

**COMMITTEE MEETING MINUTES**  
**SCHOOL BOARD, DISTRICT #2342**  
**WEST CENTRAL AREA SECONDARY SCHOOL MEDIA CENTER**  
**April 4, 2018**

Meeting called to order at 6:36 p.m. by Ulrich. Members present: Biss, Christenson, Nessman, Sabolik, Strunk and Ulrich via Google Hangouts. Members Absent: None. Administration present: Schmidt, Powers, Vincent, Foslien, Moore, Prash, Nibbe and McNamara. Administration absent: None

Visitors: Melissa Anderson and Courtney Puchalski

Motion by Christenson, seconded by Biss, to approve the modified agenda. MCU

New Business

- 1) Early Retirement - Mr. Schmidt reported that currently we have three teachers that are eligible for early retirement. Early retirement criteria is by December 31, 2017, 55 yrs. old, 25 years in TRA and 15 years in district. Of the three, two have expressed interest in retirement. This would save the district approx. \$20 - \$30,000. The incentives would be 3 years of insurance paid by the district at a cost of \$6300 each.
- 2) Early Entrance Conferences - Mr. Schmidt reported that we are going to implement early entrance conferences this fall for K-6th grade. Teachers are reporting that they have yet to meet some parents as of yet. Early entrance would be held first few days of school with parents and teachers meeting 15-30 minutes. This will hopefully reduce anxiety and stress for students. There would be no elementary open house.
- 3) Communication/Public Relations - District is currently working on putting a flyer together to showcase the great things going on at WCA and information about the operating levy. Mr. Schmidt reported that he has been working on a communication plan, working first on internal communication. We have started to use Constant Contact to communicate with staff members. This allows us to monitor who we send information to and who is reading and opening communication pieces.
- 4) Tenure - Mr. Schmidt reported that we have three teachers that are up for tenure in the district and two teachers that should have received tenure but were never recognized.
- 5) John Kreft Triple "A" - Mr. Kreft reported that Brianna Kreft won the won the state Class A girls Triple "A" Award. Established in 1988, the award, known as the Triple "A" Award, recognizes and rewards high school seniors from across the state for their achievements in the classroom, the arts, and athletics. Ms. Kreft was awarded a \$1,000 scholarship.
- 6) World's Best Workforce (WBWF) Feedback - Mr. Schmidt reported that we received Feedback from the Minnesota Department of Education on things that we did well and things we need to improve.
- 7) 5th and 6th Grade Piloting Grading - Ms. Vincent has been working with teachers on how to make the transition for 5th and 6th grades to secondary easier in terms of grading. We don't want students to put themselves in a box. "I am only a C student". The piloting program will have relaxed grading scale that will prepare them for grades 7-12 and hopefully give them confidence that they don't label themselves as on a "B" or "C" student and they can realize their potential to have good grades.
- 8) Leave system - Mr. Schmidt reported that Ms. Williams has been working on updating the leave accruals. There was some confusion in the past that leave was accrued based on 7 ½ hours or 7 hours per day. Some have been calculated both ways. That has been corrected.
- 9) Flex Benefit - Ms. Powers reported that Region 1 will no longer offering flex benefits as of 08/31/18. The district office has reached out to Discovery Benefits and Select Accounts. Select Accounts already handles our HSA and is coming in cheaper than Discovery Benefits. We are currently waiting for more information from Region 1 on the run out period information. Ms. Williams will be providing information to

staff before the next PLC day and will have someone from Select Accounts on hand that day to handle questions from staff.

- 10) Capital Outlay - Mr. Schmidt reported that we are looking at approximately \$185,000 in capital outlay expenditures. Capital outlay expenses are items of \$500 or more that are going to benefit the students in the district. Currently we have more than \$350,000 in requests.
- 11) Board Retreat - Mr. Schmidt reported that he is working on putting together a board retreat to discuss upcoming items such as election, levy. We are looking at April 23rd with a starting time of 3pm. An agenda will be provided with specific topics to be covered.
- 12) Adding teachers 2 ½ FTEs - Mr. Schmidt reported that we are currently needing to hire 2 ½ FTE teachers to the staff for the fall. With census numbers rising for Kindergarten we are needing to hire another teacher for North, a Special Education teacher for South due to increase in caseloads and a part-time Social Studies teacher at the secondary school. Finance has already included 2 teachers in the budget numbers for next year.
- 13) Second reading of the following policies:
  - a. Policy #522 - Student Sex Nondiscrimination
  - b. Policy #522F- Unlawful Sex Discrimination Form
  - c. Policy #524 - Internet Acceptable Use and Safety Policy
  - d. Policy #524F - Internet Use Agreement - Student
  - e. Policy #806 - Crisis Management Policy
  - f. Policy #806F - For Assistance in Drafting a Crisis Management Plan
  - g. Policy #616 - School District System Accountability

Motion by Sabolik, seconded by Bueckens, to adjourn. MCU.

Michelle Nessman