

**MINUTES**  
**SCHOOL BOARD, DISTRICT #2342**  
**WEST CENTRAL AREA SECONDARY SCHOOL MEDIA CENTER**  
**December 18, 2017**

Meeting called to order at 5:35 pm by Beuckens. Members present per roll call: Beuckens, Christenson, Biss, Ulrich, and Sabolik. Members Absent: Nessman. Administration present: Schmidt, Vincent, Prasch, Foslien, Moore, Powers, McNamara, and Nibbe. Administration Absent: None.

Visitors: Sara Strunk, CA Ray

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

Motion by Ulrich, seconded by Christenson, to approve the minutes of the regular school board meeting held on November 20, 2017, board workshops held on November 20, 2017 and December 11, 2017, and the committee meeting held on December 6th, 2017. MCU

Motion by Sabolik, seconded by Ulrich, to approve the payment of claims in the amount of \$503,402.49. Checks reviewed #142976, #142985, #142938, #142954, #142962. MCU

Administrative reports were given as follows:

Truth and Taxation Hearing: Presented by Superintendent Schmidt and Business Manager Powers.

Motion by Sabolik, seconded by Ulrich, to modify attendance to reflect Nessman joined the meeting at 6:22 p.m. MCU

Tech Coordinator (Kevin McNamara) – written

1. E-rate:
  - a) We are currently evaluating our needs for E-rate category 2 - the application is due in February. Category 2 of E-rate (network infrastructure equipment), we have \$51,362 remaining in our eligible funds for our current 5-yr cycle. We receive a 70% discount on these items.
2. WiFi:
  - a) Now that we have updated our WiFi controllers, the coverage in academic areas throughout the district have improved significantly. We are now beginning to expand coverage into other areas of need, such as gyms in all 3 buildings
3. Testing:
  - a) We will not have OLPA testing in January as we have in past years
  - b) We will instead use FAST testing as our standardized assessment tool prior to MCAs this spring. Having a secondary assessment tool is very important to provide the data used to better understand and meet individual needs of students.
  - c) ACTs will be done online again this year. Our testing window is April 3-5 and April 10-12.

Community Education: (Jon Moore) – oral and written

1. Adult Classes
  - a) AARP:
    - Wednesday February 28th: Elbow Lake Community Center 1:00 - 5:00pm
    - Wednesday April 25th: Hoffman Senior Center 1:00 - 5:00pm
  - b) Co-ed Volleyball: We are in our 5th week of Coed Volleyball (games every Wednesday)
2. Youth Classes
  - a) Knights Chef Academy
  - b) Knights Art Academy
  - c) Little Knights Wrestling -
    - The season runs from the Dec 4th through the end of February.
  - d) Thursday Knight Skiing in conjunction with Andes Tower Hills
  - e) Holiday S.T.E.A.M Camp - We are hoping to host more STEAM classes later this year.
3. Early Childhood

- a) ECFE- This class is offered Tuesdays, Jan 15, Feb 12, March 12, April 16, May 14 from 5:30-7:00 pm in the WCA Secondary School Library. A free meal is offered to families cooked by WCA students. Thank you to Brenda Lindgren, Paula Hamm, Natalie Schoenbauer, Addie Stark and Susan Frykman for their help.
- b) Play and Learn - For children ages six weeks through school-age. This class is offered Dec 19, Jan 16, Feb 20, March 20, April 17, May 15 in the North and South Little Knights classrooms from 10:00 - 11:30am. These sessions are free to our community members and their families.
- c) Preschool Screenings for three year olds will be offered at both North and South Elementary Schools this April. Screenings will be held in the Little Knights Preschool rooms as well as the Library in each building:  
 North Elementary - February 27th (All Day) will be scheduled through Public Health  
 North Elementary - April 5th (Tentatively)  
 South Elementary - April 24th (Tentatively)
- d) Possible Early Childhood Open Gym at North for children birth to 2<sup>nd</sup> grade
- e) Knights After School Program - Currently has 25 students registered.
- f) Knights Wrap Around Program
- g) Community Root is a new program to help streamline the registration process for families and for the school.
- h) Communication- Find us on Facebook at WCA Community Education. Website is constantly being updated. Constant Contact is our email marketing page sent out monthly. If you know someone who would like to be added please let me know.

Activities Director: (Jacob Foslien) – written and oral

1. Winter sports update
  - a) Still need Junior Girls Basketball coaches for this season
2. Corporate Sponsorship Committee Meeting on 12/12
  - a) Have laid out direction on what future purchases will be
  - b) Scoreboard project
  - c) Possible Gym Updates
  - d) More information at the January meeting
3. Upcoming Events:
  - a) Speech will practice formally on January 8
  - b) One Act has been practicing for their sub-section contest held on Jan. 27 (@ WCA)
  - c) Wrestling and Girls and Boys Basketball are involved in winter tournaments
  - d) They are re-waxing the Secondary School gym over the Christmas

Buildings & Grounds Director: (Wade Nibbe) – written given by Ulrich

1. All boilers are up and running. Boiler inspector was here on December 12th and all boilers are good to go.
2. Even though we have not had much snow, ice has been a challenge. We do what we can with the equipment we have. With that said I want to say thank you to our snow removal contractors for all they do and do well; Shawn and Staci McGee of Gro-Green who take care of North, Jerod Frykman of Johnson-Frykman who takes care of the Secondary, and Jared Johnson who takes care of South.
3. We will be coating the gym floor at Barrett over the Christmas break. The gym will be closed from noon December 27th till 7 a.m. Tuesday January 2<sup>nd</sup>.

