

**COMMITTEE MEETING MINUTES
SCHOOL BOARD, DISTRICT #2342
WEST CENTRAL AREA SECONDARY SCHOOL MEDIA CENTER
November 6, 2017**

Meeting called to order at 6:30 pm by Chairman Beuckens. Members present: Beuckens, Ulrich, Nessman, Sabolik,. Members Absent: Biss, Christenson and Meidl. Administration present: Vincent, Foslien, Prash, Moore (arrived after meeting called to order), McNamara, Powers. Absent: Nibbe

Visitors: None

Motion by Ulrich, seconded by Sabolik, to adopt the agenda as presented. MCU

New Business:

- 1) Motion by Sabolik, seconded by Ulrich, to close the meeting as permitted by the attorney-client privilege (MS§ 13D.05, subd. 3(b)) at 6:32 p.m. MCU
- 2) Motion by Sabolik, seconded by Ulrich, to open the meeting at 6:58 p.m. MCU
- 3) Continue New Business:
 - a. Boilers at North
 - i. PBBS quote to fix 7 tubes and leak check: \$5,775.00
 - ii. Labor on switching tubes?
 1. Quote includes putting all elements back together, but not cutting pipes to retrofit
 2. Tuning report needs to be completed at South. Currently no fuel oil backup until inspection is passed. Boilers are operated by off-peak electrical heat.
 - b. English Department
 - i. Books were donated from Donors Choose Project, which is a 501c organization. Donorschoose.org is a non-profit website that helps public school teachers get funding for materials and experiences that will help their students learn.
 - c. Strategic Planning
 - i. Board Workshop on November 20th from 3:30-6:30
 1. Board meeting will follow at 6:30
 2. With several admin unable to attend, Superintendent Schmidt will speak to Dennis Cheesebrow regarding availability to move meetings to December.
 3. 6:15-6:30 World's Best Workforce will be reviewed.
 - d. Reminder/Review Veteran's Day Events at WCA
 - i. Wrestlers will assist Veterans into the school as needed
 - ii. 9:00 a.m. pledge of allegiance led by Cub Scouts and raising of the flag
 - iii. Breakfast following
 - iv. Boy Scouts, SpEd will assist in serving
 - v. REACH will assist in cleanup following breakfast
 - vi. Speakers will include some administration and community members
 - vii. Invitation for a school board member to speak
 - viii. 4 7th/8th graders have volunteered to read their Veteran's interview reports
 - ix. Flags will be collected for retirement
 - e. UNESCO
 - i. Will be presenting on our facilities so we can plan for LTFM Nov. 20th (1hr)
 - f. Long Range Planning
 - i. Renewal Operating Levy/Referendum
 1. Organizing a plan to communicate and educate the public on the differences between an operating levy and a referendum
 2. Current levy will expire in 2019-2020
 - ii. Quarterly Updates
 1. Talk about referendums; operating and bond information to the public

- g. ADA Security Doors all 3 buildings (wasn't in the original plans)
 - i. Waiting to hear from JLG on quotes
 - 1. JLG estimated a cost of \$21,000 to make all 3 entrances ADA compliant
 - 2. Wade will get direct quotes from 2 different vendors
- h. World's Best Workforce Discussion
 - i. Meeting
 - 1. Plan must be reviewed and approved by the board in December to ensure on-time submission to MDE by December 15th
 - ii. Goals
 - 1. Goals communicated by Superintendent Schmidt to the board
- i. Weather Related School Closings Information
 - i. Check web page
 - ii. Instant Alert
- j. Preliminary Audit Report/LTFM update
 - i. Update given by Business Manager Powers
 - ii. General Fund will increase by \$472,262
 - iii. Fund balance currently projected to be at \$4,097,261 with \$1,781,000 unassigned and all other funds restricted
 - iv. Food service fund balance projected to be \$75,000
 - v. Community Ed balance projected to be \$32,000
 - vi. \$35,600 of LTFM funds to be carried over after having received \$152,600 in FY17. We will receive \$98,000 in FY18
 - vii. So far to date there is about \$34,600 left in the LTFM account for FY18
 - viii. After paying boiler bills there will likely be very little remaining in the LTFM account
 - ix. So far to date we have spent \$276,452 on the secured entrances
 - x. There may be some funds remaining from the secured entrance project that can be applied to the ADA compliance project
- k. Clifton, Larsen, Allen will be giving the audit report on November 20th
- l. 2nd reading of the following policies:
 - i. Policy #408 – Subpoena of a School District Employee
 - ii. Policy #409 – Employee Publications, Instructional Materials, Inventions and Creations
 - iii. Policy #412 – Expense Reimbursement
 - iv. Policy #416 – Drug and Alcohol Testing
 - v. Policy #416 Form
- m. Sub Pay Rates
 - i. Teachers
 - 1. Full Day \$105.00
 - 2. Half Day \$52.50
 - a. Currently not documented
 - 3. Paras, Custodian, Cooks, Non-certified
 - a. Hourly Rate
 - i. Previously was a daily rate and not documented
 - ii. Considerations
 - 1. Paras at the elementary schools work on average 7hrs vs. 6-6.5hrs at the high school
- n. Communication
 - i. Between board members
 - 1. Policy 206 and 209
 - ii. Community
 - 1. Discussion regarding having a standard response sent from the Board Chair for individuals that contact school board members
 - 2. To be encouraged to come to committee meetings
- o. December 18th Board Meeting
 - i. Possible change of time to 5:30 pm due to concert

- p. Secretary Position
 - i. Possible recommendation from Superintendent Schmidt at next meeting to retain Deanna for contracted payroll services
 - ii. Greatest need within the district is a support staff member to assist within the district officer
 - 1. Admin and office personnel outlined 16 job responsibilities that would assist the district in being more efficient and effective
- q. Nominations for board member
 - i. Timeline
 - 1. Interested individuals will be encouraged to attend the December 4th meeting where they will be able to introduce themselves and express their interest in the vacant board seat
 - 2. School board members will vote at the November 18th meeting to fill the vacant board seat
- r. Process
 - i. Board members encouraged to identify interested individuals to join the board. Communication with Board Chair Beuckens regarding interested parties.

Motion by Ulrich, seconded by Sabolik, to adjourn at 8:30 pm. MCU.

Michelle Nessman