

**SCHOOL DISTRICT OF CRIVITZ
400 SOUTH AVENUE
CRIVITZ, WISCONSIN 54114**

OFFICIAL MINUTES

Regular Meeting of the Board of Education.....December 19, 2018

- I. **CALL TO ORDER:** The regular meeting of the Board of Education was called to order by President Dama at 6:00 p.m.
- II. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
- III. **ROLL CALL:** Board members Mike Dama, Cory Sotka, Kris Heidewald, Lyle Cherry, Travis Mueller, Gary Huc and Amy Grandaw were present. Others present: Patrick Mans – Superintendent, Jeff Baumann – High School Principal, Kelly Robinson – Elementary/Middle School Principal, Tom White – Buildings, Grounds and Transportation Director, Linda Tarmann – Business Administrative Assistant, Sarah Jones – Bookkeeper, Jannie Marsolek – Administrative Secretary, Jolene Huc – Community Education Supervisor, Alexandria Graves – High School Guidance Counselor, and James Kirchberg – Teacher.
- IV. **APPROVAL OF AGENDA:** Motion by Heidewald, seconded by Cherry to approve agenda as presented. Motion carried 7-0.
- V. **CONSIDER MOTION TO APPROVE CONSENT AGENDA**
 - A. MINUTES OF REGULAR MEETING NOVEMBER 28, 2018
 - B. GENERAL FUND VOUCHERS AND FINANCIAL REPORT
 - C. FUND 60 VOUCHERS AND FINANCIAL REPORTMotion by Cherry, seconded by Mueller to approve consent agenda, minutes of meetings as presented, general fund vouchers 95248-95428 in the amount of \$413,998.00 and electronic wire transfers 201800055-201800060 in the amount of \$555,406.21 with voids of 95060 and 95256, and Fund 60 vouchers 164609-164613 in the amount of \$71,506.10 with void of 164582. Motion carried 7-0.
- VI. **PUBLIC INPUT:** There was no public input.
- VII. **CORRESPONDENCE/RECOGNITION:** Mr. Mans thanked Brian Kopfhammer, Candy Deschane, the Elementary teaching staff, and Tom White and his custodial staff for their efforts in putting together and carrying out the Elementary Christmas concert. He also thanked Jolene Huc for helping with cookie baking and distribution, Leonard Lutzow for being Santa, Jennie Deschane for being Mrs. Claus, John Deschane and Mary Ann Kust for helping with ticket sales, and students Samantha Sharkey, Kira Spalding, Brooke McFadden, Lauren Gillis, Aidyn Studlo, Vanessa Kaus, and Kaden Sperberg who helped with various activities during the event. Thanks also to Kris Heidewald, Mary Ann Kust and John Deschane for her help with the Middle/High School concert, as well as the Village Police and Marinette County Sheriff Department for help in traffic control. Thanks also went to former Crivitz grad Shawn Dekker for a \$5,000 donation to the playground project from the Darcie Dekker Budd Foundation.
- VIII. **REPORTS**
 - A. **COMMITTEE REPORTS**
 1. **POLICY COMMITTEE:** Kris Heidewald reported that the committee met earlier in the evening and recommended a change in Policy 5515 – Student Use of Motor Vehicles to

include student use of ATV, as well as a few grammatical corrections. The first reading will be up for approval later in the meeting.

