

**West Central Education District Board Meeting Minutes**  
**November 10, 2025, 5:30pm; WCED Offices Room 6, Melrose**

Board member Quarfot called the meeting to order at 5:27 pm. Board members Rosenberger, Pearson, Henkelman, and Quarfot were present along with Superintendents Bullard and Peschel. Director Hoffman, Administrator Hoffarth, Supervisor Luethmers, and Business Manager Evenson were also present. Janel Bitzan, CPA from BergeanKDV, joined the meeting virtually to present on the audit.

Rosenberger made a motion and Henkelman seconded approval of the agenda. Motion carried unopposed.

Following a review of consent agenda items, Henkelman moved, Pearson seconded approval of the September 8, 2025 Meeting Minutes, September and October 2025 Treasurers' Reports and Bills Payable #24920-24970, September and October 2025 Budget to Actual Comparison Reports, and personnel items. Hoffman provided a brief recap of the consent items. Motion carried unopposed.

Under New Business, Policies 410 was presented for first reading. No action was taken. Director Hoffman provided an overview of policy, Family Medical Leave Act (FMLA).

Under New Business, the WCED Substitute Procedure was presented with proposed updates. Rosenberger made a motion to approve, Pearson seconded. Motion carried unanimously. Substitute teacher pay rates increased from \$135 per day to \$150 per day.

Under New Business, the contract for speech and language therapy services from Grow & Glow Speech, LLC was presented for approval. Henkelman moved, Rosenberger seconded. Motion carried unopposed. Discussion included an update of how services are working out. Director Hoffman stated that they are pleased with the in-person services they are getting from this company.

Under New Business, the preliminary results from the audit were presented by Janel Bitzan. There was one internal control finding noted: lack of segregation of accounting duties due to the small number of office staff. The results are considered preliminary because the federal government has not communicated final federal allocations. Henkelman made a motion to approve the preliminary results of the audit. Rosenberger seconded. Motion passed unopposed.

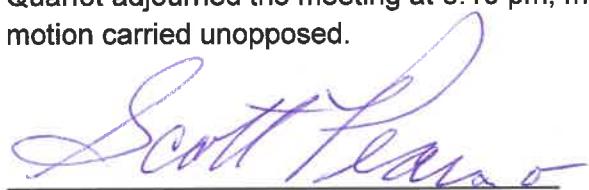
Under New Business, a change to the Beacon program calendar was presented. The addition of early releases on November 19, December 10, February 4, April 8, and May 6 were proposed. This additional time would allow teachers to collaborate with staff and complete due process paperwork and prepare for student instruction. Rosenberger moved, Henkelman seconded. Motion carries unopposed.

Under Old Business, Policies 214, 404, 405, 507, and 621 were presented for 2nd read. Rosenberger moved, Pearson seconded. Motion carried unopposed.

Under reports, Director Hoffman, Administrator Hoffarth, and Supervisor Luethmers shared updates. Enrollment data was also shared.

The next meeting date and time was established: Monday, January 12, 2026 at 5:30 pm at the WCED offices in Melrose. The 2026 meeting dates were set- January 12, March 9, May 11, July 13, September 14, and November 9. All meetings will take place at the WCED Offices in Melrose and start at 5:30 in Room 6.

Quarfoot adjourned the meeting at 6:10 pm; motion by Rosenberger, second by Henkelman; motion carried unopposed.



Clerk



Date