encouraging citizen involvement in the schools;
 2. Reviewing budget proposals, revenues and expenditures;
 3. Approving materials, equipment and/or methods consistent with goals;
 4. Requiring and monitoring periodic evaluations of school programs;
 5. Reviewing building and grounds maintenance and needs;
 6. Reviewing transportation services and other support services; and
 7. Initiating and reviewing internal and external audits.
- D. **Advocacy** – The board shall advocate for education and on behalf of students and their schools by:
 1. Keeping the community informed about its schools;
 2. Participating in school and community activities; and
 3. Encouraging citizen involvement in the schools.