

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF
EDUCATION OF DOUGLAS COUNTY SCHOOL DISTRICT 28-0015,
a/k/a, DOUGLAS COUNTY WEST COMMUNITY SCHOOL DISTRICT
July 15, 2013**

The regular meeting of the Board of Education, District #15, in the County of Douglas, in the State of Nebraska, was convened in open and public session on July 15, 2013, at the Douglas County West Community School Central Office Board Room, 401 South Pine St., Valley, Nebraska. The roll was called and the following board members were present or absent: Present: Jeff Clauson, Sue McKie, John Walvoord, Luke Janke, Pat McCarville and Kelly Hinrichs. Others present: Dan Schnoes, Sabina Wiekhorst, Jim Knott, Jeremy Travis, Emily Heinzen, Kate Carlson, Jen Metz and Matt Caldwell.

Following public notification procedures approved by the Board of Education, February 14, 2011, in adherence to 84-1411, notice of the meeting was given in advance thereof by posting such Notice on the exterior front door of the high school, elementary school, middle school, Valley City Hall, First Nebraska Bank, Waterloo Post Office, and Foundation First Bank. Notice of the meeting was simultaneously given to all members of the Board of Education. Availability of the agenda was communicated in advance notice and in the notice to the Board of Education of the meeting. All proceedings hereafter shown were taken while the convened meeting was open to the attendance of the public.

I. Call to Order

President Pat McCarville called the regular meeting to order at 7:03 p.m. Dr. McCarville noted that the Open Meetings Act was posted on the back wall of the Board Room for public review.

II. Public Communications and Correspondence

III. Approval of Agenda

Motion Passed: Motion to approve agenda as presented passed with a motion by Jeff Clauson and a second by Sue McKie.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

IV. Administrative Reports

IV.A. Superintendent's Report

IV.B. Financial Report

V. Consent Agenda

Motion Passed: Motion to approve Consent Agenda, leaving out the payment to Sue McKie for Architectural Services passed with a motion by John Walvoord and a second by Kelly Hinrichs.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

V.A. Approve Minutes

V.B. Approve Claims for Payment

Motion Passed: Approve the payment to Sue McKie for Architectural services for \$6393.69 passed with a motion by Pat McCarville and a second by Kelly Hinrichs.

| | |
|----------------|---------|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Abstain |
| John Walvoord | Yes |

V.C. Approve Financial Report

VI. Old Business

VI.A. Building and Grounds Update

The board discussed the progress of the current building projects.

VI.A.1. Summer Projects

Possible alternatives are being discussed in the event the work in the Middle School kitchen isn't completed by the first day of school.

VII. New Business

VII.A. Educational Trip to Boston

High School teachers, Jen Metz and Matt Caldwell, addressed the Board about their proposed trip to Boston. Students in 9th - 12th grade are eligible to sign up for the trip scheduled for October 23-27, 2013. The cost is \$1,000/person and three fundraisers are planned to help defray this cost.

Motion Passed: Move to approve the Educational Trip to Boston, during the Fall of 2013-14 passed with a motion by Jeff Clauson and a second by Kelly Hinrichs.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VII.B. Contract for Architectural Firm

BCDM will provide a programs and facility study for a charge of \$41,840.

Motion Passed: Move to approve the contract with BCDM to provide DC West Community Schools with a programs and facility study passed with a motion by Jeff Clauson and a second by John Walvoord.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VII.C. 2013-14 Lunch Prices

The USDA requires schools to use their Paid Lunch Equity Tool to calculate the school's paid lunch price increase requirement. These formulas compare the number of free/reduced lunch and paid lunch counts. Based on those formulas, they require districts to charge a certain minimum for paid lunches. For the 2013-14 school year, we need to increase student lunch prices by 10 cents. The calculations increase the Pre-K - 4th grade lunch prices from \$2.15 to \$2.25 and grades 5 - 12 from \$2.40 to \$2.50.

Motion Passed: Move to approve the lunch prices for Pre-K to grade 4 to \$2.25 and grades 5-12 to \$2.50 for the 2013-14 School year passed with a motion by Kelly Hinrichs and a second by Sue McKie.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VII.D. Set Rate for Mileage Reimbursement

As per the negotiated agreement, any teacher traveling between the campuses during the school day to provide instruction is to be paid at 90% of the IRS mileage rate as of July of each year. As of July 1st the IRS mileage rate for business use is at \$.565. Ninety percent of \$.565 would be rounded to \$.50. We have also used the same rate to reimburse any employees that use their vehicles for district purposes.

