

ISD #738
Work Session Meeting Minutes
November 8, 2018

Present: Russ Wolter, Dale Streit, Pat Meier, Ed Feia, Ben Christensen, Ali Kruger, Mike Higgins, Superintendent Chris Swenson, Secondary Principal Angela Safran, Elementary Principal Jim Stang, Business Manager Beth Heinze, Head Custodian Jim Novak, Pat Overom with ICS, and Mark Lenz with MLA Architects and Board Member Elect Evelyn Feia.

Absent: None

Meeting called to order in the High School Board Room at 6:01 p.m. by Chair Higgins. He thanked everyone for their hard work in passing the Bond Referendum and Technology Operating Levy. Mr. Swenson credited the Vote Yes Committee for getting the vote to pass and now it is time to move forward creating a timeline for the projects.

Mr. Overom explained what committees will be needed.

Project Oversight Committee (POC) will consist of the Administration Team, a Board member, Mr. Overom, Mr. Lenz and Ms. Heinze.

Design Committee for Elementary Addition and the High School/Commons
User Groups for each Project

Mr. Overom discussed the communication plan that will consist of weekly updates, and monthly status reports. He suggested frequent local newspaper articles, articles in the District newsletter and information/photos on the school webpage.

Mr. Lenz would like to meet with the User Groups in December, in January he will design development what the User Groups requested with the scope of the projects to be included in the Bond Referendum. He will then meet again with the User Groups to review the design, make any revisions and then move forward with the bids.

The consensus is that the roof project needs to get started as soon as possible. The Board had a lengthy discussion on the type of roof. The roof will be a 30-year Garland Roof. Mr. Overom will develop the specs for the bidding process. The bid process will be to advertise, have a pre bid meeting/walk through, and at the bid date the bids will be read, tallied, and a recommendation to award the low bid. Some other items that will be happening soon are site survey, soil borings, hazardous materials survey, overall budget summary development, professional service agreements, items & issues log, interested vendor log, identify local contractors, suppliers and coordination of the bond sale.

Now that the roof will be taken care of with bond dollars the LTFM Plan will be revised and will include replacement of some air handlers, ventilation units, and exhaust fans that are on the building where the roof will be replaced.

Next agenda item was the revised Board Calendar. Mr. Swenson has finalized the calendar including work sessions, advisory meetings, committee meetings, and the MSBA Conference. Building meetings will now be added.

Board Committee Reports:

Christensen reported on the Community Education Advisory meeting, a new site leader has been hired for Kid Zone and a new assistant is being hired to meet the needs of the program. A review of the fall program participation and ECFE class offerings took place. Winter programs are being planned and the preliminary Audit numbers were presented. Lastly the consensus of the committee was to not host the Spring Expo this year but to look for other ideas with one possibility being a Carnival.

Christensen reported on Early Childhood Advisory meeting where field trips, Fall Festival and class offerings were discussed. Mr. Swenson added that a tiered registration system for district residents to have priority is being developed.

The next meeting will be Wednesday December 5 starting with a 5:30 PM Pot Luck. Mr. Higgins will send out an email for a sign-up for food. Ms. Kruger requested the Mission Statement be sent out for review prior to the next Work Session.

Higgins entertained a motion to adjourn at 7:36 p.m. Motion by Feia, second by Christensen. Motion carried. All In Favor.

Respectfully Submitted by
Clerk, Ben Christensen