

**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  
January 24, 2017**

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 January 24, 2017, 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 7:25 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  
Elizabeth Mayer  
Pat McCarville  
Sue McKie

**II. Public Communications and Correspondence**

Dr. Poloncic mentioned it was Board Appreciation Week and wanted to acknowledge the Board for their hard work.

**III. Approval of Agenda**

**Motion Passed:** Motion to approve agenda as presented passed with a motion by Sue McKie and a second by Pat McCarville.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

#### **IV. Administrative Reports**

Jim Knott, High School Principal, and Troy Glock, High School Assistant Principal/Athletic Director, made a presentation to the Board on their research of developing an Alternative High School setting.

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

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

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

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

##### **6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

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

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

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

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

#### **VI. New Business**

##### **VI.A. Tech Ten**

Dan Maline shared the recent successes of the Robotics team.

##### **VI.B. Election of Officers**

Superintendent Poloncic conducted the election of Board President and assisted the President with the election of officers for Vice-President, Secretary, and Treasurer.

The following procedure was used for the elections per Board policy:

- Open nominations for the specific office
- Record nominations (no second necessary)
- Call for final nominations
- Move, second, and vote to close nominations
- Cast paper ballot or vote for position
- If a tie, continue to cast votes until a majority vote is reached

##### **VI.B.1. Elect Board President**

Superintendent Poloncic opened nominations for Board President. Kelly Hinrichs was nominated.

**Motion Passed:** Motion to close nominations for Board President passed with a motion by Jeff Clauson and a second by Luke Janke.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

Kelly Hinrichs was elected Board President.

#### **VI.B.2. Elect Vice-President**

Kelly Hinrichs opened nominations for Board Vice-President. Sue McKie was nominated for Vice-President.

**Motion Passed:** Motion to close nominations for Vice-President passed with a motion by Pat McCarville and a second by Jeff Clauson.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

Sue McKie was elected Board Vice-President.

#### **VI.B.3. Elect Treasurer**

Kelly Hinrichs opened nominations for Board Treasurer. Elizabeth Mayer was nominated for Board Treasurer.

**Motion Passed:** Motion to close nominations for Treasurer passed with a motion by Pat McCarville and a second by Jeff Clauson.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

Elizabeth Mayer was elected Board Treasurer.

**VI.B.4. Appoint Board Secretary**

Appoint Sabina Safford as Board Secretary

**Motion Passed:** Motion to appoint Sabina Safford as Board Secretary passed with a motion by Jeff Clauson and a second by Elizabeth Mayer.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VI.C. Appoint Board Members to Board Subcommittees**

Kelly Hinrichs conducted the appointment of Board Members to committees. The following are the 2016 committee appointments:

Buildings and Grounds: Sue McKie, Kelly Hinrichs, Luke Janke  
 Americanism and Instruction: Pat McCarville, Sue McKie, Elizabeth Mayer  
 Finance and Audit: Pat McCarville, Elizabeth Mayer, Jeff Clauson  
 Negotiations: Kelly Hinrichs, Luke Janke, Jeff Clauson  
 M.A.B.E. Representative: Sue McKie

Jeff Clauson replaced Kelly Hinrichs on the Buildings and Grounds committee. Kelly Hinrichs replaced Jeff Clauson on the Finance and Audit Committee.

2017 Committees:

Buildings and Grounds: Sue McKie, Jeff Clauson, Luke Janke  
 Americanism and Instruction: Pat McCarville, Sue McKie, Elizabeth Mayer  
 Finance and Audit: Pat McCarville, Elizabeth Mayer, Kelly Hinrichs  
 Negotiations: Kelly Hinrichs, Luke Janke, Jeff Clauson  
 M.A.B.E. Representative: Sue McKie

**VI.D. Approve Douglas County Post Gazette as the Official Newspaper for Publication**

Superintendent Poloncic recommended re-affirming the Douglas County Post Gazette as the official newspaper for publication.

**Motion Passed:** Motion to continue the use of the Douglas County Post Gazette as the official newspaper for publication passed with a motion by Luke Janke and a second by Pat McCarville.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VI.E. Approve First Nebraska as the Bank Depository**

Superintendent Poloncic recommended re-affirming First Nebraska Bank as the Depository for DC West Community Schools.

**Motion Passed:** Motion to continue the use of First Nebraska Bank as DC West's depository passed with a motion by Sue McKie and a second by Jeff Clauson.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VI.F. Recognition of Melissa Poloncic as the District Representative for State and Federal Programs**

As a part of the Superintendent responsibilities, Dr. Poloncic acts as the official representative of the district when completing reports, applications, and other documents for Federal Programs, the Nebraska Department of Education and Interlocal Agreements. As a result, the Board will document identification of the Superintendent as the district's representative.

**Motion Passed:** Motion to recognize Melissa Poloncic as the district's appointed representative for State and Federal Programs passed with a motion by Pat McCarville and a second by Luke Janke.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VI.G. Interlocal Agreement with Centerpoint Energy Services with Nebraska Joint Utilities Management Program (NJUMP)**

NJUMP is an Interlocal Pool created for public agencies to purchase natural gas and related services. This joint energy purchasing consortium is sponsored by the Nebraska Association of School Boards. The district has saved by participating in the NJUMP program with Centerpoint Energy Services. Superintendent Poloncic recommended continued participation in the interlocal agreement.