Motion Passed: Move to set the mileage rate at \$.50 per mile for the 2013-2014 school year passed with a motion by Sue McKie and a second by Jeff Clauson.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VII.E. Board Policy Review

Motion Passed: Move to approve the 4000 series policies and further to strike the old 400 series passed with a motion by Pat McCarville and a second by Jeff Clauson.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VII.F. 2013-14 Classified Employee Handbook

Motion Passed: Move to approve the 2013-14 Classified Employee Handbook passed with a motion by Jeff Clauson and a second by Sue McKie.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VII.G. Approve the bid for replacing two roof top units at the High School

Bid documents were sent to four companies but only Controlled Comfort turned in a bid for this project. The cost for this project will be paid from our QCPUF funds for the two roof top units. The units will be installed during the late summer/early fall.

Motion Passed: Move to approve the bid from Controlled Comfort for \$63,160 for the DC West High School Roof Top Replacement Project passed with a motion by Sue McKie and a second by John Walvoord.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VII.H. Softball Complex

The Building and Grounds Committee has requested that we revisit the softball complex and the motion requesting estimates to install the utilities. Due to the recent approval of a facility study, they are recommending we discuss this item again and possibly postpone the requesting of estimates until we have more information from the facility study.

Motion Passed: Move to postpone requesting bids on the softball complex passed with a motion by Pat McCarville and a second by Jeff Clauson.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VII.I. Approve change orders for the Middle School Roof Top Projects

Several issues were discovered by contractors after work began at the Middle School. Elkhorn West agreed to cover all time and materials not to exceed \$60,000 for the additional work necessary.

Motion Passed: Move to approve the change orders for the Middle School Roof Top Project for \$60,000 passed with a motion by Pat McCarville and a second by Kelly Hinrichs.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

Subsidiary Motion Passed: Move to approve the change order for the Middle School Roof Top Project for \$5409.55 for additional work on a corridor not included in the original bid passed with a motion by Luke Janke and a second by John Walvoord.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VII.J. Bus route for Learning Community Open Enrollment Students

During the 2012-13 school year, DC West operated four van routes to transport open enrollment students. With the new law that went into effect July 1st, 2013, all of the current open enrolled students will be grandfathered in. For new Open Enrollment students, we are required to pick them up if they are in neighboring schools districts (Elkhorn and Gretna). In reviewing our transportation requests, as of now, we will need to pick up 35 students in Omaha, not counting the new open enrollment students. These numbers may increase us up to five (5) van routes this fall. I have been in contact with First Student Bus Service. We can add one more bus to the route (using the same contracted cost per bus route) and eliminate 3 van routes. Due to the

distance for picking up some students, we will still need one van route. The cost difference between running a bus as compared to four van routes is almost the same. It is also becoming more difficult to find van drivers for short routes. I would recommend that we add an open enrollment bus route and eliminate three van routes for the 2013-14 school year.

Motion Passed: Move to approve adding one open enrollment bus route with First Student passed with a motion by Jeff Clauson and a second by Kelly Hinrichs.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VII.K. Sprinkler System addition to the High School

Motion Passed: Move to approve adding on to high school sprinkler system with Alternate Rain for \$5,635.35 passed with a motion by Jeff Clauson and a second by Kelly Hinrichs.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VIII. Executive Session

The Board may enter into closed session at any time to discuss any matter for which a closed session is lawful and appropriate. We have legal matters that need to be handled in closed session. Before the Board can enter closed session, a motion must be made in agreement with Statute 84-1410 by the Board to discuss topics such as personnel, negotiations, and legal matters.

Motion Passed: Motion to enter in Executive Session for discussing the superintendent's contract, clearly necessary for the protection of the superintendent and the public interest at 8:28 p.m. passed with a motion by Sue McKie and a second by Jeff Clauson.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VIII.A. Reconvene from Executive Session

Motion Passed: Move to reconvene to regular session at 8:43 p.m. passed with a motion by Jeff Clauson and a second by John Walvoord.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

VIII.B. Approve Superintendent Contract

Motion Passed: Move to approve the Superintendent's Contract with Dr. Schnoes passed with a motion by Sue McKie and a second by Jeff Clauson.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

IX. Adjournment

Motion Passed: Motion to adjourn meeting at 8:44 p.m. passed with a motion by Pat McCarville and a second by Jeff Clauson.

| | |
|----------------|-----|
| Jeff Clauson | Yes |
| Kelly Hinrichs | Yes |
| Luke Janke | Yes |
| Pat McCarville | Yes |
| Sue Mckie | Yes |
| John Walvoord | Yes |

UPCOMING MEETINGS

The next regular meeting will be August 12, 2013, at 7:00 p.m. at DC West Central Office Board Room in Valley.

Secretary