



West Central Area Schools

Task Force Committee Meeting Agenda

- **Meeting No. 1 – Kick-off Meeting**

- Meeting Date: October 30, 2024, 6pm – 8pm
- Attendees: See attached sign-in list for Task Force Members and School Board Members in attendance
- School Board Meeting: The Board chair called the meeting to order.
- District introduction and role of the School Board: Superintendent Brownlow began the meeting with introductions and a brief overview of the process and the role the School Board would have. The School Board felt it was important for the members to be present for the first Task Force meeting. At future Task Force meetings, it is only expected that one or two Board members will be present merely to observe and to provide feedback for other Board members. Board Chair Miah Ulrich reiterated that the School Board is not playing a role in the Task Force process and any recommendations that are developed.
- Widseth introductions and role: Brent Dammann and Lindsey Kriens provided introductions for themselves. Lindsey provided a brief overview of Widseth. She discussed the services and disciplines provided.
- Role & Responsibility of the Task Force Committee: Brent provided an overview of the roles and responsibilities of the task force group. These included:
 - Attending Task Force Committee meetings
 - Being a liaison to the community
 - Participating in Task Force conversations
 - Provided a collective recommendation to the School Board
- Goals for the Process: The goals for the process were discussed. Widseth's goals for the process focused on being a source of information for the Task Force group, facilitating the process and coordinating recommendations to the School Board. Specifically, this included:
 - Review past referendum data, facility assessment, and educational intake meeting information.
 - Tour all three District facilities
 - Discuss constraints and opportunities as a Task Force group
 - Facilitate the Task Force coming to a recommendation for the School Board on how to move forward with facilities and educational delivery across the District

The District's goals were discussed as part of the introduction process.

The Task Force member group was engaged and asked about their expectations for the process.

- Task force member guidelines: Some basic guidelines were laid out for the group. These included the following:
 - Being Prepared: It is expected of Task Force members will come prepared to engage in discussions and offer ideas as the process unfolds. There will be instances when homework will be assigned. Members are asked to complete that work prior to the next meeting.
 - Starting on time: In respect of everyone's schedule and time, meetings will begin on time. It is anticipated that most task force meetings will be limited to 2 hours and Brent and Lindsey will make every effort to stick to that limit.
 - Solutions Mindset: The task force members are being asked to develop recommendations with a solution in mind for the District's challenges with facilities.
- At this time, the Task Force members were asked if they had any other suggestions they would like to see as a guideline.
 - About the Kids: One member reminded the group that it is really "About the Kids". It should be our intent to develop recommendations that address the facility needs with the mindset of improving the educational experience for kids.
- Review of past referendum efforts: Lindsey and Miah provided an overview of the past four referendums. At the end of the overview, the Task Force members were asked their thoughts regarding the past referendums. Some of the shared comments included:
 - The tax impact to ag land.
 - The community having an older population.
 - The number of questions that were on each referendum.
 - The level of support from Elbow Lake.
 - Concern on losing school in Kensington.
 - Lack of communication to the public on earlier referendums.
 - Impact of the pandemic on the 2021 voting timeline.
- Review of recent information gathering: Widseth provided a brief overview of the recent and past facility assessment efforts and the process used to complete the recent assessments of the elementary schools.
 - Facility Assessments
 - North Elementary
 - Perceptions: Members of the task force provided feedback on some of their preconceptions on the buildings. These included:
 - Security of the building, feeling overwhelmed at the layout and finding where to go.
 - Being aware of the reoccurrence of boiler alarms and the fire department needing to respond.
 - Aware of cold and hot spaces.
 - Concern with water quality.
 - Concern for health of staff and students.
 - Facility Assessment: Brent provided an overview of the higher priority items identified as part of the assessment. These included:
 - HVAC Upgrades
 - Electrical Upgrades
 - Security Improvements
 - Roof Repair
 - Interior Finishes
 - Site Improvements
 - Exterior Wall Improvements
 - Accessibility Improvements

