

MINUTES
SCHOOL BOARD, DISTRICT #2342
WEST CENTRAL AREA SECONDARY SCHOOL MEDIA CENTER
November 20, 2017

Meeting called to order at 6:30 pm by Beuckens. Members present per roll call: Beuckens, Christenson, Biss, Nessman, and Sabolik. Members Absent: Ulrich. Administration present: Schmidt, Foslien, and Powers. Nibbe and Vincent arrived after roll call. Administration Absent: Prasch, Moore, and McNamara.

Visitors: CA Ray, Sara Strunk

Motion by Sabolik, seconded by Biss, to modify attendance as Ulrich arrived after roll call.

Motion by Biss seconded by Ulrich, to modify the agenda as presented. MCU

Motion by Christenson, seconded by Ulrich, to approve the minutes of the regular school board meeting held on October 16th, 2017, committee meeting held on November 6th, 2017, and the special meeting held on November 6th, 2017. MCU

Motion by Ulrich, seconded by Christenson, to approve the payment of claims in the amount of \$469,684.52, as well as payment of check #142620 to JLG Architects in the amount of \$1,963.20, which was previously held for payment per the business meeting on October 16th, 2017, to total a payment of claims of \$471,647.72. MCU

Administrative reports were given as follows:

Tech Coordinator (Kevin McNamara) – written

1. WCA firewall has been set to “shape” the bandwidth usage on the network. By shaping the network bandwidth we can guarantee teachers will not experience “slowdowns” during times of heavy network use such as lunch
2. Several adjustments have been made to the web filter to encourage students to login to the filter. Having students login to the filter allows us to scan network usage / violations by user instead of IP addresses
3. Device damage report: over the past month only 3 devices have needed to be sent repair and were covered under the accidental damage protection
4. Minor adjustments made to K-2 Kindle Fire tablets to make them more user friendly and less restrictive.
5. Currently updating the Software version of Cisco controllers for Wifi. Once updated, WCA will be able to keep up with the growing demands on our wireless internet. Ranges from 500-1,500 wireless devices on the network each day.

Community Education: (Jon Moore) – written

1. AARP November 5th class has 8 participants registered
 - a. Upcoming classes Wednesday, February 28th in Elbow Lake at the Community Center from 1-5 pm and Wednesday April 25th at the Hoffman Senior Center from 1-5 pm
2. Co-ed volleyball begins November 22nd at 6:30 pm in the Secondary School Gym. 8 teams are participating in a round robin tournament that will run through the middle of February. Four high school volleyball players will be reffing the games for the season. Schedules can be found online as well as a bracket. Winners will receive a t-shirt and team trophy
3. Youth classes, considering transportation for south students to attend classes at secondary school.
4. Knights chef academy for grades 4-6 had 13 students participated in the November 9th class. Next class Thursday, December 7th.
5. Knights art academy for grades 2-6 will have their next class on December 5th from 3:45-5:45 pm in the secondary school art room.
6. West central wrestling club- 24 students registered
7. Little knights wrestling begins December 4th for Pre-k-6th grade
8. Thursday night skiing-families and students can enjoy skiing weekly on Thursdays for \$75 including transportation or \$50 not including transportation. Students picked up at school and brought back to their hometown by 8 pm. Chaperones ski free.
9. Holiday S.T.E.A.M. camp for K-4 12/7, 12/11, 12/18 from 3:30-5 pm at North Elementary. \$25 per student.
10. ECFE classes 12/11, 1/15, 2/12, 3/12, 4/16, 5/14 from 5:30-7 pm in the secondary school library

11. Play and learn for ages 6 weeks through school age on 12/19, 1/16, 2/20, 3/20, 4/17, 5/15 at North and South Little Knights Classrooms from 10 am-11:30 am.
12. Pre-school screenings will be offered at both North and South in April.
13. Possible open gym offered throughout the winter to children birth-2nd grade. More details to come.
14. Knights after school program currently 25 students enrolled, with an average of 10-15 children per day.
15. Wrap around care currently has 10 students registered, with interest from more families for early out and non-school days.

Activities Director: (Jacob Foslien) – written and oral

1. Fall athletic update. Football, cross country and volleyball all had successful seasons. Thank you parents and community members for support of these great student athletes.
2. Winter activities underway except for junior high girls basketball who will start after Christmas. Still in need of a coach for this season
3. FFA officers attended the national conference in Indianapolis with Mr. Johnson and Mr. Sawatzke 10/25-10/28.
4. National honor society will be decorating Barrett Care Center.
5. Senior high choir has been chosen to sing at West Acres Shopping Mall on 11/29
6. Western division student council meeting on 12/6 in Fergus Falls
7. Grant County Wrestling Invite on 12/9
8. Band concert on 12/11 and choir concert on 12/18
9. Corporate Sponsorship meeting on 12/12

Buildings & Grounds Director: (Wade Nibbe) – oral

1. Boiler 1 at north running well, boiler 2 not up quite yet. PBBS will have running by Thursday.
2. Bids being gathered for updates and repairs to North playground and secondary school playground, per recommendations of safety inspector.
3. Will be reaching out to roof contractors to review roofs at north and south.

