

**Meeting Minutes:** Planning Committee – District Office Board Room

**Date/Time:** September 9, 2026 – 1:00 p.m.

**Start:** 1:00 p.m.      **End:** 1:37 p.m.

**Committee Members Present:** Jason Nelson, Greg Clark (Remote), Katie Christensen Mineer, Nikkie Gullickson, Allie Ollenburger

**Board Members Present:**

**Committee Members Absent:**

**Staff Members Present:** Dr. Cory Steiner, Tara Brandner (1:13 p.m.), Jackie Gapp, Missy Eidsness, Dr. Robert Grosz, Bill Westrick, Jarrod Finseth, and Tony Sibenaller

**Guests:**

**Recorder:** Catherine Edgerton

| Agenda Item                                   | Discussion – Conclusion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Recommendations/Actions                                                                                                       |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| Approval of Minutes                           | The Committee approved the minutes of the June 2, 2026, meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Minutes will be posted on the Board’s section of the public website.                                                          |
| Review GP-7                                   | The Committee reviewed GP-7, Committee Structure, and proposed no changes.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                               |
| School Level and General Administration Costs | Chief Financial Officer Jackie Gapp presented a comparison of the District’s general administration costs to the Committee. Discussion occurred.                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Ms. Gapp will check with business managers on cost-category practices from other districts and follow up at the next meeting. |
| FY2027 Adopted Budgets                        | Ms. Gapp reviewed the FY2027 Adopted Budget with the Committee. The report compares the preliminary Board approved budget to the requested final Adopted budget for the General Fund, Building Fund, Special Assessments Fund, Special Levy Fund, Debt Service Fund and Nutrition Services Funds. Discussion occurred.                                                                                                                                                                                                                                                                                                      | The report will be presented to the full Board for approval at the September 22 meeting.                                      |
| Unified Security System Update                | Director of Information Technology Jarrod Finseth provided an update on the Unified Security System project which included the procurement process, vendor selection, and site assessments. Convergent has completed site assessments on all District buildings. Phase 1, Camera Migration, started at the beginning of the school year with Phase 2, Access Control, to follow. Software costs were also discussed. Two grants have been applied for through the Department of Homeland Security and the Department of Justice’s COPS program. The project is expected to be completed in phases over a three-year period. |                                                                                                                               |

| Agenda Item                                      | Discussion – Conclusion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Recommendations/Actions                                                             |
|--------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| <b>Potential ECSE Relocation</b>                 | Superintendent Dr. Cory Steiner discussed the possibility of relocating the Early Childhood Special Education (ECSE) programs at Agassiz and Longfellow to Madison. Administration and ECSE principal Dr. Tera Sistad toured Madison to determine whether the space would meet program needs. Potential improvements include additional bathrooms, an alternate secure entrance, an expanded parking lot, accessible play equipment, fencing around play area, two conference rooms for IEP meetings, and a staff meeting space. Discussion occurred. | Administration will start assessing the costs associated with the proposed changes. |
| <b>Establish Regular Meeting Date &amp; Time</b> | The Committee will meet at 7:30 a.m.the first Tuesday of each month.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                     |
| <b>Next Meeting</b>                              | The next meeting will be held Tuesday, October 6, 2026, at 7:30 a.m. in the District Office Executive Conference Room.                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                     |