B. ADMINISTRATIVE REPORT(S)

1. PATRICK MANS – SUPERINTENDENT: Mr. Mans reported that the In-Service Committee, made up of teaching staff and administration met recently to discuss the progress of the District’s work toward the expansion of the Professional Learning Community to PreK – Grade 12. Much of this effort takes place during the student early dismissal days built into the school calendar. It was also noted through staff feedback that having shared in-service time with other districts was very valuable to staff. The next shared in-service will take place on February 7, 2020 with the Wausaukee School District, with our staff traveling there next time. He reported that Christmas break will begin with the conclusion of the school day on Friday, December 21, with students returning on Wednesday, January 2. The construction of the new baseball press box is nearing completion. Mr. Taylor and his students have been working on the project, with consultation help from Buck Gehm and Brett Grandaw. Finally, he wished everyone a Merry Christmas and Happy New Year, with wishes of safe travel and quality family time.
2. JEFF BAUMANN – HIGH SCHOOL PRINCIPAL: Mr. Baumann reported that 42 sophomores attended the open house for the Northwoods Lab partnership between Crivitz, Wausaukee, and Pembine school districts, and NWTC. They toured the classrooms at Wausaukee High School and learned of the opportunities offered, such as nursing, welding, automotive, photography, building trades, electomechanical engineering, and child development. Also, a group of students from Mr. Sommerfeldt’s business classes took their annual trip to Menominee and Green Bay to make donations to those less fortunate. He reported that the Middle/High School band and choir held their concert on December 17. It was very well attended, and he thanked Mr. Kopfhammer and Mrs. Deschane for their efforts in preparing the students. He reported that the annual faculty-student basketball game will be held on Friday before Christmas break. The student council will also have a trivia contest beforehand. He then reported on the results of the recent required lockdown drill that took place on December 13. Overall, things went smoothly, with a few areas that need improvement. The drill was finished in 5 minutes 28 seconds, with Mr. Baumann and Mrs. Graves checking all doors to see if they were locked. There were no students left in the hallways, none in the bathrooms, and silence in all classrooms. Areas to work on: lights were left on in 2 rooms, and in the TRITON room, a student was in there during the drill, and didn’t know what to do. This will be addressed in future drills.
3. KELLY ROBINSON – ELEMENTARY/MIDDLE SCHOOL PRINCIPAL: Mrs. Robinson reported on the Elementary Christmas concert, and on the Middle/High School concert. She thanked Mr. Kopfhammer and Mrs. Deschane for their hard work. She reported that the teachers continue planning fun educational experiences for our students. Marinette County Office Elias and K9 Office Cash visited our 3rd graders. Officer Elias talked with our students and answered questions. Steve Baylon, WBAY Chief Meteorologist, visited the 2nd graders with a lively interactive presentation, and the students will be on the channel 2 news Friday morning. She gave her lockdown drill report, where she stated that the drill took about 10 minutes to complete. She and Mr. White walked the entire building, checking doors to see if they were locked. All doors were locked with students out of sight, but had one door that, though locked, had not

been pulled tightly. All lights were turned off, and no children were in hallways. There were substitute teachers and aides working that morning, and all had access to the plans, and they all executed the plans appropriately, so our teachers are leaving our substitutes well prepared.

4. TOM WHITE – BUILDING, GROUNDS & TRANSPORTATION DIRECTOR: Mr. White reported that he and his staff assisted with setup for the Elementary and High School/Middle School Christmas programs. He thanked North CounTree Christmas Trees of Wausaukee for again donating the tree for the High School commons area. He also thanked the National Honor Society members Emilee Johnson and Tiffany Boesen for their great job in decorating the tree. He reported that he attended a meeting of the NEW Facilities Managers group on December 5 at Appleton North High School, and that he and his staff will be working during the Christmas break to perform routine custodial and maintenance tasks.
5. JOLENE HUC – COMMUNITY EDUCATION SUPERVISOR: Mrs. Huc reported that she attended the mental health and wellness meeting at the Elementary School recently. The school will be hosting a free mental health conference here in April, 2019. Community Ed did not have a meeting due to Christmas programs, and the next meeting will be held on January 14.
6. MADELIN EITING – STUDENT COUNCIL REPRESENTATIVE: Miss Eiting reported that Science Club has decided to spend its savings on new microscopes. Forensics had their first meeting, with a lot of new freshmen participating, Hi-Q practices are going well, and their first meeting is January 10 here in Crivitz. Yearbook is now accepting senior pictures. The holiday season has begun, with Student Council making plans for events, and a new twist may be added. NHS is also busy with community service opportunities during the holiday season.

IX. INFORMATION/DISCUSSION ITEMS

- A. 2017-2018 AUDIT REPORT: Karen Kerber, auditor from Kerber Rose, presented the 2017-2018 audit report via phone conference. Her comments were mainly positive, with final results finding the general fund balance in a healthy position.
- B. 2019-2020 SCHOOL DISTRICT CALENDAR: Mr. Mans presented an updated draft of the 2019-20 school calendar. The calendar was presented to the principals, who presented it to their leadership teams. After discussion, this calendar was presented over the one sent in the Board packets so that early release days were spread between the two early childhood groups, so that one class doesn't always have the early out. He recommended that the Board approve the most current draft copy.
- C. SCHOOL AND DISTRICT STATE REPORT CARDS: Mrs. Robinson reviewed the Elementary School state report card, with a grade of 70.3 which meets expectations, and the Middle School state report card, with a grade of 76.0 which exceeds expectations. Mr. Baumann reported that the High School received a grade of 82.2 which exceeds expectations. Overall, the District total grade was 76.9 which exceeds expectations.
- D. NEW STUDENT ORGANIZATION REQUEST: Mrs. Graves asked permission from the Board to allow a new student organization, known as the GSA (Gay Straight Alliance). This group will be formed to encourage tolerance among high schoolers, and will be overseen by Mrs. Graves.

