

WEBSTER GROVES SCHOOL DISTRICT
Webster Groves, Missouri

WORKSHOP MEETING MINUTES
OF THE BOARD OF EDUCATION
MONDAY, OCTOBER 26, 2015, 6:30 P.M.
Central Office Board Room

CALL TO ORDER

A workshop meeting of the Board of Education was called to order at 6:30 p.m., Monday, October 26, 2015 by its President, David Addison. The following members were present.

David Addison	President
Amy Clendennen	Vice President
Jean Dugan	
Steve Loher	
Joel Oliver	
Michael Shipley	
Emerson Smith	

Also present were:

Sarah Riss	Superintendent
John M. Thomas	Director of Student Services
Lori Medlin	Board Secretary
Doug Copeland	Attorney

**CONVENE INTO
CLOSED SESSION**

Mr. Loher moved, seconded by Mr. Oliver, to recess into closed session at 6:34 p.m. for the purpose of discussing a Student Matter [Sec. 610.021 (6)RS Mo] Mr. Smith, yes; Mr. Loher, yes; Mr. Oliver, yes; Ms. Clendennen, yes; Mr. Addison, yes; Mrs. Dugan, yes; Mr. Shipley, yes. The motion carried 7-0.

**RECONVENE INTO
OPEN SESSION**

The Board reconvened into open session at approximately 6:48 p.m.

**PLEDGE OF
ALLEGIANCE**

Mr. Addison called for and led the Pledge of Allegiance to the flag prior to beginning the open meeting.

AGENDA

Mrs. Dugan moved, seconded by Mr. Oliver, approval of the agenda. The motion carried 7-0.

PUBLIC COMMENT

Kim Mumm wanted to share that she discovered the "School Finance Monthly Newsletter," written by the DESE Deputy Commissioner for Finance, in which he presents extensive and comprehensive data to help school district CFOs with predictability.

MINUTES FROM
October 12, 2015

Mr. Addison proposed a motion to approve the minutes from the October 12, 2015 meeting as submitted. Mr. Smith moved, seconded by Mr. Loher. Mr. Addison offered the Board the opportunity to propose an amendment to the minutes. Mr. Shipley stated that he would not accept the minutes submitted for approval, and asked if he could submit a document for the Board to review. The document contained highlighted areas of the minutes that Mr. Shipley felt were a misrepresentation of what he said. Mr. Shipley's document included proposed changes to the minutes. Mr. Shipley moved to amend the minutes as presented in the accordance with the attached modifications. There was no second. The motion failed.

Mr. Shipley questioned the authoring of the minutes as written. He wanted verification that the minutes were written entirely by the secretary to the Board. Mr. Addison stated that it is within the parameters of Board Policy for the Board President to request and review the draft editions of the minutes. Dr. Riss stated that she regularly reviews the minutes for accuracy and correct reflection of what is stated by all participants in the meeting. As Superintendent she will often assist in clarifying what is written, assuring it is an accurate account of the meeting. Mr. Shipley asked that Mr. Copeland, attorney for the district, review the Board Policy regarding minute taking. Mr. Addison stated that perhaps the policy should be amended. Mr. Shipley stated that he simply wants the Board to adhere to the current Board Policy. He is not proposing a change in the policy. Mr. Addison concurred that the attorney should review the policy regarding minute taking. Mr. Shipley stated that the minutes were in this case written subjectively, not objectively.

The motion to approve the minutes as presented was called for a vote. The motion was decided by roll call: Mr. Loher, yes; Mr. Smith, yes; Mrs. Dugan, yes; Mr. Addison, abstain; Ms. Clendennen, yes; Mr. Oliver, yes; Mr. Shipley, no. The motion passed 5-1, with Mr. Addison abstaining because he was not in attendance at the October 26, 2015 meeting.

RETIREMENT
INCENTIVE
PROPOSAL

Dr. Riss reviewed a simulation prepared by Dr. Diane Moore showing possible cost savings related to an early retirement incentive. The simulation assumes the school district would provide 50% insurance premium payments for retirees for three years or a payment of \$5,000 each year for two years.

The simulation indicates a cost savings of \$162,929 - \$170,565 if five certified employees retire. If ten certified employees retire the cost savings would range between \$325,858 and \$341,130. Cost savings are also reflected for fifteen certified employees and twenty certified employees.