Elementary School Principal: (Natalie Prasch) – written and oral

1. We would like to thank our families for attending conferences at the end of November. 95% of families from Little Knights to 4th grade attended in person on conference nights.
2. Third graders from South and 4th graders from North attended the movie Wonder after reading the book as a class.
3. The 3rd graders at North and South are having a Wax Museum to display their new knowledge of inventors and their contributions. South's will be Tuesday from 9:00-9:45 and North's will be Wednesday from 2:00-3:00.
4. The South PTO is sponsoring a trip to Barrett's Prairie Wind Theater to see Home Alone for our Kindergarten through 4th grade students on Tuesday afternoon.
5. The North PTO is conducting its annual "Classroom Cash" Drive. The class that raises the most money gets to Silly String its teacher. The funds are used so teachers can add extra supplies in their classrooms.
6. The 4th graders from each school will be skiing at Andes Tower Hills on Friday.
7. The Christmas music program at North was fantastic—Santa even made an appearance. South's program is Thursday at 7:00 and we hope to see a full house.

Secondary School Principal: (Claire Vincent) – written and oral

1. The last week before winter break is filled with fun activities as well as school work! We have a choir concert this evening that is expected to be well attended and Friday afternoon will be filled with fun for all of our students – parties in the 5-6 rooms and a 7-12 event that includes choice activities such as dodge ball and cookie baking.
2. With regard to Teaching and Learning, we are in the early stages of planning for next year and are currently exploring the possibility of offering a CDL course for seniors as well as a college credit agriculture course. These are two course offerings that we believe will serve our students and the community well so I am hopeful that we will be able to implement these courses during the 18019 school year

Business Manager: (Diane Powers): written and oral

1. All of the audit reports have been filed with MDE and State of MN
2. In order to receive Federal funding (Title I & II and Food Service), each year we must update our registration with the US Government's System for Award Management (SAM). I did this on Dec. 12th and have received word back that the registration is active and not due again until Dec 2018.
3. The food service audit was last week. It all went well. We can expect a report back in 2-4 weeks.
4. I am working on a budget revision.
5. The General Fund Budget to Actual, Revenue and Expenses look good. One area to point out is the South Elementary Operations & Maintenance. It shows that we've used 94% of the budget by the end of Nov. These numbers include the total cost of the South Playground (not included in the expense budget) - there is a Revenue offset in the donations area of the revenue budget.

Superintendent: (Barry Schmidt) Written & Oral.

1. Food Service Audit
  - a) Recommended to update wellness policy. Looking at creating a Committee to update or possibly change this policy. MDE doesn't allow sales of food from 8 am-3:30 pm. Vending machines have been updated to meet regulations related to 5th and 6th graders
  - b) Reminder of Important dates:
    - December 19<sup>th</sup> is strategic planning 3:30-5:30
    - January 2, reorganization and committee meeting at 6:30
  - c) Administrative Assistant position:
    - We would like to schedule interviews toward the end of the week. Plan is to start in January.
  - d) MSBA Conference January 11<sup>th</sup> and 12<sup>th</sup> (Teams works) - Walk us through the next steps
  - e) Feedback process

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

1. Approve acceptance of gifts from the following:
  - a) \$50.00 from Kensington Bank to South
  - b) \$20.00 from Wendell Auxiliary to North
  - c) \$75.00 from Pryce Score to South

Motion by Christenson, seconded by Sabolik, to approve the following unfinished business (MCU):

1. Final 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

New Business:

1. Motion by Biss, seconded by Ulrich, to set School Board Organization meeting for Tuesday, Jan. 2<sup>nd</sup> at 6:30 pm. MCU
2. Motion by Sabolik, seconded by Ulrich, to consider and approve the Resolution Establishing Combined Polling Places. Resolution vote for each school board member was as follows:

Ulrich, yes  
Biss, yes

Nessman, yes  
Beuckens, yes  
Sabolik, yes  
Christenson, yes

3. Motion by Biss, seconded by Christenson, to approve the Prairie Fire Childrens' Theatre contract. MCU
  
4. First reading of the following policies:
  - a) Policy #420 Students and Employees with Sexually Transmitted Infections and Diseases and Certain Other Communicable Diseases and Infectious Conditions
  - b) Policy #421 Gifts to Employees, and add "And School Board Members"
  - c) Policy #422 Policies Incorporated by Reference
  - d) Policy #423 Employee-Student Relationships
  - e) Policy #424 License Status
  - f) Policy #425 Staff Development
  - g) Policy #499 Staff Wellness Incentive Planning
  
5. Motion by Ulrich, seconded by Biss, to approve the maximum 2017 Levy Payable 2018 in the amount of \$1,976,697.33. MCU

Other:

1. Lions Club wants to donate money towards unpaid lunch accounts

Motion by Biss, seconded by Ulrich, to adjourn at 6:48 pm. MCU

Michelle Nessman, Interim Clerk/Treasurer