

**BOARD OF EDUCATION
COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT
Communications Committee Meeting Minutes
Via Zoom Meeting
April 28, 2020 at 4:30 p.m.**

Committee Charge: The Communications Committee is charged with recommending a communication strategy to effectively engage, inform and receive feedback from all internal and external stakeholders of the district.

Call to Order-The meeting was called to Order by temporary vice-chairperson Kalene Engel at 4:33 p.m. Bonnie was later unanimously approved as Chairperson for the committee going forward.

Present: Members in attendance at the start of the meeting included Kalene Engel and Lynn Doelle; Bonnie Breza joined while the meeting was in progress. Also in attendance were Michele Butler, Donna Baertsch and Karen Knospe..

Develop Strategies to Increase Communication during the COVID-19 School Closure: Meeting attendees discussed various ideas to communicate information to stakeholders. Currently, Michele is sending a weekly message to parents/staff using Infinite Campus. The school website is also being regularly updated with new information. Parents and teachers are communicating with each other. The elementary staff did a survey of students/parents; it is unclear where the high school teachers are at with their surveying. Michele is working on a comprehensive article to address multiple issues including a “behind the scenes perspective.” Donna is working on the May newsletter, which is also the graduation newsletter. The C-FC Recorder is planning on doing its traditional graduation issue. Some photos of the support staff activities have been posted on the school Facebook page. Brian Janezich and Luke Kjelland and possibly Lisa Engfer have started posting senior profiles on Facebook. Michele discussed a possible alternative for graduation that is being discussed with student/parent input.

Following is the strategy that the committee decided upon after considering different alternatives:

- Senior student profiles will continue to be posted on Facebook;
- Bonnie will work on drafting an update letter from the Board to be included in the May newsletter; Kalene will help;
- Donna will post a graphic for a Staff Appreciation Week next week with a link to a Google docs survey. Parents/community members will be asked to provide positive messages/thanks/appreciation via the survey tool which will later be shared with staff;
- Karen will work on a letter of appreciation to staff from the Board; Kalene will help;
- Michele will work on preparing organizing the various questions the Board submitted by topic; then compile a FAQ a question or two at a time to be shared on Facebook (possibly to include a video message from Michele and Steve 😊), on the website and in the C-FC Recorder;
- Photos of student/staff activities will continue to be shared on Facebook;
- Kalene and Lynn will work on thank you gifts for staff.

Adjournment-The meeting was adjourned at 5:30 p.m.

BOARD OF EDUCATION
COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT
Human Resources Committee Meeting Minutes
Via Zoom Meeting
April 29, 2020 at 4:00 p.m.

Call to order: The meeting was called to order by Chairperson, Karen Knospe. Members present included Lynn Doelle, Rita Greshik and Karen Knospe. Also, in attendance were Michele Butler, Larry Cyrus, Bonnie Breza, Kalene Engel, Karen Domine, and Tom Hiebert.

Committee Charge: The Human Resources Committee is charged with providing recommendations concerning the recruiting, hiring, training, compensating, and retaining a highly qualified and diverse staff.

Review Compensation Plans: Superintendent Butler presented the plan for Spring coaching fees and Co-Curricular Activity Assignments. It was decided to table this information as to the fact there were too many unanswered questions.

Michele Butler presented the Teacher Compensation Advancement Schedule. Superintendent Butler explained how our current Educator Effectiveness evaluation system is a contributing factor in the Career Advancement Schedule, in which in order to advance on the Compensation Schedule one must complete a successful three-year evaluation cycle.

Review Hiring Process and Evaluation Materials: The committee was shown a new Applicant Review Rubric which is being used for new hires.

Adjourn: We adjourned by consensus at 5:18 p.m.

**COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT
BOARD OF EDUCATION
Meeting minutes via Zoom Meeting
April 29, 2020 at 5:30 p.m.**

Call to order: The meeting was called to order by Rita Greshik. Members present included Larry Cyrus and Lynn Doelle. Also, in attendance were Michele Butler, Kalene Engel, Bonnie Breza, Karen Knospe, and Tom Hiebert.

Committee Goal: The Finance & Budget Committee was established to provide the board with additional information related to budgetary decisions and to assist the Superintendent in considering future budgetary needs.

Old Business: Teacher salary schedule and new hires were presented in the Human Resource Committee.

New Business: Superintendent Michele Butler presented to the board the current budget situation. She shared the changes due to the school shut down during COVID 19 associated with the State DPI requirements and the workings of the POC. She listed a few purchases made from the existing budget including a consideration in an additional bus purchase. She talked about savings from school closing including: Subs, Professional Development, Transportation, and Field Trips. Ms. Butler mentioned additional spending including: Tech Ed Area, Floors, Tables/Chairs, Hallway Furnishings, Staff Chairs, She shared some of the extra supplies ordered needed to get work done including: Cleaning supplies, potential damaged or non-returned books and computers, health and safety PPE, and supplies to pack and distribute food for the USDA child meal program. Ms. Butler also discussed the DPI regulations and possible summer school offerings, both virtual and in person. More information will be known by the regular board meeting.

Adjourn: We adjourned by consensus at 6:24 p.m.