**Motion Passed:** Motion to approve DC West's continued participation in NJUMP passed with a motion by Jeff Clauson and a second by Sue McKie.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes

Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VI.H. Interlocal Agreement with Southeast Nebraska PowerSchool Cooperative**

DC West participates in a cooperative with other districts around the state for PowerSchool. PowerSchool is the student information system used for student records, student lunch, grades, attendance, etc. As part of the cooperative, DC West has "buying power", access to professional development for staff and real time support by local personnel of the cooperative. Superintendent recommended the Board approve continuation of the interlocal agreement.

**Motion Passed:** Motion to approve DC West's continued participation in the Southeast Nebraska PowerSchool Cooperative passed with a motion by Sue McKie and a second by Jeff Clauson.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VI.I. DC West Twitter**

Due to time constraints, it was decided to table the Twitter demonstration until the February Board meeting.

**VI.J. Certified Staff Resignations**

Kelly Nuno, part-time Elementary Counselor/School Psychologist has resigned her position at the end of the 2016-17 school year.  
Dee Snyder, Preschool Teacher, has resigned her position effective at the end of the 2016-17 school year.

**Motion Passed:** Motion to approve staff resignations from Kelly Nuno and Dee Snyder effective at the end of the 2016-17 school year passed with a motion by Pat McCarville and a second by Kelly Hinrichs.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VI.K. Approve recommended staff additions for 2017-18**

With the resignation of Kelly Nuno, elementary school psychologist/counselor, as a .7 FTE position, Superintendent Poloncic asked the Board to approve adding .1 FTE to that position in order to advertise a .8 FTE position (4 days each week). This increase is due to the fact that the elementary school student population

has grown by 50+ students the past few years and 5th grade is being added to that population.

It was also recommended to add a .5 FTE high school social studies position for the 2017-18 school year. This position would allow for an anticipated need of social studies classes currently being taught by other certificated staff as well as to add back dual credit courses of psychology, sociology, and government.

**Motion Passed:** Motion to approve .1 FTE Elementary School Psychologist/Counselor and .5 FTE High School Social Studies passed with a motion by Jeff Clauson and a second by Sue McKie.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VI.L. Approve Lobby Retainer Agreement for the 2017 and 2018 Legislative Sessions**

A proposed Lobby Retainer Agreement from Bromm Nielsen & Mines Lobbyist to represent DC West before the Nebraska Legislature during the 2017 and 2018 Legislative Sessions was submitted to the Board for approval.

**Motion Passed:** Motion to approve the lobby retainer agreement from Bromm Nielsen & Mines in the amount of \$25,000 per legislative session for the years of 2017 and 2018 passed with a motion by Sue McKie and a second by Pat McCarville.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VI.M. Approve the Negotiated Agreement with DCWEA for the 2017-18 and 2018-19 school years**

The Board was asked to approve the negotiated agreement with the DCWEA for the 2017-18 and 2018-19 school years.

The changes to the negotiated agreement are as follows:

\$35,040 Base Salary for 2017-2018  
\$35,765 Base Salary for 2018-2019

Either party may request to reopen negotiations in 2018-19 regarding the extra duty and/or the health insurance deductible plan

A new declination of offer to enroll in health insurance program to meet new federal guidelines

An addition to personal leave:

The teacher shall request at least (3) days before taking such leave (except in case of emergencies or special circumstances). Approval from the teacher's principal or other immediate supervisor must be given to take personal leave. Teachers may appeal to the superintendent if denied by the principal or other immediate supervisor. Superintendent shall make a determination within one school day.

**Motion Passed:** Motion to approve the negotiated agreement for the 2017-18 and 2018-19 school years passed with a motion by Sue McKie and a second by Jeff Clauson.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VI.N. Approve the Request for Qualifications (RFQ) process for Qualified Energy Services Company**

To release the Request for Qualifications in identifying a Qualified Energy Services Company, the Board needs to pass a resolution allowing for the release of the RFQ according to State Statute 66-1065. The steps in the process according to statute are:

- Initial Conceptual Presentation
- Technical Feasibility Study
- RFQ Document Released
- Evaluation of the RFQ Responses
- In-Depth Study from ESCO
- Verification of Projects
- Proposal Presentation
- Project Implementation

**Motion Passed:** Whereas the Board of Education, intends to enter into a Performance Contract with a Qualified Energy Services Company (ESCO), will adhere to the Request for Qualification (RFQ) process as identified in Nebraska Statute 66-1065 for selecting a Performance Contracting company to potentially implement a variety of facility improvement measures passed with a motion by Pat McCarville and a second by Luke Janke.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes



**VI.O. Approve Final Pay Application #6 for the Summer 2016 Project**

The final pay application #6 from Boyd Jones for the Summer 2016 Classroom Relocation and Code Compliance Projects in the amount of \$69,028.84 was submitted for approval.

**Motion Passed:** Motion to approve final pay application to Boyd Jones in the amount of \$69,028.84 for the Summer 2016 Code Compliance and Classroom Relocation projects passed with a motion by Sue McKie and a second by Luke Janke.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

**VII. Adjournment**

**Motion Passed:** Motion to adjourn meeting at 8:34 pm passed with a motion by Kelly Hinrichs and a second by Elizabeth Mayer.

**6 Yeas - 0 Nays.**

Jeff Clauson	Yes
Kelly Hinrichs	Yes
Luke Janke	Yes
Elizabeth Mayer	Yes
Pat McCarville	Yes
Sue McKie	Yes

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Sabina Safford, Board Secretary

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Dr. Melissa Poloncic, Superintendent