

The meeting was called to order by Vice President Giles at 5:00 p.m. in the High School Media Center.  
Members Present: Mike Barnwell, Mark Grossbauer, Todd Giles, Jim Rogers and Bill Simpson  
Also present: Mike Washburn, Amy Meinhardt and Chuck Muncatchy.

Dr. M introduced Mike Washburn as the facilitator for the work session

- A. Reviewed concerns from previous superintendents' exit and heard recommendations from Mike Washburn
  - a. Wanted someone who would maintain our current standards yet be able to move us forward with our student achievement and community engagement.
    - i. Mike recommended that Dr. Muncatchy not focus too much time on change but rather learning in the first year.
  - b. Want someone approachable, in the district, and be here long term,
    - i. Dr. M has already moved in the district and is registered to vote.
    - ii. Will share his leadership style with the Board
    - iii. Amy Meinhardt can help support the transition into the role
- B. Dr. Muncatchy shared his blueprint for the district after 40 days on the job.
  - a. Listening to community
    - i. Installation of railings in the football stands per community request.
    - ii. Safety and engagement are priorities
    - iii. Chuck has been involved in numerous district activities
    - iv. Chuck has met with all staff and many students
    - v. Establishing guidelines and procedures for administrative team
    - vi. Building relationships are essential
    - vii. Slow traffic by adding speed bumps to drive at campus
    - viii. Share the responsibility of evaluations with Amy Meinhardt  
(Update—as of September 11, 2014, Chuck is evaluating all administrators)
  - b. Monitor the YTD reports on a regular basis to stay fiscally responsible
- C. Perception and expectations from Board
  - a. Attendance at community and school activities
  - b. Response from the community has been positive
  - c. Visibility/Communication/Approachability/Availability has exceeded expectations
  - d. Dr. M been very intentional about introducing himself to everyone
  - e. Well received by the students
  - f. Treats staff fairly
  - g. Taking the time to listen
  - h. All Board members present at work session like the BOARDLINE that is communicated every Friday
  - i. Learn more on how our scores compare to surrounding schools
  - j. Conduct more Board committee meetings
    - i. Define the intention of the committees
      1. Dr. M shared a proposal for Board committees
    - ii. Make sure that what takes place in the meeting is communicated to the entire Board by the Chair prior to taking any action
      1. Dr. M will send out the minutes via the BOARDLINE
  - k. Make sure Central Office and Mr. Simon are in close communication.
  - l. Be intentional about monitoring building expenditures during the year
  - m. Stabilized fund equity—important to maintain
  - n. Maintain upkeep of facilities

- o. The ability to multitask is important with a lean central administration
- D. How can the Board of Education support Dr. Muncatchy and the Central Office
- a. When one Board member asks all Board members will receive the response. Encouraged the Board to email or call.
  - b. If Dr. M is not available, the Board can contact Amy Meinhardt
  - c. How will we handle the workload if one person is overloaded
    - i. Stay aware of each others' energy/capacity through close working relationship
  - d. Dr. Muncatchy will create a job description for the position/duties that Amy Meinhardt holds
  - e. Keep family/work balance in perspective (always a challenge in central office positions)
- E. Goals for Student Achievement from Dr. Muncatchy
- a. Continue to make gains
  - b. Analyze where the district is currently and how teaching for learning can be enhanced
  - c. Give students the opportunity to go to service academies/college and/or be career ready due to the quality of the program at Central Montcalm
  - d. Focusing on Multi Level System of Support (MLSS)/Interventions
- F. Goals for Student Achievement from Board
- a. Keep moving in current direction
  - b. Look at student achievement trends
  - c. Bring new ideas for dialogue with Board, based on my experience and success as a superintendent
- G. Budget Considerations from Dr. Muncatchy
- a. Finance committee to review YTD every month
    - i. What are trends, what are issues, connect to rest of the Board
  - b. Look at items that directly relate to student achievement-connects with budget development
  - c. Staff meetings to continually look at needs
- H. Budget Considerations from the Board
- a. Bring past experience to table and suggest improvements as you assess
  - b. Bring us all of the information “the good, the bad, and the ugly” and let the Board decide how to vote – TRUST is everything
  - c. Keep Ron Simon very involved in the process – they are pleased with his delivery style
- I. Transition Discussion
- a. Be aware that there is documentation that is missing and Central Office is working hard to recreate the information and stay current with all required documentation as we move forward
- J. Evaluation Process
- a. “Assessing Educational Leaders” by Douglas B. Reeves
    - i. used in Troy, Michigan (one of many in Michigan)
    - ii. Chuck will follow-up with a template
    - iii. Expectation of Board adoption of the evaluation template and district priorities at the regular meeting in October.
  - b. Many of the domains will be addressed through information shared at committee meetings
  - c. Reconvene in December with new members of the Board of Education, as well as previous members.

- i. Two segments to one meeting—new members of the Board will have an orientation session; veteran members of the Board will conduct the formal superintendent evaluation
    - ii. Superintendent annual evaluation to be every calendar year in December
  - d. Comments from the Board that Mike Washburn’s facilitation of the Board orientation and Superintendent evaluation process is a useful tool and appreciated approach.

No communications were received from the public.

Meeting adjourned at 7:04