

Official Minutes
Wednesday, May 12, 2021
6:30 - 9:00 p.m.

Work Session

1. **Call to Order** by Vice President Haffner at 6:34 pm.
2. **Roll Call** Directors Gustafson, Haffner, Hayes, and Jensen were present. Director Baumgartner joined the meeting at 6:37 pm. All directors participated remotely.
3. **Review of Agenda**
4. **Discussion Items**
 - 4.1 **Student/Parent Handbooks (*1st Reading*)**

Elementary principals collaborated to update the elementary student handbook. Middle school and high school handbooks have also been revised through a stakeholder process used at each of the schools. Principals and other department heads joined the meeting remotely to highlight changes to the handbooks. These are in draft format, so only substantive changes were noted and highlighted during the presentation from principals. Updated covers will be added to the handbooks following final approval. Dr. Rabenhorst noted that the Assumption of Risk will likely be added to all handbooks again this year.

 - (a) **Elementary Handbook**

Hudson Elementary Principal, Greg Dent, presented the Elementary handbook. The most substantial change was the removal of outdated information regarding Accelerated Reader which each of the schools uses differently.
 - (b) **Middle School Handbook**

WCMS Principal, Justin McMillan, noted that the school mission has been updated and that a section regarding the Gifted/Talented program has been added. Revisions to the cell phone policy and use of lockers were also included. Director Jensen asked if lockers will no longer be used, and Mr. McMillan responded that it has worked well this year by reducing the number of passing periods which has resulted in fewer conflicts between students. The use of Chromebooks has reduced the weight of backpacks. He noted that they will continue to revisit the issue in coming years. Director Hayes asked if the school allows students to bring their own devices, and Mr. McMillan explained that only school-issued devices are allowed to provide equity and additional security. Director Baumgartner noted that having all of the same device likely streamlines providing IT service.
 - (c) **High School Handbook**

WCHS Principal, Dan Kennedy, explained that some wording regarding Finals has been updated to more properly align with the block schedule. He also noted that the dress code aligns more closely with Board policy. Dr. Rabenhorst asked if Mr. Kennedy was expecting any issues regarding these changes, and Mr. Kennedy felt that they would be

minor. Director Baumgartner noted that she liked specific forms being included right in the handbook.

(d) Online Innovations Program Guidance

Executive Director of Instructional Support, Jenny Wakeman, explained that this document is titled as Guidance rather than a handbook because students should also be adhering to their home school's handbook. Attendance guidelines have been updated to comply with CDE requirements. Director Hayes asked if the same platform will be used. Ms. Wakeman noted that while APEX will be used again this year, other options are also being explored for following years.

(e) WCMS/WCHS Activities & Athletics Handbook

Athletic Director, Ryan Witzel, noted that the most substantial change to the handbook is the inclusion of eSports as they are now being officially sanctioned by CHSAA. Other changes include updated dates. Director Jensen asked where an eSports coach would fall on the Extra Duty Stipend Schedule. Dr. Rabenhorst explained that there has been no request for that position, but that it will be determined by the hours worked by the volunteer coach this year. Dr. Rabenhorst directed Mr. Witzel to initiate the request process if that is a desire for the athletics program.

(f) Transportation Handbook

Transportation Coordinator, Nate Forbes, highlighted a change to the information regarding student IDs. Transportation now produces their own IDs that have a QR code instead of a barcode making them easier for the scanners to read. Students also need to pay for replacement IDs. Director Jensen asked how many IDs need to be replaced, and Mr. Forbes estimated that it was 4-5 a week, but students have been adding the QR code to their phones to scan. Director Jensen also asked about the security of the IDs. Mr. Forbes explained that if two students try to use the same QR code, the driver would get an alert. Dr. Rabenhorst requested that Mr. Forbes add a section regarding first-come, first-served registration in the handbook prior to their approval at the next meeting.

Director Jensen also asked how quarantines would be handled for students who are vaccinated. Dr. Rabenhorst said that logistics will need to be worked out and the assumption of risk may need to be adjusted at the secondary levels. Director Jensen asked how other vaccinations (i.e. measles) are handled for those students that have chosen to be exempted from the vaccination. Ms. Wakeman explained that if there would be an outbreak of that particular disease, students who are not vaccinated would be asked to not come to school.