- E. EMERGENCY OPERATIONS PLANS: Mr. White submitted for approval an EOP for each building, and had some minor changes with grammar and punctuation. This is a living document and should evolve, with the safety committee reviewing it annually. He thanked those on the committee who worked hard to put the plans together: Jeff Baumann, Kelly Robinson, Toni Spalding, Alexandria Graves, Nick Schramm, Cindy Kubicek, Stacey Caine, Amy Grandaw, Kris Heidewald, David Pusick, Mike Frievalt, Jason Ducaine, Mark VanDerZee, Denise Busse, Chris Smith, Angie Kime, and Mr. Mans.

- F. BUILDINGS AND GROUNDS MAINTENANCE: Mr. Sotka asked that this be brought back to the group for further discussion. Mr. White updated the list for the Board due to the discussion from November. He listed his top three needs outside of the yearly budget, being the high school roofing (especially section 1 and 2), high school flooring, and DDC control panels and software as proposed. He also listed some needs that are not immediate, but will be on the radar for the near future, again outside of the maintenance budget. The Board recommended bringing these items back to committee to make those decisions.

- G. FIRST READING NEOLA BOARD POLICY UPDATES
 - 1. 0144.1 – COMPENSATION (REVISED)
 - 2. 0161 – PARLIAMENTARY AUTHORITY (REVISED)
 - 3. 0164.2 – SPECIAL MEETINGS (REVISED/REPLACE)
 - 4. 0165.3 – SPECIAL MEETINGS (DELETE)
 - 5. 1213 – STUDENT SUPERVISION AND WELFARE (REVISED)
 - 6. 1422 – NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY (REVISED)
 - 7. 1460 – PHYSICAL EXAMINATION (REVISED)
 - 8. 1461 – UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY (REVISED)
 - 9. 1623 – SECTION 504/ADA PROHIBITION AGAINST DISABILITY DISCRIMINATION IN EMPLOYMENT (REVISED)
 - 10. 1630.01 – FAMILY & MEDICAL LEAVE OF ABSENCE (“FMLA”) (REVISED)
 - 11. 2131– EDUCATIONAL GOALS AND EXPECTATIONS (REVISED)
 - 12. 2270 – RELIGION IN THE CURRICULUM (REVISED)
 - 13. 2271– EARLY COLLEGE CREDIT PROGRAM (REVISED)
 - 14. 2271.01 – START COLLEGE NOW PROGRAM (REVISED)
 - 15. 2412 – HOMEBOUND INSTRUCTION PROGRAM (REVISED)
 - 16. 2461 – RECORDING OF IEP TEAM MEETINGS (REVISED)
 - 17. 3120 – EMPLOYMENT OF PROFESSIONAL STAFF (REVISED)
 - 18. 3120.04 – EMPLOYMENT OF SUBSTITUTES (REVISED)
 - 19. 3122 – NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY (REVISED)
 - 20. 3139 – STAFF DISCIPLINE (REVISED)
 - 21. 3160 – PHYSICAL EXAMINATION (REVISED)
 - 22. 3230 – CONFLICT OF INTEREST (REVISED)
 - 23. 3430.01 – FAMILY & MEDICAL LEAVE OF ABSENCE (“FMLA”) (REVISED)
 - 24. 4122 – NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY (REVISED)
 - 25. 4139 – STAFF DISCIPLINE (REVISED)
 - 26. 4160 – PHYSICAL EXAMINATION (REVISED)
 - 27. 4162 – CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS (REVISED)
 - 28. 4230 – CONFLICT OF INTEREST (REVISED)

