

**Wayne Community Schools
Board of Education Work Session Minutes
February 17, 2016**

The regular meeting of the Wayne Board of Education was held at 611 West 7th Street, Wayne, NE, 68787, on Monday, February 17, 2016 at 7:00 PM. Notice of the meeting and place of agenda was posted at Wayne Community Schools, posted in The Wayne Herald, and online: wayneschools.org. A copy of the Nebraska Open Meetings Act was displayed for the public to read.

Mrs. Wendy Consoli: Present
Mr. Rod Garwood: Present
Mr. Scott Hammer: Present
Mr. Ken Jorgensen: Present
Dr. Carolyn Linster: Present
Dr. Jeryl Nelson: Present

I. Call the Meeting to Order

The meeting was called to order at 7:00 p.m.

I.a. Pledge of Allegiance

I.b. Announce Open Meeting Act Posting and Location - Wayne Community Schools, including Early Learning Center, Wayne Public Library, and Wayne Post office.

I.c. Action on Absence and Roll Call

I.d. Approval of Agenda - The Board may enter Executive Session to discuss any matter for which Executive Session is lawful and appropriate.

Motion to approve agenda as presented passed with a motion by Mrs. Wendy Consoli and a second by Mr. Ken Jorgensen.

Mrs. Wendy Consoli: Yes, Mr. Rod Garwood: Yes, Mr. Scott Hammer: Yes, Mr. Ken Jorgensen: Yes, Dr. Carolyn Linster: Yes, Dr. Jeryl Nelson: Yes

II. Goal 2 - Safe Climate, Quality Facilities, Fiscal Responsibility

The Board members thanked the community for all of the input they have given since the last meeting. The Board then addressed comments and concerns that the community had shared.

II.a. The board and administration will discuss facility plans and financing along with the feedback from the February 11, 2016 Public Hearing.

III. Executive Session (If Needed)

IV. Action Taken from Executive Session (If Needed)

V. Adjournment

The meeting was adjourned at 8:02 p.m. The next regular Board meeting will be Monday, March 14, 2016, at 5:00 p.m. in the Wayne Jr/Sr High School Library.

Deb Daum, Secretary

Goal No. 2: Facilities and Finance

Objective: The Wayne Community Schools will provide a safe and inclusive climate across the district by providing quality facilities and demonstrating fiscal accountability.

Strategy 1: The board, administration, and appropriate experts will work cooperatively to identify a maintenance and replacement plan to address upkeep and needs of the district and enhance the facilities to ensure student achievement.

Activity 1A: Continue progress on the school district long-range facility plan.

Begin Date: Fall, 2015

End Date: Spring 2018

Resource assigned: TBA

Source of Funding: District Funds

Staff Responsible: Board, administration, staff, community members

Description:

- Finalize development of plan with Architects including spaces for gymnasium, performing arts, and pre-school.
- Develop a community facility committee to provide input and direction for future facility plans.
- Present results to school board in fall of 2015.
- Consider plans for pre-school facility upon completion of the three year lease at Sunnyview facility in spring of 2018.

Activity 1B: Continue on-going, day-to-day, and annual maintenance and facility planning through the school board facility committee.

Begin Date: October 12, 2015

End Date: On-going

Resource assigned: N/A

Source of Funding: N/A

Staff Responsible: Board, administration, staff

Description:

- Conduct semi-annual facility committee meetings in fall and spring to discuss facilities, transportation, and safety issues.
- Conduct a walk through of all educational facilities annually with the school board.

Strategy 2: The board and administration will monitor district finances ensuring appropriate expenditures are utilized to efficiently operate the district budget, and consider finances for cash reserve and long range planning.

Activity 2A: School board budget sessions will occur in the fall and spring of each school year with the school board to consider efficient and effective uses of district finances to support teaching and learning and the effective operation of the school district.

Begin Date: Fall, 2015

End Date: On-going/annual

Resource assigned: N/A

Source of Funding: N/A

Staff Responsible: Board, administration, business manager, staff

Description:

- Balances in the following funds will be maintained;
 - A) General fund reserves – 2-3 months of expenditures will remain in reserves.
At an average of \$800,000 per month this equates to \$1.6-\$2.4 million.
Allowable reserves are 35% of budget
 - B) Building fund – balance of \$250,000 in Sept. of each budget year.
 - C) Depreciation fund – balance of \$250,000 in Sept. of each budget year.
- Review of remaining district funds such as; general fund, employee benefit fund, contingency fund, activities fund, school lunch fund, Qualified Capital Purpose Undertaking Fund (Q-CPUF), Cooperative Fund, Student Fee Fund.
- Consider and review annual tax request, levy, and land valuation.
- Consider salaries for district administrative staff, director's, and non-certified/hourly staff.
- Provide information to the board on staffing, student-to-teacher ration, enrollment trends, and low enrollment classes.

Activity 2B: Consideration for financing future facility needs will be in following areas;

Begin Date: Fall 2015

End Date: Spring 2016

Resource assigned: N/A

Source of Funding: N/A

Staff Responsible: Board, administration, business manager, staff

Description:

- Special Building Fund
 - Appropriate funds secured in building fund by spring 2018 to construct pre-school facility if necessary
- Depreciation Fund
 - Use for depreciable items, including transportation
- Bond Fund
 - Consideration from facility committee recommendations.

Strategy 3: The board and administration will work cooperatively with the community/organizations to promote the school district and identify opportunities for learning.

Activity 3A: District administrators and staff will work closely with community groups, local organizations, fundraising groups, and Wayne St. College to promote Wayne Community Schools in a positive manner and enhance community visibility.

Begin Date: Fall, 2015

End Date: On-going/annual

Resource assigned: TBA

Source of Funding:

Staff Responsible: Board, administration, staff

Description:

- District administrators will serve on one community service organization each such as; Kiwanis, Rotary, Optimist Club.
- Opportunities to work cooperatively with Wayne St. College will continue, along with seeking new ways to work collaboratively with the college to enhance student learning opportunities.
- Ensure fundraising organizations are being conducted “at an arm’s length” from the district and are following proper procedures regarding their organizational structures and finances.
- Utilize the school foundation’s 501C tax exempt to provide the opportunity for fundraising groups to function under the umbrella, namely;
 - Wayne High Athletic Boosters
 - Wayne High Music Boosters
 - Wayne Elementary Boosters (WEB)

Strategy 4: The board and administration will oversee and monitor school district safety and emergency response plans.

Activity 4A: Current and updated emergency plans, policies, Rule 10, and accreditation procedures will be monitored and updated.

Begin Date: Fall, 2015

End Date: On-going/annual

Resource assigned: TBA

Source of Funding: District Funds

Staff Responsible: Board, administration, staff

Description:

- A review of the current district safety program will be conducted annually with staff, along with annual Rule 10 safety inspections.
- A review of the current district emergency response plan will occur with revisions made based on the most recent practice. These plans will be shared with local agencies as necessary (police, fire, etc..)
- Staff will attend training sessions that provide the most up-to-date information in emergency responses.