Elementary School Principal: (Natalie Prasch) – written

1. South at staff would like to thank Kensington Legion Auxiliary for donating basket of apples for American Education Week.
2. Reminder to all families that conferences are tonight and tomorrow.
3. 2nd PBIS meeting with all three schools held. Have implemented Knight pride tickets for students being responsible, safe, respectful and kind. Both elementary schools adding PBIS displays as reminders to students.
4. Christmas concerts North on 12/14 at 7 pm, and South on 12/21 at 7 pm

Secondary School Principal: (Claire Vincent) – written

1. Teachers are busy with K-12 staff development projects
2. Secondary school faculty reviewing grading practices to identify any modifications for the 18-19 school year
3. Most recently met with North and South teams about PBIS to develop systematic ways of creating positive culture
4. Math teachers will be meeting in December with North and South teachers to review math fluency intervention practices that have been in place since the onset of the school year

Business Manager: (Diane Powers): written and oral

1. Title IIA grant approved late \$24,556.84,
2. Food service audit will occur next Thursday and Friday (December 14th and 15th). List of requested items is due by December 4th. Mindy and Michelle F. have been working with Business Manager Powers to gather these items.
3. Budget to actual as of 10/31/2017 included in board packet.

Information/Action

1. Mary Reedy from CliftonLarsonAllen reviewed Executive Audit Summary for fiscal year ending June 30, 2017
 - a. Financial reports “clean” opinion, highest level that can be received in the audit

Motion to approve 2017/2018 financial report Motion by Biss, second by Sabolik.

2. UNESCO preliminary report reviewed. Present from Unesco were four UNESCO representatives to share information from the preliminary facilities audit.

Superintendent: (Barry Schmidt) Written & Oral.

1. Bussing concerns
 - a. Looking at putting a paraprofessional at Hoffman bus stop to supervise students getting on the bus
 - b. Meeting with admin team to see how to strengthen soft skills
2. Custodial
 - a. Looking at moving Bettina to full time custodial position alleviating her from her sub position
 - b. Still short custodial staffing and seeing a high amount of overtime being paid out
3. Lunch program changes being made
 - a. Incorporation of a 5-week menu plan, mini salads in the salad bar (last spring), more fresh fruits and veggies, better food products that students have liked, and more variety in condiments. Will be incorporating taste testing of new products, fresh fruits and veggies in both lines, more frozen foods vs. canned foods, and more cooking from scratch.
4. Collections agency- will try to contact parents if over \$50 negative in food account. Families who are struggling can set up a pay arrangement. Collections agency will be the last resort
5. Reminder of important upcoming dates
 - a. December 4th strategic planning meeting scheduled from 3:30-6:10
 - b. December 11th from 3:30-5:30 pm strategic planning meeting
6. PLC early out at 1:45 pm on December 13th
 - a. Opportunity to invest in staff to use best practices, improve quality of instruction, collaboration for all staff. Allows staff to reflect, identify interventions, improve student achievement by reviewing data and work as one staff. Also allows staff to become more innovative.
7. January reorganizational meeting
 - a. Tentatively looking at January 2nd for Committee meeting and re-organizational meeting
8. MREA conference

Motion by Ulrich, seconded by Sabolik, to approve the following general consent items (MCU):

- 1) Approve PBBS quote for the boiler at North Elementary
 - a. \$5,770: to fix 7 tubes and leak check
- 2) Approve the maternity leave for Madison Christianson beginning approximately February 10th, 2017 and lasting 7 weeks.
- 3) Approve sub fees beginning January 2nd as follows
 - a. Teachers at a rate of \$52.50 for a ½ day
 - b. Paras, cooks, and custodians at a rate of \$13.00/hour
- 4) Approve lane change for Austin Hanson from BA 0 to BA 30

Motion by Sabolik, seconded by Biss, to approve the following unfinished business (MCU/MP):

- 1) Final Reading of the following policies:
 - a. Policy #408: Subpoena of a School District Employee
 - b. Policy #409: Employee publications, instructional materials, inventions and creations
 - c. Policy #412: Expense reimbursement
 - d. Policy #416: Drug and Alcohol Testing
 - e. Policy #416: Form

New Business:

- 1) Motion by Ulrich, seconded by Christenson, to approve Michelle Nessman as the interim clerk/treasurer until the re-organizational meeting to be held in January. MCU
- 2) Motion by Biss, seconded by Sabolik, to move the December 18th business meeting to 5:30 pm. MCU
- 3) Motion by Biss, seconded by Ulrich, to approve the VINCO quote for ADA compliant doors at North, South and Secondary schools for a total of \$21,925.00. MCU
- 4) Motion by Ulrich, seconded by Sabolik, to approve the hiring of a district office secretary. MCU/MP
- 5) Motion by Biss, seconded by Ulrich, to approve World's Best Workforce report

- 6) First reading of the following policies:
 - a. Policy #417 Chemical Use & Abuse
 - b. Policy #418 Drug free workplace drug free school
 - c. Policy #418 form: Drug free workplace drug free school policy acknowledgement
 - d. Policy #419 Tobacco free environment

Other:

- 1) MSBA Conference
 - a. The 97th Annual Leadership Conference of the Minnesota School Boards Association will be held January 11th12th, 2018 at the Minneapolis Convention Center.
 - b. "Learning to Lead -School Board Basics: Phase I" will be held on Tuesday January 9th.
 - c. "Early" bird workshops and other pre-conference functions will be held Wednesday, January 10th.
 - d. On-site registration at the Minneapolis Convention Center for the conferences opens at 7:30 am, Thursday, January 11th.
 - e. The conference concludes at noon on Friday, January 12th
- 2) Motion by Biss, seconded by Ulrich, to approve the resignation of Chuck Meidl November 1st
 - a. Thank you to Chuck Meidl for 21 years of service on the West Central Area School Board

Motion by Sabolik, seconded by Biss, to adjourn at 8:22 pm. MCU

Michelle Nessman, Interim Clerk/Treasurer