Dr. Riss also reviewed the previous retirement incentive proposal that was approved in 2012 for comparison. Mrs. Dugan commended Dr. Moore for the timely preparation of the proposal and urged the Board to decide as soon as possible. Mrs. Dugan believes it is important to give the teachers ample time to consider the proposal. The discussion continued with questions regarding the natural attrition rate of retiring teachers versus

the rate of those that would participate due to the incentive. The Board wants to make sure that there is adequate participation in the incentive to make it a worthwhile cost savings to the district. Mr. Loher thought that the submitted proposal was a good starting point for discussion. The Board decided they needed more data, including historical retirement numbers before they could reach a decision. Dr. Riss will provide the requested information at the November 9th meeting.

**CONSENT
AGENDA**

Mrs. Dugan moved, seconded by Mr. Smith, to approve the action items on the consent agenda:

011a: Monthly Expenditure Report, October 2015, \$195,143.08

011b: Activity Account: October 2015, \$58,940.76

011c: Approve Personnel Report

011d: Approve Policy Subcommittee Recommendations

Motion passed 7-0.

SUPERINTENDENT SEARCH

Representatives Dr. James Christman and Dr. Judy Sclair-Stein from McPherson & Jacobson presented the Board with findings from each of the stakeholder group meetings held. In consideration of those findings, the Board was then asked to determine qualities, skills and characteristics the new superintendent should possess. After considerable discussion and input from the Board, and by direction of the search firm the following top 6 requirements were vetted:

1. Integrity, strong interpersonal skills, charismatic personality, confident and approachable.
2. Will value WGSD culture, but will not let traditions stand in the way of improvement.
3. Visible to the students, staff and the community.
4. Exceptional speaking and listening skills.
5. Try new and different ways to communicate with all stakeholders, actively accept constructive criticism and engage the entire community, including patrons without children in the public schools.
6. Fair and committed to diversity and committed to improving the diversity of the staff.

There was further discussion and a decision made by the Board for the advertising sources, timelines and budget. The advertising for the new superintendent will begin no later than November 2, 2015 in multiple publications nationwide and locally.

**PUBLIC
COMMENT**

Kim Mumm proposed additional criteria she felt should be included in the BOE's final criteria for the next superintendent.

Kim Mumm also made comments regarding her expectations for Board members.

ADJOURNMENT Mrs. Dugan moved, seconded by Mr. Smith, to adjourn the meeting at 10:00 p.m. The motion carried 7-0.

Board President

Board Secretary

Please note, everything highlighted in grey should be removed, comments are in parenthesis and proposed changes by Board Member Michael Shipley are in italics.

WEBSTER GROVES SCHOOL DISTRICT
BOE AGENDA 10.12.15

Mr. Shipley requested the agenda be amended to remove the approval of last month's minutes from the consent agenda. Mr. Loher moved, seconded by Mr. Smith, to approve the agenda as amended. The motion passed 6-0.

In addition, Mr. Shipley wanted to know why the Board president, Mr. Addison, asked the Board at the September 28 meeting whether the Board wanted to discuss the VCC program at the October 12 meeting, or wait until the winter retreat. Ms. Clendennen explained that Mr. Addison had surveyed the Board only as a courtesy to Mr. Shipley, who was not in attendance at that meeting. Ms. Clendennen further explained that she and Mr. Addison believed it would be more appropriate to have the VCC discussion at a later date. After a consensus from the Board during the September 28 meeting, it was decided that the VCC discussion did not need to take place imminently. Mr. Shipley again expressed his desire to discuss the VCC program during tonight's meeting. (REMOVE: not accurate)

SHOULD READ: Mr. Shipley inquired about the BOARD CALENDAR discussion at the previous BOE meeting. Mr. Shipley asked Mr. Copeland to give his opinion on section BDDB of board policy regarding the correct method for board members to propose agenda items. Ms. Clendennen said this type of inquiry needed to be discussed in Executive session because it was considered a legal opinion. Ms. Clendennen stated anything that required a legal opinion needed to be discussed in closed session.

