

**Snake River School Board of Trustees  
Snake River District Office  
103 South 900 West, Blackfoot, Idaho 83221  
Special Board Meeting and Executive Session  
Friday, March 14, 2014**

**I. WELCOME/ROLL CALL**

Chairman Wally Aldous called the meeting to order at 8:15 a.m. A quorum was present with Wally Aldous, Kent Miller and Annis Williams. Bill Martin and Kim Kunz were absent. Also attending were Superintendent Mark Gabrylczyk, Board Clerk Gayla Osborn. Susan Scherz, ISBA Trainer, arrived at 9:00 a.m.

**II. APPROVAL OF AGENDA**

The clerk asked that an Approval of Agenda item and Consent Agenda item be added so that the minutes from a previous meeting could be considered for approval. Superintendent Gabrylczyk asked that an item entitled Administrative Evaluations also be added.

**Kent Miller moved and Annis Williams seconded to amend the agenda to add Approval of Agenda and Consent Agenda and Administrative Evaluations. All the board members present, Kent Miller, Annis Williams and Wally Aldous (Bill Martin and Kim Kunz absent) voted aye. Motion passed 3-0.**

**III. EXECUTIVE SESSION**

**Under Idaho Code 67-2345, Annis Williams moved to go into Executive Session to discuss (b) personnel and (d) exempt records. Kent Miller seconded the motion. A roll call vote was taken: Kent Miller, aye; Annis Williams, aye; and Wally Aldous, aye. (Bill Martin and Kim Kunz were absent) Motion passed 3-0.**

The board went into Executive Session at 8:30 a.m. Also attending were Superintendent Mark Gabrylczyk and Gayla Osborn, board clerk. The board discussed personnel.

**IV. RETURN TO REGULAR SESSION**

**A motion to return to Regular Session was made by Annis Williams and seconded by Kent Miller. All the board members present, Kent Miller, Annis Williams and Wally Aldous (Bill Martin and Kim Kunz absent) voted aye. Motion passed 3-0. The board returned to Regular Session at 9:00 a.m.**

**V. CONSENT AGENDA**

**Kent Miller moved and Annis Williams seconded to approve the minutes of the Special Meeting to Hold an Executive Session held on February 28, 2014. All the board members present, Kent Miller, Annis Williams and Wally Aldous (Bill Martin and Kim Kunz absent) voted aye. Motion passed 3-0.**

**VI. RESCHEDULE MARCH BOARD MEETING**

The regular board meeting in March, usually held on the third Wednesday at Riverside, needed to be rescheduled because both the superintendent and the Riverside Principal (Bryce Salmon) will be out of district on March 19<sup>th</sup>. The superintendent asked that the meeting be moved to March 26, 2014. Dale Storer has asked to meet with the board at 6:00 p.m. for an Executive Session. There will be a tour of the facilities at 6:30 p.m. and the board meeting will start at 7:00 p.m.

**It was moved by Annis Williams and seconded by Kent Miller to reschedule the regular March board meeting at Riverside Elementary from March 19<sup>th</sup> to March 26, 2014, with an Executive Session at 6:00 p.m., a tour of the Riverside facilities at 6:30 p.m. and the Regular Board meeting starting at 7:00 p.m. All the board members present, Kent Miller, Annis Williams and Wally Aldous (Bill Martin and Kim Kunz absent) voted aye. Motion passed 3-0.**

Annis Williams was excused at 9:15 a.m. She said she would be back.

**VII. ADMINISTRATIVE EVALUATIONS**

Superintendent Gabrylczyk said he would like to move away from the District's current administrative evaluation form and have the administrators write a narrative of what they have accomplished this year. He said he would meet with them to go over that and make recommendations. He said he believes the administrators are doing a great job. Kent Miller offered to give him a copy of the evaluation forms used at the site so he could see how they are done. Mr. Gabrylczyk said he would be discussing principal evaluation instruments with the State in Boise next week. He said he is interested in learning what the administrators and directors consider their strengths and weaknesses and what goals they have set for the next year, etc. He has also asked them to incorporate the district's four goals into their system: 1) Strategic Plan; 2) Professional Learning Communities; 3) Curriculum Alignment and 4) Response to Intervention. Kent Miller said these goals have to be measurable. The superintendent said these infrastructure items need to be in place in order to accurately measure and document the assessments. He said the district has the software to put together all the data collected from their walk-thrus and can measure the statistics set for curriculum objectives; RTI data, etc. The superintendent said he plans to discuss this with the administrators at their next cabinet meeting.

**VIII. WORK SESSION (Idaho School Boards Assn. Training)**

Annis Williams returned at 9:30 a.m.

Susan Scherz, a regional trainer with the Idaho School Boards Association, gave the board training on Board Governance. Wally Aldous said he felt it was very important that the board members understand what their responsibilities are. Mrs. Scherz gave a definition of governance as a process of providing strategic leadership by setting direction, making policy and strategy decisions, overseeing and monitoring organizational performance and ensuring overall accountability. The main roles of the board are Executive, Judicial and Governance. The board's executive responsibility is to hire the superintendent. The judicial responsibility of the board happens when the board has to act as a jury in personnel or student discipline matters and governance is a process. There are four key aspects to governance. The Board, superintendent and patrons should work together as a team with accountability through participation, predictability, and transparency.

