

Work Session Regular Meeting

Mission:"Engaging All Learners to Achieve Success"

The Work Session Regular Meeting started at 5:00 PM on Monday, November 16, 2015. The meeting was held at ESU7/CPS Student Center, 2563 44th Ave.

2508 27th Street
Columbus, NE 68601

Candace Becher: Present
Ken Curry: Present
Alan Dostal: Present
Mike Goos: Present
Doug Molczyk: Present
Theresa Seipel: Present

I. Work Session

I.A. Call to Order

I.B. Roll Call of Board

I.C. Pledge of Allegiance

I.D. Recognitions

I.E. Presentations

I.E.1. North Park Staff

North Park is now at 55 percent ELL and 65 percent poverty. The poverty and ELL percentages have been moving upward for the last 12 years. Students still scored 80 proficient in NeSA reading and math tests. NeSA writing and science scores also still continued to show growth. Hausmann said the staff has done a lot of great things, and many teachers are giving there all. The North Park staff is very proud of the writing scores. Fourth grade teacher Misty Liakos said she can see a difference in the writing. Kids are now writing daily. She said they do shared writing, and she walks the kids through the steps of the writing process. Liakos said the kids also have a better attitude about writing. She said they scored 94 percent proficient. Structured Engagement The idea is to have the kids engaged for 100 percent of the day. The structured engagement has helped give children who are not confident with themselves the ability to be a teacher with their group. They are also working on social skills. The kindergarten teachers are trying something different by doing three-group rotation in math. Being one in Minion There have been 2,000 One in a Minion tickets given out those who met expectations. Any staff member can give these awards. When given a ticket, students put it in a box and their name goes in the drawing for an award to be given away by the mascot. The tickets are also displayed in the hallways around school. Another way to give positive feedback is awarding students of the month. Some of the staff decided with the high poverty level, there needs to be a way to get books in the hands of kids. The books are ordered from firstbook.org

and the only fee is for shipping. Last year, staff gave out books once, and this year they want to give them out twice. The staff has even succeeded in getting bags to put the books in. The books are at all different reading levels. The cost is about \$300. Kindergarten teacher Angie Luebbe said they need to find a way to make it happen all the time, but the cost is a factor. There is a need because the poverty issue is growing, and many of these kids don't have a bookcase full of books. The number of books given to each kid in need varies with the younger students getting a few more if they were picture books. North Park kids are learning to respect the flag and say the Pledge of Alliance. In the morning a group of kids go out to help Richa Perkins raise the flag. Eventually, every student in the school will get the opportunity to do this. While they are raising the flag, the students are told why this is done; how and why we honor the flag; how to raise and lower the flag; and how to fold the flag. In the afternoon, the custodian gets students in the after school program to help lower the flag. As the flag is being raised, the whole school does the Pledge of Alliance together. If students are in the hall at this time, they will stop and put their hand on their heart to do the pledge. By saying the pledge together, they are consistent and no one will forget.

I.E.2. 2014-2015 Audit Report - Joe Held

The audit was done in the third week of September. A minor issue was the district should have amended the budget when the bond proceeds for the new high school started coming in. Executive Director of Business Operations and Human Relations Dave Melick will write a letter stating how expenditures will be better tracked. The district knew these expenditures were coming but didn't know how many, so the budget needed to be amended.

