

**DOUGLAS COUNTY WEST COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
MINUTES OF THE REGULAR MEETING  
Monday, April 13, 2015 at 7:00 PM**

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 April 13, 2015, at the Douglas County West Community School Central Office Board Room, 401 South Pine St., Valley, Nebraska.

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

Present Board Members:

Jeff Clauson  
Kelly Hinrichs  
Luke Janke  
Pat McCarville  
John Walvoord

Others Present:

Melissa Poloncic, Jim Knott, Troy Glock, Jeremy Travis, Duane Krusemark, Dori Kuspa, JuLee Kallenbach, Mark Pfister (Boyd Jones), Emily Heinzen (Gazette), Sabina Wiekhorst

Absent Board Members:

Sue McKie

The agenda, listing items for consideration by the Board, is on file in the Superintendent's office. Other matters may come before the Board and the Board has the right to modify the agenda before the meeting.

**II. Public Communications and Correspondence**

Comments from the audience will be accepted at this time. Correspondence addressed to the Board will be presented.

**III. Approval of Agenda**

**Motion Passed:** Motion to approve agenda as presented passed with a motion by John Walvoord and a second by Jeff Clauson.

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Pat McCarville	Yes
Sue McKie	Absent
John Walvoord	Yes

**IV. Administrative Reports**

Superintendent Poloncic reviewed the administrative reports with the Board.

**IV.A. Superintendent's Report**

Susan Stern from Stern PR has been hired on a consulting basis to assist with the development of DC West's public relations.

Also, a team of ten of DC West's PLC leaders will be taking advantage of a professional development opportunity by attending the Marzano Academy. Dr. Marzano is a leading researcher in education and his work is known internationally.

#### **IV.B. Financial Report**

Superintendent Poloncic reviewed the claims for approval and financial reports with the Board.

#### **V. Consent Agenda**

**Motion Passed:** Motion to approve Consent Agenda passed with a motion by Luke Janke and a second by Jeff Clauson.

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Pat McCarville	Yes
Sue McKie	Absent
John Walvoord	Yes

#### **V.A. Approve Minutes**

#### **V.B. Approve Claims for Payment**

#### **V.C. Approve Financial Report**

#### **V.D. Approve Classified Staff**

Andrew Glause has resigned as paraprofessional and coach effective at the end of this school year.

#### **VI. Old Business**

##### **VI.A. Facilities Update**

Boyd Jones and BCDM will work together on some summer project work.

##### **VI.B. Legislative Update**

Superintendent Poloncic discussed the most recent legislative information with the Board. She has been working with the Bromms on Learning Community legislation.

##### **VI.C. Strategic Plan**

The Board was provided a copy of Superintendent Poloncic's "plan on a page" that indicates the three strategies identified during the strategic planning workday on March 20th.

##### **VI.D. AdvancEd Expense Report**

The total expenses for DC West's AdvancEd Accreditation visit from this year are in and are as follows:

AdvancEd Accreditation Fee=\$1750.00  
Housing, Meals, Meeting Room for Team=\$3533.20  
Travel and Traveling Meals=\$1,270.00  
Total=\$6,553.20

#### **VII. New Business**

**VII.A. Tech Ten**

Dori Kuspa, technology teacher in the elementary, demonstrated how third graders have been blogging during their computer time. They are enjoying writing about different topics and sharing them with each other by way of a web site called Kidblog.org. They have been blogging about once a month and sharing it within their class. This month they decided to give the information for their blogs to some high school students and asked them to comment.

**VII.B. Approval of the Superintendent Contract for the 2015-16 School Year**

The Board was asked to approve the Superintendent Contract as agreed upon for the 2015-16 School Year. The contract has been posted for public review three days prior to the Board meeting and then will be posted two days after approval and be left on the website of the school district for public viewing. This satisfies the requirement of statute, the Superintendent Transparency Act.

**Motion Passed:** Motion to approve the 2015-16 School Year Superintendent contract for Melissa Poloncic passed with a motion by Kelly Hinrichs and a second by Jeff Clauson.

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Pat McCarville	Yes
Sue McKie	Absent
John Walvoord	Yes

**VII.C. Approve Staff Resignations**

The Board was asked to approve two staff resignations:

Kate Carlson, 1.0 FTE HS Business  
Laurie Kerr, 1.0 FTE HS Language Arts

High School principal Jim Knott noted that Kerr and Carlson were great employees who would be missed. Board member Pat McCarville commended the administrators for their part in creating employees so valuable they were able to make impressive advancements in their careers.

**Motion Passed:** Motion to approve the resignations of Kate Carlson, High School Business and Laurie Kerr, High School Language Arts 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	Absent
John Walvoord	Yes

**VII.D. Approve 2015-16 New Staff Teaching Contracts**

DC West has offered the following certified teaching contracts per the negotiated agreement for the 2015-16 School Year:

Taylor Baumert, 1.0 FTE Middle School Social Studies  
Kyl Gillespie, 1.0 FTE Middle School 5th Grade  
Mattie Murren, 1.0 FTE Elementary 1st Grade  
Kelly Nuno, .7 FTE Elementary School Psychologist/Counselor  
Randy Donner, 1.0 FTE High School Special Education

Superintendent Poloncic commended the administrators for their cooperation and collaboration in bringing such an impressive group of candidates to the Board for approval.