Accountability covers the board's commitment to student achievement, and the monitoring, compliance, alignment and coordination of operations and curriculum. Wally said the board tries to keep the community informed and involved in the decision processes by inviting them to participate in cottage meetings and encouraging them to come to the board meetings. Kent said predictability relates to the perception of the people they represent. Accountability is a matter of trust. It is hard because the board can't talk about personnel issues and the patrons are left to wonder what is really going on in certain situations. Mrs. Scherz said the board needs to educate its patrons so they understand the role of the board and the things they need to be aware of. Kent Miller said when he interacts with the community he likes to use the "feel, felt, found" method: "I know how you feel about this issue, I felt the same way, but this is what I found out." As for transparency, people should have timely access to reliable information; but, patrons also need to know that things that are discussed in Executive Session are confidential and the board members cannot discuss them.

Mrs. Scherz said the Idaho School Boards Assn. has created professional standards for board members. The board is responsible to do an evaluation of the superintendent. It is also important that the board do a self-evaluation. Mrs. Scherz said the board has three different ways to evaluate how they are doing their work: the board self evaluation, the evaluation of the superintendent, and evaluating input they get from district sources. The board cannot be effective if the superintendent is not working in line with the board and the superintendent cannot work effectively if there is strong conflict in the system. Through the process of these evaluations, the board can find areas where they can help the superintendent and where he can best help the board, etc.

The Idaho State School Board Assn. has established the following professional standards for the board. These standards help map out what governance looks like. 1) Vision. She suggested the board include its stake holders in developing that. The district has already done this through the process of developing its strategic plan. Mrs. Scherz said this should be looked at annually to be sure the district is on target. A discussion about the vision to prepare all students for college or post secondary training was held. The board has a Hispanic liaison to help incorporate and expand opportunities for students of other cultures. 2) Continuous Improvement – setting high expectations. 3) Advocacy; 4) Accountability; 5) Community Engagement; and, 6) Board Operations and Training.

The board operations and board training is strictly focused on the function of the board and its members to conduct its business in an ethical, fair, respectful and responsible manner. This is especially pertinent to help the individual board member, especially new members, understand their role on the board. A work session in this area could help board members learn to run an effective board

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**VIII. WORK SESSION (Idaho School Boards Assn. Training) (cont.)**

meeting. The board meeting is where people see board governance in action. The most important document that the board puts out is the board agenda because it is posted publically and is part of the historic record as are the meeting minutes. Kent Miller asked how they could get feedback on the agenda. Mrs. Scherz said she would help the board transition with the change coming with their board clerk. Mr. Miller asked about the appropriateness of having some humor in their board meetings. She said board meetings should be a “celebration” and should include having students perform and honoring employees, etc. The board said the superintendent has been very good at doing that and they are glad that it brings more parents to the board meetings. Mrs. Scherz told the board that they should not have the patron forum at the beginning of their meetings because someone could come in and disrupt the meeting. By conducting all the agenda items before a patron forum, their issues might already be addressed. She suggested that the Chairman recognize and welcome the visitors and let them know that even though the board is serious about its business, the board members also like to have some fun at their meetings.

Mrs. Scherz asked them what the purpose of their board meeting was. She said when the board allows their meetings to go too long; they are actually cutting out their accessibility to the public. Annis Williams suggested that the meetings could shorten the meetings by putting time limits on those who present. Mrs. Scherz suggested that the board have more work sessions so that they have more time to review policies, hear reports from program managers, or be trained about the budget enough to be able to understand its details, etc. These meetings would still be open to the public; but, the Regular Board meetings held in public would be able to move faster because the board would come to their meetings with enough information to make informed decisions. Kent Miller asked the superintendent if he has required the administrators to come to board meeting. Mr. Gabrylczyk said he hasn't mandated the come, but encourages them to come. The SREA always sends a representative. Meetings should follow rules or order. Executive Sessions are posted and have to follow strict guidelines. No decisions are made in Executive Session.

Annis Williams left at 10:45 a.m. and the board took a break.

Mrs. Scherz said the agenda items should be tied to a policy and there should be an established procedure to follow. The board discussed how to handle communications with patrons and with teachers. For example, when a patron or an employee brings a problem to a board member's attention, they should explain the process: There is a chain of command for teachers and there is a patron concern form and chain of command for patrons to follow.

They talked about the roles of a board member: member of the board; member of the governance team (superintendent and board); a leader representing the community; stewards of tax payer's money; an advocate of the students; and an advocate of future citizenship. What the board can expect from each other: An individual board member can communicate their opinion; but once a decision has been reached as a board, they must support/advocate for that decision. They should expect ethical behavior from each other. The board is responsible for the district's policies. To be an effective team member both the superintendent and the board must have full disclosure and both can expect to have enough information to make good decisions. The board member's may serve on various committees or make a contribution to the district because of their past experience or interest (like technology or transportation) in that area.

She asked what training they might need to make their board more effective. Kent Miller said he liked the idea of the board getting together more often to have work sessions. These sessions should have time restraints. He also liked the idea of shortening the Regular meetings and moving the Patron Forum to the bottom of the agenda. He said he thinks it would be good to educate the public as to how the board functions and what things they need to approve and what things are administrative decisions. Mrs. Scherz said this would be good public relations to educate the public and could get the patrons curious about what the board was going to talk about next. Mr. Aldous said he would like to arrange for the board to tour each of the buildings and visit the classrooms. She said that would be great to show board unity and support and interest in the teachers. The board talked about future trainings and thanked Mrs. Scherz for her presentation.

**IX. ADJOURNMENT (No quorum)**  
**The meeting adjourned at 11:30 a.m.**

**ATTEST:**

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**Clerk**

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**Date**

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**Chairman**