Mr. Shipley asked that the name of Voluntary Choice Corporation Chief Executive David Glaser be added and the acronym for the ASBR be spelled out in the minutes from September 28, 2015. The Board decided to consider the request. Mrs. Dugan then moved, seconded by Mr. Oliver to approve the minutes from the 9/28/15 workshop meeting as amended. The clerical changes were made to the minutes during discussion. The motion passed 6-0.

BUDGET ADJUSTMENTS

Dr. Diane Moore presented the first set of recommended budget adjustments for the 2015-16 school year. The district reduced the operating budget by an estimated \$1.6 million for the 2015-2016 school year. The goal is to provide a balanced budget by the end of the year. Dr. Moore explained that the budget is a fluid document; and projecting an exact amount of revenue and expenses between June 2015 and June 2016 is difficult. The board has an established beginning to end budget variance of 3% or less as a successful data measure.

The adjustments outlined in the budget reflect an overall increase in operating revenue of \$251,689 and a decrease in expenses of (\$320,138). These adjustments provide a projected surplus of \$218,526. The Business Office will monitor property tax, Prop C sales tax and state revenue to provide needed updates for future budget adjustments this school year.

Personnel reductions within the 2015-2016 Budget:

The district eliminated one facilities management position, the technology software coordinator position and a custodian position from support salaries. In addition, the district reduced 10% in aide hours. This reduction is the equivalent of 12 aide positions. The district reduced certified staff by a total of 11 positions. Seven full time teachers and 1.4 FTE made up of 4 part time certified staff were reduced. The district anticipated the possibility of needing two additional teacher positions at the start of this school year due to increases in enrollment. One of these two positions was hired to open an additional kindergarten classroom at Edgar Road Elementary School. The district administration will continue to evaluate enrollment and any future staff vacancies this school year.

Mr. Shipley asked Dr. Moore if the VICC line item included transfer students from other districts.

ADDITION: Dr. Moore answered "no" and said she would add the acronym VICC to line item 11A of the Board Adjustments document.

Mr. Shipley suggested that the District should increase the number of VICC students enrolled as a way to

ADDITION: support the VICC program and increase revenue for the WGSD.

~~Mr. Shipley made several more statements in support of increasing VICC enrollment. Ms. Glendennen reminded Mr. Shipley that the agenda had been approved and there would be no discussion regarding increasing or decreasing VICC enrollment at this meeting. Ms. Glendennen asked Mr. Shipley to keep his questions relating to the topic at hand. Mr. Loher commented that the District receives less money from the VICC corporation than it spends to educate students, therefore enrolling more students would not generate more revenue. (REMOVE: not accurate)~~

SHOULD READ: Mr. Loher stated that we charge the VICC program \$7200 dollars. Mr. Shipley requested a point of information from Dr. Riss on his statement. Dr. Riss said that the VICC is responsible for setting the rate for St. Louis County participating school districts.

Mr. Shipley pointed out that the estimated 80 students attending WGSD tuition free that are children of nonresident teachers are a significant cost to us.

~~Ms. Glendennen again asked that discussion returns to the budget adjustments only. (REMOVE: not accurate: this was not said.)~~

ADDITIONALLY: Mr. Shipley's discussion about the VICC program pertained directly to line 11A of the Board Adjustments Document and he was completely within his duty as an elected BOE director to ask his questions about the VICC program.

ADDITIONALLY: Dr. Moore stated that the district is receiving additional revenue from the St. Louis County Collector of Revenue Office through the work of the St. Louis County Assessor. This additional revenue is the result resolution of delinquent personal property cases and additional revenue from real estate tax sales or post third sale offerings. After a question from Mr. Shipley, Dr. Moore stated that these additional funds from delinquent tax cases are considered new revenue along with new funds that created by adding additional VICC students into the WGSD.

COMMITTEE MEMBERSHIPS

The proposed memberships for the Building Advisory, Finance Advisory, and Strategic Planning committees were presented. The Building and Finance Advisory committees were expanded to broaden community participation. Dr. Riss shared that all volunteers for committees were placed on at least one of the committees they requested. Ms. Clendennen stressed that all residents are welcome to participate in the district committees. The district is actively seeking community involvement in district committees whether they have students enrolled in district schools or not.

ADDITIONALLY: Mr. Shipley asked Superintendent Riss to review the length terms of every member of the Finance Advisory and Building Advisory Committees. Superintendent Riss said she would investigate this question.

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