**Motion Passed:** Motion to approve contracts with Taylor Baumert, 1.0 FTE Middle School Social Studies; Kyl Gillespie, 1.0 FTE Middle School 5th Grade; Mattie Murren, 1.0 FTE Elementary 1st Grade; Kelly Nuno, .7 FTE Elementary School Psychologist/Counselor; and Randy Donner, High School Special Education beginning August 10, 2015 passed with a motion by Pat McCarville and a second by John Walvoord.

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Pat McCarville	Yes
Sue McKie	Absent
John Walvoord	Yes

#### **VII.E. Certified Staffing for 2015-16 School Year**

The administrative team has collaboratively worked to recommend the following staffing for the 2015-16 School Year:

2014-15 (Current)

68.3 FTE for Teachers, Counselors, Elementary School Psychologist/Counselor  
6.0 Administrators (Including Special Education Director/ School Psychologist)  
Total Certified FTE= 74.3

2015-16 (Proposed)

69.3 FTE for Teachers, Counselors, Elementary School Psychologist/Counselor  
(includes new elementary FTE already approved)  
.5 FTE for a new secondary Social Studies/PE Position  
1.0 FTE K-8 Art Position  
6.0 Administrators (Including Special Education Director/ School Psychologist)  
Total Certified FTE=75.3 or 75.8

Full rationale for the proposed changes for the 2015-16 School year was presented to the board by Superintendent Poloncic.

**Motion Passed:** Motion to approve Certified FTEs for the 2015-16 school year and to add a new .5 Secondary Social Studies/Physical Education position and a 1.0 K-8 Art position 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	Absent
John Walvoord	Yes

#### **VII.F. Classified Staffing Needs for 2015-16**

Classified Staff for 14-15: 50

Recommended for 15-16: 51

The recommended increase of 1 potential position for the 2015-16 school year is due to the maximized schedules of current classified staff and the recognition that there are many times increased student needs that change throughout the school year. The Board was asked to approve this additional position to have available to fill as recommended by the Superintendent.

**Motion Passed:** Motion to approve and offer contracts for the classified staff positions for 2015-16 passed with a motion by Kelly Hinrichs and a second by Jeff Clauson.

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Pat McCarville	Yes
Sue McKie	Absent
John Walvoord	Yes

#### **VII.G. Approve Classified Staff Salaries for 2015-16**

As per previous discussion in February, the Board was asked to consider the wage levels and benefits offerings for classified staff for 2015-16. The salary schedule and plan to meet PPACA guidelines was provided to the Board.

**Motion Passed:** Motion to approve the salary and benefits schedule for classified staff for the 2015-16 school year passed with a motion by Pat McCarville and a second by Luke Janke.

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Pat McCarville	Yes
Sue McKie	Absent
John Walvoord	Yes

#### **VII.H. Approve Construction Management at Risk Findings and Recommendations**

The findings and recommendations from the CM@Risk selection committee were brought to the Board for approval.

**Motion Passed:** Motion to approve the findings and recommendations from the Construction Management at Risk Selection Committee 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	Absent
John Walvoord	Yes

#### **VII.I. Approve the Construction Management at Risk Contract**

The Construction Management at Risk Contract negotiated by school attorney, Rex Schultze, and Boyd Jones was available for the Board members to review. Mark Pfister of Boyd Jones fielded questions from the Board.

**Motion Passed:** Motion to approve the contract with Boyd Jones for Construction Management at Risk services passed with a motion by Kelly Hinrichs and a second by John Walvoord.

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Pat McCarville	Yes
Sue McKie	Absent
John Walvoord	Yes

**VII.J. First Reading of new policy for Naming Facilities or Events**

A policy dealing with the naming of facilities, events or activities has been drafted and reviewed by the Buildings and Grounds Committee, the Americanism Committee and legal counsel. The Board reviewed the draft which will be brought back at the May board meeting for approval.

**VII.K. Approval of the Last Day of School for the 2014-15 School Year**

The Board-approved calendar for this year included four inclement weather days. Since three of those days have been used, Superintendent Poloncic recommended setting the last day of school for students on May 21, 2015, and the last day for staff on May 22, 2015.

**Motion Passed:** Motion to approve the last day of school for students on May 21, 2015 and the last regular contract day for staff on May 22, 2015 passed with a motion by Jeff Clauson and a second by Luke Janke.

- Jeff Clauson Yes
- Kelly Hinrichs Yes
- Luke Janke Yes
- Pat McCarville Yes
- Sue McKie Absent
- John Walvoord Yes

**VII.L. Approve Three Year Virus Protection License**

The Board was asked to approve payment for a three-year Sophos virus protection license for all district technology from Softchoice in the amount of \$6,853.00.

**Motion Passed:** Motion to approve the three year license renewal from Softchoice in the amount of \$6,853.00 passed with a motion by Kelly Hinrichs and a second by Jeff Clauson.

- Jeff Clauson Yes
- Kelly Hinrichs Yes
- Luke Janke Yes
- Pat McCarville Yes
- Sue McKie Absent
- John Walvoord Yes

**VII.M. 2015-16 Budget Update**

According to state aid certified in February and the latest estimated property values for 2015, DC West is predicting a revenue increase in the district.

**VIII. Adjournment**

**Motion Passed:** Motion to adjourn meeting at 8:30 PM 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 Absent
- John Walvoord Yes

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Superintendent