

**ROCORI SCHOOL DISTRICT 750**  
**Regular School Board Meeting**  
**Monday, October 23, 2017 @ 6:30 PM**  
**Location: ROCORI BOARD ROOM (DISTRICT OFFICE SITE)**

**AGENDA**

**1. CALL TO ORDER**

Demuth, Habben, Hesse, Humbert, Schurman, and Wesenberg.

Student Members: AnnaMaria Tomovic, Emily Haus, and Grace Sauer.

Presenter: Habben, Board Chair

Time: 6:30 PM

**2. PLEDGE OF ALLEGIANCE**

The School Board Chair will lead the board and attendees in the Pledge of Allegiance.

Presenter: Habben, Board Chair

Time: 6:32 PM

**3. APPROVAL OF AGENDA**

Board action to approve the agenda for the meeting is expected.

Presenter: Habben, Board Chair

Time: 6:34 PM

**4. COMMENTS AND REQUESTS FROM VISITORS**

The agenda is open to visitors of the meeting to offer comments to and/or requests of the school board. The comments and requests should follow the adopted district guidelines which are printed and available at the meeting. As a general rule, items introduced in the opportunity for comments and requests do not receive action from the School Board, but are taken under advisement or consideration for future action.

Time: 6:36 PM

**A. STUDENT SENATE REPORT**

The Student Representatives are extended opportunity to share information and updates from the activities of the ROCORI High School Student Senate. This time may also be used to ask students, directly, for feedback and information about School Board activities, issues and plans, or particular topics of concern. No formal action is required.

**5. CONSENT ITEMS**

Action is requested on the following items of the consent agenda. Consent agenda items are typically adopted without discussion of the individual items because they are routine or ordinary in action. Any consent agenda item may be removed for further discussion and deliberation by any member of the board.

Presenter: Habben, Board Chair

Time: 6:40 PM

**A. APPROVAL OF MINUTES**

The minutes from the Regular and Work Session meetings of October 9, 2017 are included in the exhibits.

Recommend approval of the minutes from the meetings.

**B. TREASURER REPORT**

Board Treasurer Jason Wesenberg will have reviewed financial information for the board. This

information is included in the Treasurer's Report.

Approval of Treasurer's Report is recommended.

#### C. APPROVAL OF BILLS

Treasurer Wesenberg will have been at the school site to review bills, ask questions, and confirm information prior to the meeting.

Recommendation is to approve bill payment subject to any adjustments or direction offered by the Treasurer.

#### D. EMPLOYMENT

Food Service Director Barker has submitted a recommendation for Sue Schmitz as the six hour per day cook. This would be to replace Julie Loso who was approved for the Head Cook position.

Director of Community Ed Hillman has submitted a recommendation for Kayla Philippi as the Kid Care Assistant to replace Jessica Wilson. This would be effective November 1, 2017.

Interviews for the Multicultural Liaison position have been conducted. Mr. Staska and the team involved in the interview process are recommending Yahayra Lopez Romero for the position.

Recommend approval of the assignments as outlined.

#### E. POSITIONS

Food Service Director Barker has submitted a proposal to add hours to some of her existing staff to help cover the needs of the breakfast program due to the increase in participation and the addition of the second chance breakfast at the middle school level.

Principal Skanson has submitted a request for an additional Paraprofessional position to cover the needs of some new special education students at Cold Spring Elementary.

Recommend approval of the additional time as outlined in the proposal form.

#### F. POLICY CONSIDERATION

Several policies are at the stage of third and final reading. The policies include #6-7 Employee Drug and Alcohol Offenses, #7-10 Drug-Free Workplace, #7-11 Chemical Use and Abuse Policy, and #4-3 Fund Balance Policy.

Recommendation: Adoption of the policies as final reading.

### 6. ACTION ITEMS

Action items receive individual attention because of the nature of the issues, the need to discuss or review the information prior to taking action, or the specific kind of action required for the item.

Time: 6:45 PM

#### A. APPROVAL OF PAYMENT TO COLD SPRING BAKERY

Check #96611 in the amount of \$28.60.

Time: 2 minutes

#### B. APPROVAL OF PAYMENT TO BSN SPORTS, INC

Check #96598 in the amount of \$10,617.49.