4.2 2021-2022 Tentative Budget Presentation

At the regular meeting in April, Ms. Clark outlined estimates for revenue at the time. The School Finance Act was introduced into the legislature just prior to the meeting; however, the changes have minimal impact to what Ms. Clark had budgeted. The district will likely not know exact revenue on a per student basis until late May or early June. Ms. Clark is developing a balanced budget in the general fund and highlighted major revenue and expenditure assumptions. The tentative budget builds in assumptions such as the salary schedule and pay

range schedule which were reviewed later in the agenda. The Joint Committee has already made recommendations regarding step increase for licensed staff and the schedules below. In addition to the general fund revenue and expenditures, the district will budget revenue and expenditures pertaining to the federal stimulus funds (ESSER). The Board viewed a spreadsheet demonstrating how the federal funds will be spread over three fiscal years including the itemized list of expenditures. 20% of ESSER III funds must be budgeted to address learning loss. These funds will be used for additional interventionists, building programs and supplies, adding mental health positions and an additional school nurse. There is no increase in the PERA contribution by the district, but employees will see an increase. The budget must be advertised/posted for public review, and Ms. Clark also reviewed those timeline requirements.

4.3 2021-2022 Licensed Salary Schedule

The Joint Committee met on April 28 and discussed the licensed salary schedule. The group agreed on a step and lane increase recommendation which has been built into expenditure scenarios. The members also recommended a \$1000 increase to the base which would take the base (starting) salary to \$40,000. Based on comparable district salaries in the current year, district administration believes this base would remain competitive within the group. While this increase is a bit beyond anticipated revenue, the revenue projections used are conservative and administration believes the cost can be accommodated. The Board reviewed the schedule which reflects the recommendation for 2021-22. For those on the salary schedule, the average increase is 4.54% from the previous year, including step advancement and the base increase. The total budget impact is estimated to be an additional \$471,000. The Board also reviewed a salary tracker that Director Jensen requested to specifically show the strides made by the district in past years. Director Baumgartner asked that notes be added to indicate the COVID-19 pandemic impacts.

4.4 2021-2022 Classified Pay Range Schedules

The Joint Committee prioritized work on the Classified Pay Range Schedule due to the need to increase wages for classified employees. The district continues to struggle with filling positions although that is common for other regional school districts. In addition to increasing the starting rate in each pay range, Human Resources conducted an audit on all classified employees to ensure proper placement within the ranges. Pay Range 8 was added in hopes of being able to fill positions of highly qualified individuals. With corrections and new rates, the overall increase/budget impact is approximately \$380,000. Staff members would receive a minimum increase of 4.5% and a maximum of 15% increase in order to remain affordable. The Bus Driver pay schedule is also recommended to increase from a starting rate of \$16.50 to \$18.00 per hour in order to remain competitive.

4.5 2021-2022 Extra Duty Stipend Schedule

Due to the fairly sizable increases in the above schedules, the Joint Committee did not recommend a change/increase to the Extra Duty Stipend Schedule. Administration has recommended that the Joint Committee reconvene in late August if enrollment is higher than

expected or if revenue is otherwise higher than expected to potentially revise this schedule. As such, there is currently no recommended change to the Extra Duty Stipend Schedule for 2021-22. Director Gustafson asked if any clubs or sponsors would need to be added. Dr. Rabenhorst noted that there is the potential for an eSports coach.

4.6 2021 Graduation Planning

The Board was previously advised of the planning underway for the WCHS Graduation Ceremony on May 23. Based on space available and current health guidelines, the graduates are now able to have 6 guests rather than 4. The Board reviewed the general layout for the ceremony. Chairs with special feet have been rented to prevent damage to the turf which could potentially void the warranty. Director Baumgartner asked if high heels would also be problematic, and Dr. Rabenhorst reminded high school staff should communicate expectations requiring footwear. Board members were shown their recommended seating area and discussed their involvement.

5. Adjournment at 7:31 pm.

Two handwritten signatures are displayed side-by-side. The signature on the left is 'Cynthia Baumgartner' and the signature on the right is 'Paul Jensen'. Both are written in a cursive, flowing style.