

## **Jamestown Public School District Board Retreat Minutes**

**Date:** Thursday, January 9, 2025

**Time:** 5:30 PM

**Location:** JVCTC Conference Room

### **Attendance:**

Board Members Present: Heidi Larson, Dan Tweten, Jason Rohr, Owen McKenna, Melissa Gleason, Jacob Meier, Aaron Roberts, Steven Veldcamp

Board Member Absent: Jamie Bear

Central Office Administration: Kristi Grounds, Adam Gehlhar, Dr. Robert Lech

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### **1. Tour of JVCTC Childcare Renovation**

Mr. Gehlhar and Mrs. Eckart led the board on a tour of the recently completed childcare renovation at JVCTC, highlighting the improvements made to the facility.

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### **2. Conflict of Interest Policy Discussion**

Mrs. Larson facilitated a review and discussion of the district's Conflict of Interest policy. The board discussed whether conflicts should be declared per instance or per topic.

The board engaged in a preliminary discussion on handling conflicts of interest on a per-topic basis with the understanding that when a related agenda item arises, the board member would remind the board of their conflict of interest and a record of it would be included in the consent agenda. A formal decision will be brought to a future board meeting for approval.

The board reaffirmed that it has the authority to make a motion and vote to allow a member with a conflict of interest to participate in discussion, voting, and/or executive sessions on a case-by-case basis if deemed appropriate.

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### **3. Community Committee on Facilities Update**

Mr. Rohr, Mr. Roberts, and Mr. Veldcamp provided an update from the Community Committee on Facilities. The committee has been meeting regularly to address the district's facility needs and plans to distribute a community survey at the end of February to gather public feedback.

The next committee meeting is scheduled for next week to finalize survey details.

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### **4. Enrollment Study Presentation**

Dr. Lech presented the results of the Enrollment Study conducted by RSP & Associates.

#### **Key findings from the study included:**

- Decreasing enrollment trends across the district
- Aging population and declining birth rates
- Limited housing development in the area
- Low facility utilization rates
- Variability in district migration and attendance patterns

Based on these findings, RSP & Associates recommended that the district:

- Monitor enrollment trends and demographic shifts
- Explore boundary adjustments to optimize facility use
- Engage the community on potential solutions to address facility and enrollment challenges

A boundary study analyzing both four-building and three-building facility models is currently underway.

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## **5. School Perceptions Survey and Timeline**

Dr. Lech led a discussion on the draft survey prepared by School Perceptions and the proposed timeline for distribution.

The board agreed that the survey requires further refinement before it is distributed to the public. Dr. Lech will work with School Perceptions, ICON, and the Community Committee on Facilities to adjust the survey content and re-evaluate the timeline for its release.

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## **6. Small Group Discussions**

Board members broke into small groups for a guided discussion on key topics, with a Central Office representative serving as a resource in each group.

Following the discussions, each group presented their key takeaways.

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## **7. Parental Leave Policy Review**

Dr. Lech reviewed the district's parental leave policy for non-birthing parents.

Since the 2020-21 school year, the district has received five requests for non-birthing parental leave. None of these employees took unpaid leave, and there have been no requests for adoption leave.

The current policy provides:

- 20 days of paid leave for birthing parents
- Flexible use of sick leave for non-birthing parents, without requiring continuous use

Stacy Jamtgaard, HR Generalist, advised that any paid leave offered to non-birthing parents would likely be utilized fully, regardless of the duration offered. She noted that:

- FMLA regulations apply to couples taking leave with a maximum of 12 weeks total
- Only 32% of employers currently offer paid paternity leave, with an average duration of one week

Based on her research, Mrs. Jamtgaard recommended that the district consider:

- Offering five days of paid leave for non-birthing parents
- Allowing up to 10 additional days to be taken from available sick leave
- Regulations would require the same non-birthing parent leave to apply to adoptive parents

The board discussed these recommendations and will bring a formal action to consider policy adjustments at a future board meeting.

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## **Adjournment**

The meeting adjourned at 10:00 PM.

## **Minutes Prepared by:**

Kristi Grounds  
Business Manager, Jamestown Public Schools