I.E.3. Safety Audit Report

Tom Nesbitt audited all the buildings. The superintendent and administration will review the audit before he finalizes it. A survey of the staff was also done. After the complete assessment, there were recommendations of things that can be improved. Nesbitt said the district should be prepared to address emergencies such as a chemical spill that could occur on the busy highways of Columbus. He also said security personnel at games should wear something that identifies them such as a bright vest. One of the most important things in threat assessment is training. It is important that staff is trained to monitor and recognized a threat. Nesbitt said it is also important that staff are present in the halls when kids come to school. This will help them see anything suspicious. He said establishing good relationships with kids is also important because if the kids trust you they may be willing to tell you when something is going on. The entire plan is very detailed. Nesbitt has been a state patrol for 28 years. He said the whole thing doesn't work if staff is not trained. Nesbitt said it is also important to follow up on the training. It is also a good idea to have a clipboard with the procedures because if something happens, a person may not be able to get or use their laptop. The training varies from school to school. The staff needs to be familiar with the incident command system. If the public safety committee becomes involved, this was what they use. Incident command training works for any situation. If a critical incident happens, there is reference charts for staff, so they don't need to look through an entire book. Nesbitt said this gives staff a step-by-step method of how things take place. This quick reference should be in place in every room. He said if something major happens, people need to be ready and have a plan on how to handle CNN if they show up. The total cost is \$24,000 for the assessment and follow up training. He said if a situation arises, the district will be able to say they have a plan in place and if it goes to court, Nesbitt said he stands behind his work. There should also be students on the safety committee. He said the process is a flat fee no matter how long he spends training staff. Ideally, he said he would like a day and a half for training. Nesbitt said he does not train totally on how to do threat assessment. He said the idea is to train how to recognize it and then turn it over to law enforcement. Nesbitt said the assessment is a part of \$24,000, but there will be a small fee for traveling for some of his employees.

I.F. Regular Board Meeting Information

There was nothing discussed.

II. Executive Session

The board did not go into executive session.

III. Adjourn

The board adjourned at 6:21 p.m.

IV. Board Meeting

IV.A. Call to Order

IV.B. Roll Call of Board

IV.C. Pledge of Allegiance

IV.D. Notice of Open Meeting Posted

IV.D.1. President insures all can hear proceedings

IV.E. Mission Statement

Theresa Seipel read the mission statement.

IV.F. Opportunity for Public to be Heard

No one spoke to the board.

IV.G. Board Special Functions

IV.H. Recognitions

There were no recognitions.

IV.I. Presentations

IV.I.1. ELL Program Report

An ELL student is someone whose native language is something other than English. All ELL students have different backgrounds, and they do not all fit into one box or category. Of the 3,770 students in the district, 417 (10.87%) are ELL students. There are 574 (14.96%) former ELL students. Erica Earley said even after they pass the English proficiency test, they are still learning English. She said they are also monitored for two years to make sure they are doing all right. Most of ELL students are Spanish speaking, but there is one Polish, 2 Chinese and 1 Portuguese students. Earley said just because a person

is Hispanic, doesn't make them ELL. There are 872 families that requested translation services (23% percent of population), and there are 61 percent of Hispanic families requesting translation. ELL students are learning English, and they usually pass the test at level IV, which can take 3-5 years. Level I students are the lowest level of English speaking, and there are current 14% at this level and at Level II 25%. Level I and II require a lot of support. At level III, there is 43.2% and at Level IV, there are 60% of the ELL students. The programs the students are in vary depending on the level. Those who just arrived at the elementary level are in an all day program, focus on English language development and receive writing and math instruction. CMS recently arrived students are in English language development instruct from ELL teacher; receive sheltered instruction in math and social studies with an ELL teacher; and receive support from an ELL teacher. CHS level I students are in two blocks of English language development with an ELL teacher; in sheltered instruction in math, social studies and language arts provided by ELL teachers; and may receive para assistance. By level III or IV, the students are hopefully being integrated into the regular classrooms. In sheltered instruction, teachers spend a lot of time setting up for what the students will learn. Earley said most of the teachers don't speak Spanish. Spanish is only spoken for clarification. One goal is to achieve language development for all ELL students; align ELL curriculum to the ELD state standards and establish priority guidelines for the ELD materials; provide sheltered instruction training for ELL and classroom teachers; provide English Language acquisition training for Ell paras. The second goal is to integrate students and families into the school and community; establish a format for collecting managing and storing data points; providing meaningful access to all curricular and extracurricular programs.

