

Present: Superintendent Douglas Sullivan, Paula Penny (Heart River), Cindy Reiss (Jefferson), and Angie Kidrowski (CAO).

Absent: Heidi Schostek (Dickinson High School), Heidi Smith (Lincoln), Dina Roberts (Prairie Rose), Kristi Krebs, (Berg), Jayne Janikowski (Hagen) and Jo Erickson (Roosevelt).

Call to Order – The meeting was called to order by Superintendent Sullivan at 1:32 p.m.

- I. Additions/Deletions to Agenda Items** – Cindy Reiss added that there has been questions with the new security procedure with the electronic employee paystubs.
- II. Approval of the February 8, 2016 Meeting Minutes** – There was no quorum, therefore the minutes were not approved, and stand as submitted.
- III. Old Business** – None
- IV. New Business**
 - a. Review of the March 14, 2016 School Board Meeting Agenda:
 - i. Dr. Sullivan explained that the current administrative recommendations during the State Mandated Planning Discussion for repurposing the existing Hagen Jr. High building are as follows: Southwest Community High School, Professional Development Lab, West Dakota Parent Resource Center and a possible Technology Department. The Board has not yet finalized its decision.
- V. Employees are required to enter the last 6 digits of their social security number to be able to view their paystub, which is emailed to them every pay period. There seems to be concern that it would be easy for someone else to figure out their social security numbers. Superintendent Sullivan called in Assistant Superintendent Vince Reep to explain the new security measure for employee electronic paystubs. Mr. Reep told council members that he discussed this with our payroll manager who stated that the payroll software used is “Software Unlimited” and they explained that the software uses a 128-bit key to encrypt/decrypt meaning it is one of the most secure encryption methods used and is considered logically to be unbreakable.
The user is not to share their password or give hints to what their password is and that will keep their password safe, according to Software Unlimited.**
- VI. Adjournment** – The meeting was adjourned at 1:42 p.m.

The next meeting will be on Tuesday, April 19, 2016 at 1:30 p.m.