

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

OFFICIAL MINUTES

Regular Meeting of the Board of Education.....March 19, 2014

- 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: The following members were present: Michael Dama, Jane Meissner, Martha Neitzer, Tim McFadden, Lyle Cherry, Travis Mueller and Cory Sotka. Others present: Patrick Mans, Superintendent; Jeff Baumann, High School Principal; Jeff Walsh, Elementary Principal; Jannie Marsolek, Administrative Secretary; Thomas White, Building, Grounds and Transportation Director; Jolene Huc, Community Ed Director and Student Council Rep. Billy Retza.
- IV. APPROVAL OF AGENDA: Motion by Neitzer, seconded by Meissner to approve agenda as presented. Motion carried 7-0.
- V. CONSIDER MOTION TO APPROVE CONSENT AGENDA
 - A. MINUTES OF REGULAR MEETING FEBRUARY 19, 2014
 - B. VOUCHERS
 - C. FINANCIAL REPORT

Motion by Neitzer, seconded by Sotka to approve consent agenda as presented, including vouchers 84058-84238 in the amount of \$1,988,862.79 and Fund 60 with vouchers 163884-163902 in the amount of \$24,519.86. Motion carried 7-0.

- VI. PUBLIC INPUT: Mrs. Kempka spoke about a “cell phone incident” involving her daughter at school, and disagreed with how it was handled, wanting resolution. Mr. Neuman, whose daughter was also involved, spoke about possibly changing Board policies and procedures, also disagreeing with how the situation had been handled. Another parent spoke up in agreement with the other parents.
- VII. CORRESPONDENCE/RECOGNITION: Mr. Mans recognized the great work of Food Service Director Debra Kabacinski and her entire staff. They recently underwent a DPI/Federal review and were extraordinarily complimented on Ms. Kabacinski’s preparedness, organization, thoroughness and compliance with federal mandates. The team also complimented the entire food service staff for their level of training and knowledge. After the two full day process, the only correction to be made was to have the DPI’s anti-discrimination statement added to the posted lunch menus. With all of the DPI/federal rules and requirements for school lunch programs it is very impressive that this was the only issue requiring attention. Mrs. Kabacinski also recently attended a

conference and filed the necessary paperwork to qualify the district for an additional \$.06/meal reimbursement. Thanks and job well done to Mrs. Kabacinski and the entire food service staff! Also, thanks went to Girls' Basketball Coach Joe Eastman for his generous donation of \$1,000 to the Crivitz sports program.

VIII. REPORT(S)

A. ADMINISTRATIVE REPORTS

1. PATRICK MANS – SUPERINTENDENT: On March 18, the state Senate and Assembly concurred on the passage of Senate Bill 589, removing the 180 day requirement from public schools in WI. The Governor has indicated that he will sign the bill. This bill will allow public school districts to have school less than 180 days per year as long as the hours of instruction requirement is met. This bill is important for rural school districts struggling to maintain programming in that it allows for fewer days per school year which would result in cost savings in areas of transportation, support staff costs, and utilities. If, for example we added 30 minutes per day to a 170 day calendar it would allow the district to lessen the expenses for 10 student contact days in a school year. That is 10 less days of bus transportation cost, 10 less days of food service staff cost, 10 less days of custodial costs and 10 days of significantly less utilities cost. Such a change might also allow for a week long spring break at the beginning of March and possibly ending the school year prior to Memorial Day.

On March 18, the CESA 8 - WEA Consortium met to go over the 2014-2015 health insurance rates. Our health insurance rates which are based on the use of the insurance plan are set to go up 9% if no adjustments are made to the current plan. A 9% increase, which is what we have budgeted for, amounts to \$104,000. This is what WEA capped the increase at; otherwise the rate would have gone up 17%. WEA did present some minor plan adjustments which have the potential to hold next year's rates at or very near this year's rates thus saving the \$104,000. Mary Basel, the District's M3 insurance consultant will be at the April Board meeting to present the potential plan adjustments. Also, due to the Affordable Care Act several additional benefits will be added to our plan for next year. These include increases in some of the maximum allowable charges and visits, as well as having all non-prescription co-pays counting toward the individual or family deductible amount.

2. JEFFREY WALSH – ELEMENTARY/MIDDLE SCHOOL PRINCIPAL: Our Professional Learning Community grant team met again this Monday. We continue to work toward becoming a PLC and will be and will be making strides over the next five years of the grant. We are enjoying the work and are setting the groundwork for more good things to come in the future.

The Girls Basketball season came to a close in February. The girls worked hard and had a successful season at both the 7th and 8th grade levels. Thanks go out to Coaches Charlie Johnsen and Joe Hanson for their efforts and hard work.