IV.I.2. Co-Teaching Presentation

Co-teaching provides all students with access to grade level curriculum and allows more kids to be mainstreamed. It also provides more time on task for all students and increases opportunities for student response, participation and questions. The benefits of two teachers in a classroom outweigh the negative. CHS Assistant Principal Angela Leifeld said the teachers don't modify the curriculum but modify the instruction. The second teacher simultaneously is instructing a group of students, in a coordinated instruction. There are several co-teaching teams at the high school. Leifeld said they are able to offer co-teaching for seven of the algebra 1 classes. Leifeld said the content teacher can move the other kids along while the special education teacher helps the other students. Cathy Kwapnioski said this is her third year of co-teaching. The special education teacher will know what the students may struggle with, so they can anticipate questions. Kwapnioski said there are still struggles as both teachers try to figure things out. She said scheduling and juggling the number of students in the class can also be a challenge. She said in English, there are typically a high number of special education students because it is required to graduate, but she said it does get more kids into the regular classroom and exposes them to the content. Leifeld said the first year or two of co-teaching will be difficult. She said there will always be a few challenges when you start a project like this. When asked how the new teachers were adjusting to co-teaching, Leifeld said they are adapting. She said each person has a scheduled time to meet with the co-teacher. For there to be a co-teaching classes, there must be 30 percent with an IEP.

IV.J. Items to be removed from the Consent Agenda

There were no items removed from the consent agenda.

IV.K. Consent Agenda

There was one certified resignation, and Kathy Wolfe was increased to a 1.0 FTE. There was one classified hire and three classified resignations.

IV.K.1. Approval of Minutes

IV.K.2. Certified Personnel

IV.K.3. Classified Personnel

IV.K.4. Professional Travel

IV.L. Acceptance of Gifts/Donations

There was \$13,140.50 donated from the CPS Foundation, Centennial Pac, CMS, Pac, Band Boosters, Emerson PTO, Lost Creek PTO, West Park PTO, North Park PTO and Sports Boosters.

IV.M. Business Operations and Human Resources

IV.M.1. Financial Reports M2, M3, M4a

Melick said the 2014 refinanced bonds will be paid in full soon.

IV.M.2. Financial Report M4b

The board paid Seipel Repair \$312.98 for variety of services and repairs to various district vehicles.

IV.M.3. Policies

IV.M.3.1. Policy 402.01 Equal Opportunity Employment

Melick said the main change was making sure the job description still fits the position. This will help ensure that the right candidates can be found.

IV.M.3.2. Policy 902.02 Construction Plans and Specifications

Melick said this policy is similar to the others where the amount of the threshold needed to get bids has been increased. He said this policy is putting the district in compliance with state law.

IV.M.3.3. Policy 302.02 Superintendent Contract and Contract Nonrenewal

Melick said this policy reflect the changes in state law. The details of the superintendent's contract must be published and shared. These items must be given to the Department of Education by August 1. If these rules are not followed, the district could lose state aid.

IV.M.3.4. Policy 509.02 Student Memorials and Gifts

Dr. Loeffelholz said the original policies on this topic were very simple, and these two policies lay things out better. He said the administration encourages student memorials to be in the form of scholarships to the CPS Foundation. The policy includes guidelines for when the board can reject memorials.

IV.M.3.5. Policy 402.07 Recognition for Service and Memorials of Employees

Dr. Loeffelholz said the staff memorials reflects the student memorial policy. He said it does limit the expenditure for recognition of service to be limited to \$100 per individual or employee.

IV.M.4. Administrative Functions

IV.M.4.1. Annual Audit Report 2014-2015

Melick said he was pleased the district received a relatively clean report.

IV.M.4.2. Golf Bags and Shoulder Pads-Surplus

Most of the shoulder pads will be thrown away because they are not safe for use. Melick said the others that are still in good shape and safe will be handed down to other organizations.

IV.M.5. Updates

Melick said his department has been making sure things are in place to ensure CPS is meeting the Federal Healthcare Act. He said the district's benefits are in good shape because there is single or more coverage offered to all employees. He will be discussing with the board changing the policy for paying for goods and services. The current policy says the board must authorize all bills before they can be paid. Melick said the problem comes into the timing. He said some bills are often not paid for a month and a half after they are received. What has been done is the local vendors are paid and also those who will charge late fees. Melick said he wants to modify the policy, so there is some flexibility on paying bills, but the board still gives approval.