29. 4430.01 – FAMILY & MEDICAL LEAVE OF ABSENCE (“FMLA”) (REVISED)
30. 4440 – JOB-RELATED EXPENSES (REVISED)
31. 5111 – ELIGIBILITY OF RESIDENTS/NONRESIDENT STUDENTS (REVISED)
32. 5200 – ATTENDANCE (REVISED)
33. 5512 – USE OF TOBACCO BY STUDENTS (REVISED)
34. 5515 – STUDENT USE OF MOTOR VEHICLES (REVISED)
35. 5516 – STUDENT HAZING (REVISED)
36. 5530 – DRUG PREVENTION (REVISED)
37. 5540 - THE SCHOOLS AND GOVERNMENTAL AGENCIES (REVISED)
38. 5630 – CORPORAL PUNISHMENT (REVISED)
39. 5772 – WEAPONS (REVISED)
40. 5870 – STUDENT PRODUCTION OF GOODS AND SERVICES (REVISED)
41. 6330 – LEASING SCHOOL PROPERTY (REVISED)
42. 6520 – PAYROLL DEDUCTIONS (REVISED)
43. 6700 – FAIR LABOR STANDARDS ACT (FLSA) (REVISED)
44. 6830 – AUDIT (REVISED)
45. 7217 – WEAPONS (REVISED)
46. 7440 – FACILITY SECURITY (REVISED)
47. 7530.02 – STAFF AND SCHOOL OFFICIALS USE OF PERSONAL COMMUNICATION DEVICES (REVISED)
48. 8146 – NOTIFICATION OF EDUCATIONAL OPTIONS (REVISED)
49. 8310 – PUBLIC RECORDS (REVISED)
50. 8340 – PROVIDING A REFERENCE (REVISED)
51. 8462 – MANDATORY REPORTING OF STUDENT ABUSE AND NEGLECT AND THREATS OF VIOLENCE (REVISED)
52. 8500 – FOOD SERVICES (REVISED)
53. 9130 – PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS (REVISED)
54. 9160 – PUBLIC ATTENDANCE AT SCHOOL EVENTS (REVISED)

The committee met earlier and discussed the listed policies. The recommendation was to revise further Policy 5515 – Student Use of Motor Vehicles to include ATV in the description. There were a few other minor grammatical corrections as well.

X. ITEMS SCHEDULED FOR ACTION

A. APPOINTMENTS

1. EXTRA CURRICULAR EVENTS/SPECIAL COMMUNITY FUNCTIONS MUSIC ASSISTANT: Motion by Sotka, seconded by Grandaw to approve Candy Deschane as read. Motion carried 7-0.
2. VOLUNTEERS/CHAPERONES: Motion by Sotka, seconded by Huc to approve Debra Atwood, Naomi Blum, and Joe Werner as volunteers/chaperones. Motion carried 6-0-1 with Heidewald abstaining.

B. 2017-2018 AUDIT REPORT: Motion by Grandaw, seconded by Heidewald to approve the 2017-2018 audit report as presented by Karen Kerber. Motion carried 7-0.

C. 2019-2020 SCHOOL DISTRICT CALENDAR: Motion by Grandaw, seconded by Sotka to approve the most recent draft of the 2019-2020 calendar (draft dated 12.12.18) as discussed. Motion carried 7-0.

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- D. NEW STUDENT ORGANIZATION REQUEST: Motion by Grandaw, seconded by Huc to approve the new student organization request as presented. Motion carried 6-1 with Mueller opposing.
 - E. EMERGENCY OPERATIONS PLANS: Motion by Heidewald, seconded by Cherry to approve both the Elementary/Middle School and High School Emergency Operations Plans as presented and discussed by Mr. White. Motion carried 7-0.
 - F. BUILDINGS AND GROUNDS MAINTENANCE: Motion by Grandaw, seconded by Heidewald to let bids for roofing in sections 1 & 2, and total, as presented. Motion carried 7-0.
 - G. FIRST READING NEOLA BOARD POLICY UPDATES: Motion by Heidewald, seconded by Sotka to approve the first reading with changes as presented. Motion carried 7-0.
- XI. RECESS TO CLOSED SESSION AS PROVIDED BY STATE STATUTE 19.85(1)(c)(f) CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY. CONSIDERING FINANCIAL, MEDICAL, SOCIAL OR PERSONAL HISTORIES OR DISCIPLINARY DATA OF SPECIFIC PERSONS...
- A. PERFORMANCE EVALUATIONS
 - 1. ADMINISTRATIVE STAFF
- Motion by Mueller, seconded by Grandaw to recess to closed session as read at 7:49 p.m. Roll call vote was taken: Dama-Yes, Sotka-Yes, Cherry-Yes, Mueller-Yes, Heidewald-Yes, Huc-Yes, and Grandaw-Yes. Motion carried.
- XII. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY PUBLIC ACTION AS PER WISCONSIN STATE STATUTE 19.85(2): Motion by Sotka, seconded by Grandaw to reconvene into open session at 8:55 p.m. Motion carried 7-0.
- A. SUPERINTENDENT AND PRINCIPAL CONTRACTS: Motion by Grandaw, seconded by Heidewald to extend by one year the contracts of the superintendent and principals. Motion carried 7-0.
- XIII. ADJOURNMENT: Motion by Grandaw, seconded by Heidewald to adjourn at 8:56 p.m. Motion carried 7-0.

Prepared by:

Jannie Marsolek
Recording Secretary

Kris Heidewald
Clerk

Michael Dama
President