The World's Finest Chocolate candy sale orders ended today and we will be delivering the candy to the buyers the first week of April. This is the sale we use to take care of our PBIS incentives for the school years, so everything goes back to the students and teachers in some form.

We have been chosen to take the pilot for the Smarter Balanced Assessment in our 7th grade and 8th grades. One grade will be doing the pilot in math and the other in reading. This is very important to us in many ways. First, we get a chance to help set the bar for the schools that will take the test because our results will help with question difficulty and selection in the final tests next year. We will get a chance to have our teacher proctors go through the process and see what it all entails. And finally we get to check our technology capabilities to make sure we are on a good operational level for the testing. Although we will not get individual or school results, our students and teachers will gain much needed experience to help us in the inaugural year of testing in 2015.

3. JEFF BAUMANN – HIGH SCHOOL PRINCIPAL:
I would like to congratulate our February student award winners. The winners of the Student of the Month award for February were Tyler Allen and Charlie Dettmering. Our Lunch Bunch winners were nominated by the fine arts department – Natalie Worley and Heather Langer. Mrs. Worley chose Haley Howarth to be her Lunch Bunch recipient, while Mrs. Langer chose Kyle Robertson. Congratulations!

Our Academic Bowl team competed in the yearly Academic Bowl competition that was held in Suring on Monday, March 17. Each conference school puts together a team of eight students and one advisor, and 2 students compete in each of four categories: science, language arts, social studies and math. Mrs. Rauterkus and the team did an outstanding job and finished in 2nd place. This

year's participants were Billy Retza and Ben Fischer in science, Charlie Dettmering and Lucas Wuensch in language arts, Zach Myszka and Regina Russ in social studies, and Trevor Gauthier and Cameron Fischer in math. Special congratulations go to Zach Myszka for placing first in social studies, Billy Retza for placing third in science, and Trevor Gauthier for placing third in math.

On Monday, March 17, Mr. Schramm discussed the components of the required iSafe program with the high school staff. iSafe is an internet safety program required to be taught by the state government. There are six different lessons ranging from using the internet safely to spam and phishing email that the high school staff will teach the students during 6th hour during 4th quarter.

Congratulations to the Crivitz High School wrestling team for winning the Dave Collins Sportsmanship award for the 2014 season. All conference schools vote for who they felt were the best sportsmen throughout the season in each sport. It is a great award that Coach Bernier, Coach Reichardt, and the entire team should be proud of. On a side note, the boys basketball team took 2nd place in the basketball voting, so congratulations to them too.

4. TOM WHITE - BUILDINGS, GROUNDS AND TRANSPORTATION DIRECTOR: *BOC*: Through continuing education and professional accomplishments, I have been re-certified as a Level II Building Operator (BOC). This re-certification requires advanced training and education on building systems, along with putting that knowledge into practice on the job.

FOE Audit: Our elementary lighting project was randomly pulled for an audit to ensure the project was done according to Focus On Energy guidelines. An inspection was completed and everything was found to be in order.

Record Storage: We created a record storage area and installed shelving units to store financial and food service records. Our offices were becoming overrun with boxes of records, some of which have to be kept indefinitely. This newly designated area should meet our record storage needs for the foreseeable future.

ESG: Welcome to the members of Energy Services Group, who will be giving a presentation later in the meeting.

5. JOLENE HUC – COMMUNITY EDUCATION DIRECTOR: Mrs. Huc reported that the Community Ed. Meeting was held and items discussed were: The Big Get Skinny will be moved to the Crivitz Community Center and will now be called Choose to Lose. Information and registration form can be found on their website.

Community Ed is still looking for weight room supervisors for the 3:30 – 5:00 shift, beginning once the track team is able to move outside for practice. The weight room will not be open to the public until then. The Spring Craft Show will be hosted by Community Ed. and the PTO, with concessions by the Spanish Club. Community Ed would like to hire a group called Empowering Girls. It is aimed at 3rd and 4th grade girls to help motivate them, teach them how to speak up, be kind to each other and prepare them in cases of bullying. They are waiting on a cost and will present a Power Point presentation to the Board for approval when ready. They are looking at purchasing flags and footballs for the fall season, and would like to have volunteers in place in time to perform background checks on them all. They are also working on a CPR Class to go along with the babysitting class for summer school. Finally, the next meeting will be Monday, April 14th.