IV.N. Buildings & Sites/Technology

IV.N.1. Policies

IV.N.1.1. Naming of Facilities (Regulation) Policy 906.01R1

Dr. Loeffelholz said the regulations and exhibit to 906.01R1 spell out the details for the Policy 906.01. The board can still refuse to have something named after someone. Dr. Loeffelholz said names can also be removed after they are already put up for various reasons. He said some time in the future the board and administration will need to define what a significant contribution to CPS is. The second regulation covers limitations. The Exhibit will need to be tweaked once the process starts. There are several different levels of giving and it also states what comes with the amounts of giving. Presidential Sponsorship is for a donation of \$500,000 plus; Fleet Admiral Sponsorship \$250,000 or \$50,000 (five years renewal sponsorship); Admiral Sponsorship is \$1000,000 or \$25,000 (4 year renewable sponsorship); Vice-Admiral Sponsorship is \$80,000 or \$20,000 (four year renewable sponsorship); Rear Admiral Sponsorship is \$40,000 or \$10,000 (four year renewable sponsorship); Captain Sponsorship is \$20,000 or \$5,000 (four year renewable sponsorship); Commander Sponsorship is \$2,500-\$4,999 (four year renewable sponsorship); 1st Lieutenant Sponsorship is \$1,500-\$2,499; 2nd Lieutenant Sponsorship Distinguished Discoverer \$1,000-\$1,499; Discoverer Pride is \$500-\$999; Maroon \$250-\$499 and White \$50-\$249.

IV.N.2. Administrative Functions

IV.N.2.1. Mitel Phone System

Executive Director of Technology & Operations Leonard Kwapnioski said there has done a lot of research on phone systems. The Mitel Phone System in conjunction with Frontier Communications will cost \$223,284.11. There is also a 2-5 year maintenance agreement that costs \$18,632.25, which is all-inclusive. Kwapnioski said there is a little work to move from an analog system to a digital system, and

this wiring will be done by Commonwealth Communications. There will be several advantages to the new system such as being able to transfer all your information to other buildings by simply logging in. Kwapnioski said this will be a big advantage to staff who travel from building to building. Dr. Loeffelholz said the old system is also obsolete and would not be able to be used at the new high school. Kwapnioski said finding parts for the old system has also become challenging. The work will be done in phases over the next 21 months. Kwapnioski said the Administration Building and Student Center will be done first, and then the elementary buildings will be done next. The old middle school will not be done at this time.

IV.N.2.2. Bobcat/Toolcat

Kwapnioski said with the new 60-acre high school campus, maintenance will need additional equipment to maintain that area. He said the biggest issue will be snow removal. A storage building will be constructed at the new high school to house the new Bobcat Toolcat. The high school custodian can assist with helping to clear snow. The Bobcat Toolcat will have a snow blower, blade, mower, and a salt/sand spreader. He said this will work well for sidewalks. The machine will take six to eight weeks to build, and it should be ready by mid-January. There were three bids turned in, and there is no government pricing. The total cost of the Bobcat Toolcat will be \$56,112.80. The low bid was Nebraska Harvestore of Norfolk.

IV.N.2.3. Chevy Equinox

Dr. Loeffelholz said the district needs a small car for traveling. He said the suburbans are not as cost effective to drive if just 1-3 people are going somewhere. Ernst matched the state bid on the price of the Chevy Equinox. The car will be housed at the administration building.

IV.N.3. Updates

Kwapnioski said work has started at the Duncan site. He said it may slow down because winter is coming. Tomorrow work will start on the AC unit at the administration building. The system will be controlled via the internet. Strategic plan III The district is looking at a cost of \$150,000 a year, which is about 1 cent on the levy for these projects. The first project will be reconfiguring the kindergarten rooms at West Park. Kwapnioski said carpet and tile will also be looked at the same time. More carpet will be put in the hallways. Several of the items are based on when the high school is completed. All items on Strategic Plan III can be changed or updated as need.

IV.O. Curriculum and Instruction

IV.O.1. Policies

IV.O.1.1. Policy 603.01 Curriculum Development

Executive Director of Curriculum and Instruction Amy Romshek said these are general guidelines for curriculum development. She said it has not been updated for years.