Time: 2 minutes

#### C. POLICY MANUAL TABLE OF CONTENTS

At the previous meeting, the Policy Review Committee had requested School Board consideration of the manner in which the Policy Manual Table of Contents is constructed. The discussion indicated Board members had a preference to adjust from an alphabetical basis to listing the Table of Contents by policy number as the primary guide. The item was deferred to this meeting for formal action.

Desired Outcome: Change the structure of the Policy Manual Table of Contents to reflect the policy number as the primary reference.

Recommendation: Motion to change the format of the Policy Manual from alphabetic basis to policy number basis.

## **7. DISCUSSION ITEMS**

Discussion items receive individual attention because of the nature of the issues and the need for introductory or other discussion in order to review the information prior to taking action. This is also the agenda location for items which simply need school board review, but no formal action on the item is required. Discussion items will typically return to the agenda at a future point for more specific action.

Time: 6:50 PM

### **A. STAFFING**

It is the practice of the district to review staff patterns and assignments during the fall of the school year. The process of review is intended to reflect, for the School Board, the placement and deployment of school personnel. The staffing patterns are reviewed so that Board members may be familiar with the building assignments and locations of staff members.

Time: 5 minutes

### **B. AMERICAN EDUCATION WEEK**

American Education Week for the 2017-2018 school year is November 13th through November 17, 2017. The practice has been for School Board members to serve pie and ice cream to staff in each of the buildings during that week.

Discussion should occur as to whether the Board members want to continue with this practice. The American Legion Auxillary will typically host an event during that week also. The attached schedule has been sent to the building secretaries to verify the dates and times scheduled.

Desired Outcome: School Board consensus regarding American Education Week activities.

Recommendation: No formal action is required as the practice is included within district budgets. However, consensus is desired as to continuation of the practice.

Time: 5 minutes

### **C. SCHOOL BOARD GOALS**

At the previous meeting, discussion originated on the establishment of School Board goals for the 2017-2018 school year. The discussion included reflections from School Board members about issues that seemed to be going well as well as ideas for growth and improvement. The information was deferred to the School Board Chair and Superintendent for further discussion and refinement.

The School Board Chair and Superintendent have worked through the information they heard from the previous discussion and have developed an initial proposal for FY18 School Board goals. The information is reflected in the exhibits and is offered for discussion by the full School Board. It is expected to have the issue return to the next agenda for formal action.

Desired Outcome: Discussion of the proposed goals to help clarify information, to ask questions about the proposal, or to develop additional/alternative goals.

Recommendation: No formal action is expected at this meeting but the goals will return to the next agenda for formal approval.

Time: 15 minutes

#### **D. ADMINISTRATIVE UPDATE AND INFORMATION**

Several items from the last school year and the early part of the current school year have informed changes or adjustments in district practices or procedures. Some of these have come in the form of "lessons learned" from events or situations. An update of the adjustments is provided for School Board awareness and information.

Desired Outcome: Allow the School Board to understand adjustments or changes that have been made. Provide opportunities for additional information or detail to be shared.

Recommendation: No formal action is required as this is informational in nature and involves district operational plans.

Time: 5 minutes

### **8. ADMINISTRATIVE AND BOARD REPORTS**

Time: 7:35 PM

#### **A. ADMINISTRATIVE REPORTS**

Administrative reports are requested of each administrator for update purposes. For the second meeting, the reports are offered by the Business Cabinet members. The Business Cabinet includes the Director of Business Services, Buildings and Grounds Director, Technology Director, Community Education Director, Food Service Director, and Activities Director.

#### **B. BUDGET COMPARISON REPORT**

The business office provides an update of district expenditures and revenues through the Budget Comparison Report. The report is intended to provide a financial picture of the district in a couple ways. One is to compare current year expenditures to the previous year. The second is to simply give a report on the current financial status. In addition to the report, special items of note are highlighted in the explanations offered. This report does not require formal action but is provided as an informational item.

#### **C. SUPERINTENDENT REPORT**

Superintendent Staska is expected to have a report for the board regarding district activities and information.

#### **D. BOARD COMMITTEE AND REPRESENTATIVE REPORTS**

Board members will report on activities within their portfolio of committee and representative assignments.

##### **1. COMMUNITY FEEDBACK**

### **9. UPCOMING EVENTS AND ACTIVITIES**

A calendar of upcoming issues of concern to the school board is included as part of the agenda.

Time: 8:15 PM

### **10. ADJOURN**

Time: 8:20 PM

Mission: *Making a difference today to create a better tomorrow*  
*Caring Learning Giving*