6. BILLY RETZA - STUDENT COUNCIL REPRESENTATIVE: *NHS* – preparing for Blood Drive on March 28th. *Hi-Q* – Finished 10th in the overall competition. They won 2 of their matches this year. *Student Council* – Organizing the annual picnic. Waldo will be at the Middle School from 1:30 – 3:00 for their incentive assembly. *Rube Goldberg* – Finished 13th out of 22 teams in their competition. *YAODA* is raising money for their Every 15 Minutes program. FBLA is planning a trip to Minneapolis, Minnesota's Mall of America on Saturday, March 22nd, and to the Milwaukee Bucks Marketing and Accounting Department on April 11th. *Science Club* has paid for the cameras and video recorders they ordered for Criminal Forensics Class and their Leadership Class, but will be available for anyone to use if need be.

IX. INFORMATION/DISCUSSION

- A. 2014 SUMMER SCHOOL: Mr. Walsh reported that the summer school program will run from June 9th through July 3rd from 8:30 a.m. – 1:30 p.m. with lunch provided free of charge to anyone under 18. There are various academic and enrichment classes to offer at the Elementary School and Strength and Conditioning offered at the High School, with Physical Science and English offered if needed.
- B. 2014-2015 CESA 8 CONTRACT: CESA is an acronym for “Cooperative Educational Service Agency”. CESA 8 provides rural districts like ours with educational services from special education staff to technical and vocational assistance and federal grant management. Each year the District contracts with

CESA 8 for various services based on need. I have placed a hold on the occupational therapy portion of the contract, so that our Special Education Director can study the level of need we will have for next year. An amount for occupational therapy will be brought to the Board for approval at a later date. The Board is being asked to approve the 2014-2015 CESA 8 contract in the amount of \$862,710. This amount will likely change slightly due to final staffing costs (salary and benefits) at CESA 8.

- C. 2014-2015 TEACHING STAFF LIST: The projected teaching staff list for next school year is similar to the current year, but the list shows a new band instructor. This staff member is yet to be hired. This school year our District partnered with Lena School District for the half-time services of Hilary Oskey in teaching music and band. Mrs. Oskey will be teaching full time in Lena next year. For 2014-2015, Heather Langer requested to be shared 50/50 between Lena and Crivitz. This will allow us to advertize for and hire a full time band instructor. This change will result in the same amount of 1.5 FTE music teachers for 2014-2015 as we had this current school year.
- D. 2014-2015 TRITON ONE YEAR EXTENSION: TRITON is a consortium of local districts which provides classes for our students via distance learning. The one year extension will cost the same \$13,000 or less than last year.
- E. PROFESSIONAL STAFF HANDBOOK RETIREMENT LANGUAGE CORRECTION: While Ms. Tarmann was getting the documentation ready to be sent to the actuary for the revised study of our post employment benefits, it was noticed that there was a correction necessary in the post retiree insurance benefit language. A copy of the Professional Staff Handbook post retirement language was included in your packet. The current language inadvertently leaves a group of veteran employees without any post retirement benefit. The group of employees (6) left out has exactly 15 years of service as of the end of the 2012-2013 school year. The new language corrects this issue and gives this group of employees one year's worth of post retirement insurance value which was the intent of the original language and that of the ad hoc committee.
- F. BAND TRIP TO CLEVELAND, OHIO: Music Director Heather Langer addressed the Board requesting permission for the Band Students to participate in a trip to Cleveland, Ohio, leaving school on Friday, May 9th early in the morning with musical highlights of visiting the Rock and Roll Hall of Fame, dinner at Hard Rock Café, and attending a Cleveland Orchestra concert, returning on Monday, May 12th. She asked for approval of the trip out of state with the approval of the missed days for the students.
- G. 2014-2015 FOREIGN EXCHANGE STUDENT: A student from Germany is requesting to attend Crivitz High School for the 2014-2015 school year. She will

be a sophomore while attending Crivitz. International Experience – USA is the company and a local family will host the student.

- H. ENERGY SERVICES GROUP – ENERGY EFFICIENCY PROJECT PRESENTATION: Josh Hounsel from ESG gave the Board a brief presentation on possible energy savings projects which could be done in partnership with ESG. ESG provides engineering and project management services for such projects and can financially guarantee energy efficiency savings. Working with ESG does require a financial commitment of approximately \$14,000 for the creation of a comprehensive energy efficiency project planning document. If a project(s) is approved, the \$14,000 engineering fee is built into the cost of the project. If no project is done in partnership with ESG, the District retains the planning document but must pay ESG the \$14,000. To this point ESG has done some preliminary analysis of District needs and potential energy efficiency savings but at no cost to the District.