IV.O.2. Updates

The district recently selected a new reading series. The current series was purchased in 2005. In November, a group of teachers spent three days with a consultant. There were six manuals at each grade level that came with the series. Romshek said this would be more material than could be covered in a year. The group of teachers is looking at the manuals and selecting priority ideas to focus on. She said this way in the fall, the teachers will have something they can use. Romshek said the plan is very detailed. A

key with reading instruction is it must be consistent. The consultant will be back in February and May. She said there is a lot of work to done in the meantime.

IV.P. Student Services

IV.P.1. Policies

IV.P.1.1. Policy 504.23 Suicide Awareness

Dr. Loeffelholz said LB 923 addresses suicide awareness. All staff had to go through training and most are done.

IV.P.1.2. Policy 503.04 Addressing Barriers To Attendance

This policy is to make sure the district is going through a check list to find out about attendance issues. Dr. Loeffelholz said if anything is referred to the county attorney, the check list must be completed.

IV.P.2. Updates

There were no updates.

IV.Q. Superintendent's Report

Progress of the high school project In Area A, they are starting to do prep in auxiliary gym as well as in Area B to pour the floors. The roofs are done in both of these areas. Area C has a lot of work to be done. It will be tented so work can continue through the winter. Area E is starting to be excavated, so it can be poured. Area F has 50 percent of the second floor poured. Area G has 97 percent of the floor poured, but the science areas have been a holdup for completing the area. The exterior of Area H is finished. The light pole bases are finished for this year except for the front parking. The exterior paving is also done for this year. Dr. Loeffelholz said there have been 33 lost days to rain since March. He said they are behind and are hoping to catch up over the winter. The State School Board Conference is this week. School Board incumbents can register for the next election in December. Dr. Loeffelholz said he will send the information out to the board members. School Lunch Fund Dr. Loeffelholz said Lunchtime Solution is working on a budget. Representatives from the company will come out before Thanksgiving and tour the facilities. He said there will be a booth at the state school conference and he will make contact with them. The company can't come on board halfway through the year. However, they said they could have their dietician review the lunch and breakfast menus. Dr. Loeffelholz said they want to watch the processes to see how things work. There was a meeting with lunch workers last week and they said they have seen improvement in the lunch menu. One thought being considered is to maybe have two main dishes one hot and one cold. ZeroEight barriers to attendance An \$18,000 grant has been given to CPS and can be used in the future or spent now. This grant targets absenteeism at elementary and social emotional issues at the middle and high schools. One of the problems with absenteeism is adults are not getting kids to school. Some of the money in the grant could be used to get kids to school. Candy Becher expressed concerns about others wanting rides if one gets this option. Dr. Loeffelholz said these people would be selected based on a need. Executive Director of Students Services & Special Education Jason Harris is working with the social workers looking for someone to serve our students and social emotional issues.

IV.R. Board Sharing

Alan Dostal enjoyed the middle school science fair. He said it is quite impressive and the students do an excellent job of articulating their results. Doug Molczyk praised North Park for doing a great job, and said their teachers are outstanding. He said he appreciates the flag ceremony and pledge, and it will go a long

ways in helping youngsters. Molczyk said CPS should support Scotus in their football endeavors next week. Theresa Seipel said she loved the idea of sending books home for kids. She said despite the demographic challenges, North Park's test scores are still good. Candy Becher agreed. She said she liked seeing the high writing scores. Ken Curry appreciates the staff at North Park as well as at other schools. He said he also appreciates Mark Brown. Curry said the district is blessed to have great teachers and staff. Mike Goss said Hausmann and the North Park staff is doing a great job. He said he was in Manhattan last week, and it made him realize the opportunities our kids have in school are better than in some places. He said in the Midwest family life is better and things are more stable. Goos said he is fortunate to live in Nebraska.

V. Executive Session

The board adjourned the regular session and went into executive session at 9:35 p.m.

VI. Adjourn

I, the undersigned, being the duly qualified Secretary for the School District No. 1 of Columbus, Nebraska, certify that the preceding is a true and correct copy of the minutes of the Regular School Board meeting of Monday, November 16, 2015.

President

Secretary