- South Elementary
 - Perceptions: Members of the task force provided feedback on some of their preconceptions on the buildings. These included:
 - Dated, tired looking building
 - Undersized classrooms
 - Flow within the building
 - Shock at the cafeteria
 - Mold
 - HVAC
 - Pests
 - Plumbing odors
 - Facility Assessment: Brent provided an overview of the higher priority items identified as part of the assessment. These included:
 - Roof Replacement
 - HVAC Upgrades
 - Electrical Upgrades
 - Window Replacement
 - Interior Finishes
 - Exterior Wall Improvements
 - Asbestos Statement
 - Accessibility Improvements
- Secondary School
 - Perceptions: Members of the task force provided feedback on some of their preconceptions on the buildings. These included:
 - Feeling like way behind other school districts
 - Lack of space – gymnasium, fitness
 - The “Look” of the building
 - The “New” building is 30 years old and will need LTFM.
 - Facility Assessment: Brent provided an overview of the higher priority items identified as part of the assessment. These included:
 - Flooring
 - MEP Improvements
 - Kitchen Ventilation
 - Building Envelope
 - Site Improvements
- Educational Adequacy: Lindsey provided an overview of the educational adequacy review process.
 - North and South Elementary: Findings included:
 - North Elementary has an average classroom size of 910sf. South Elementary has an average classroom size of 813sf.
 - Original buildings constructed in 1950’s.
 - Building site and entrance safety items
 - Current building, accessibility, and healthy and safety code items
 - Traditional classrooms have been updated, but still don’t offer 21st Century Learning environments
 - Some furniture upgrades, but improvements needed.
- Educational Focus Groups: Brent provided an overview of the focus group process that was completed at each building. Topics discussed included; site and amenities, building condition, safety and security, and educational delivery and technology.
 - North Elementary: Brent provided an overview of the common themes in feedback provided during the meetings. These included:
 - Safety and Security
 - Ventilation and Comfort

- Restroom Facility upgrades
 - ADA Non-Compliance
 - Playground and Outdoor Areas
 - Space Utilization
 - General Infrastructure
 - Plumbing
 - HVAC
 - Electrical
 - Technology
- South Elementary: Brent provided an overview of the common themes in feedback provided during the meetings. These included:
 - Ventilation and Comfort
 - General Infrastructure
 - Plumbing
 - HVAC
 - Electrical
 - Technology
 - Restroom Facility upgrades
 - Playground and Outdoor Areas
 - Space Utilization
 - Kitchen and Lunchroom
 - Special Education Rooms
- Secondary School: Lindsey provided an overview of the common themes in feedback provided during the meetings. These included:
 - Building and Grounds
 - Student and Staff Experience
 - Technology and Security
 - Special Education and Paraprofessional Space
 - Building Storage
 - Reduction in Class Offerings due to Staff Resources
 - Branding and Identity
 - Athletic Facilities
- Task Force member questionnaire: Brent collected the questionnaire from task force members that completed it. The primary intent of the questionnaire was to provide some insight into how task force members view the buildings and the District.
- Review upcoming Task Force schedule: The schedule for the Site Tour and Task Force Meeting No. 2 was reviewed. It was requested that the remaining meetings also be scheduled to allow for task force members to plan ahead. The Site Tours are scheduled for November 4th. Task Force Meeting No. 2 is scheduled for November 20th at 6pm.
- Discuss process for Agendas and Minutes: Widseth provided an overview of the process for posting agendas and minutes. The District is currently in the process of developing a page on the District's website for the posting of facility assessments, focus group summaries, and minutes and agendas.
- Homework assignment for Task Force members: Due to the size of the Task Force, there may be occasions where Task Force members will be asked to complete efforts outside of the meetings to allow for more time within the meetings for discussions. The homework assignments to be completed prior to Task Force Meeting No. 2 are as follows:

- Task Force Members: Members are asked to review the facility assessment and educational adequacy reports. The information will be made available on the District's website within a couple days following the meeting.
- Widseth: Meeting minutes will be prepared and posted on the District's website. The returned questionnaires will be documented.

It is your responsibility to read these minutes in their entirety. This report is assumed to be true and accurate unless notification to contrary is received at the following meeting.



West Central Area Schools

Task Force Committee Meeting No. 1 Sign-In Sheet

Please check the box next to your name

- | | |
|---|---|
| ☐ Allison Weigand | ☒ Kathy Sommers |
| ☒ Andy Clauson | ☐ Kayla Sanstead |
| ☒ Anthony Green | ☐ Keith Swanson |
| ☐ Barbara Nygren | ☒ Kesha Trink |
| ☒ Bonnie Waskosky | ☒ Lance Wittnebel |
| ☒ Boone Carlson | ☒ Lindsey Kriens |
| ☒ Brent Dammann | ☐ Lisa Morales |
| ☐ Caitlin Hendricks | ☒ Megan Dotts |
| ☒ Chad Norenberg | ☒ Miah Ulrich |
| ☒ Claire Vincent | ☒ Mike Hagen |
| ☒ Courtney Smith | ☒ Mindy Anderson |
| ☒ Dale Rau | ☒ Nate Wood |
| ☒ Dawn Gehrke | ☒ Nathan Porter |
| ☐ Derek Birdsall | ☒ Paul Brownlow |
| ☒ Eric Sawatzke | ☐ Paul Hedstrom |
| ☐ Gary Sabolik | ☒ Rachel Swenson |
| ☒ Jake Foslien | ☐ Randy Peterson |
| ☒ Janee Strunk | ☒ Sara Strunk |
| ☒ Jerald Stavick | ☒ Sarah Meyer |
| ☒ John Kreft | |

☒ Shelby Zach

☒ Stacie Saurer

☐ Terry Christenson

☒ Tina Anderson