X. ITEMS SCHEDULED FOR ACTION

A. APPOINTMENT(S)

1. SUBSTITUTE TEACHER(S): Motion by Neitzer, seconded by Meissner to approve Catherine Becker as substitute teacher. Motion carried 7-0.
2. ELEMENTARY VOLUNTEER/CHAPERONES: Motion by Sotka, seconded by Meissner to approve Chastity Reymont, Dawn Ducaine, Charlie DeSmidt, Susan Thornton, Elisa Mazon and Dominic Palmer are recommended volunteers/chaperones. Motion carried 7-0.
3. SOLO AND ENSEMBLE ACCOMPANISTS: Motion by Neitzer, seconded by Cherry to approve Susan Thornton, Vicky Oldham, Candy Deschane, Carol Ann Lempke, and Lynn Bauer as Solo & Ensemble accompanists. Motion carried 7-0.
4. ASSISTANT FORENSICS COACH: Motion by Cherry, seconded by Mueller to approve Dana Prange as Assistant Forensics Coach. Motion carried 7-0.

- B. SUMMER SCHOOL TEACHERS, FORMAT AND DATES: Motion by McFadden, seconded by Meissner to approve the Summer School Teachers, Formats and Dates as presented. Motion carried 7-0.

- C. 2014-2015 CESA 8 CONTRACT: Motion by Sotka, seconded by Mueller to approve the 2014-2015 CESA 8 contract as presented. Motion carried 7-0.

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- D. ECLIPSE ANNUAL SERVICE HOURS: Motion by Cherry, seconded by Mueller to approve Eclipse annual service hours of up to 300 hours annually. Motion carried 7-0.
- E. 1st SEMESTER 2014-2015 YOUTH OPTIONS CLASSES: Motion by Meissner, seconded by McFadden to approve the 1st Semester 2014-2015 Youth Options Class list as presented. Motion carried 6-1-0 with Dama abstaining.
- F. USE OF VILLAGE SOFTBALL FIELD: Motion by Cherry, seconded by Mueller to approve the use of the Village softball field. There was also discussion of looking at other options. Motion carried 7-0.
- G. 2014-2015 TEACHER LIST: Motion by McFadden, seconded by Mueller to approve the 2014-2015 teacher list as presented. Motion carried 7-0.
- H. BAND TRIP TO CLEVELAND, OH: Motion by Meissner, seconded by Sotka to approve the band trip out of state with approval of requested days off. Motion carried 7-0.
- I. PROFESSIONAL STAFF HANDBOOK RETIREMENT LANGUAGE CORRECTION: Motion by Neitzer, seconded by Sotka to approve the Professional Staff Handbook retirement language correction as presented. Motion carried 7-0.
- J. FOREIGN EXCHANGE STUDENT FOR 2014-2015 SCHOOL YEAR: Motion by McFadden, seconded by Mueller to approve the request for a foreign exchange student for the 2014-2015 school year as presented. Motion carried 7-0.
- K. 2014-2015 TRITON ONE YEAR EXTENSION: Motion by Meissner, seconded by Neitzer to approve the 2014-2015 TRITON one-year extension as presented. Motion carried 7-0.
- L. SECOND READING OF NEOLA BOARD POLICY UPDATES
 - 1. NEOLA NOVEMBER PACKET BOARD POLICY UPDATES
 - a. POLICY 3213 - STUDENT SUPERVISION AND WELFARE (PROFESSIONAL STAFF)
 - b. POLICY 3217 – WEAPONS (PROFESSIONAL STAFF)
 - c. POLICY 4213 – STUDENT SUPERVISION AND WELFARE (SUPPORT STAFF)
 - d. POLICY 4217 – WEAPONS (SUPPORT STAFF)
 - e. POLICY 5771 – SEARCH AND SEIZURE
 - f. POLICY 7217 – WEAPONS (PROPERTY)
 - g. POLICY 7440 – FACILITY SECURITY
 - h. POLICY 8420 – EMERGENCY PREPAREDNESS
 - i. POLICY 9150 – SCHOOL VISITORS

2. NEOLA DECEMBER PACKET BOARD POLICY UPDATES
 - a. BYLAW 0144.3 – CONFLICT OF INTEREST
 - b. POLICY 1220 – EMPLOYMENT OF THE DISTRICT ADMINISTRATOR
 - c. POLICY 1630.01 – FAMILY & MEDICAL LEAVE OF ABSENCE (“FMLA”) (ADMINISTRATION)
 - d. POLICY 2131.01 – READING INSTRUCTIONAL GOALS AND KINDERGARTEN ASSESSMENT
 - e. POLICY 2700.01 – SCHOOL PERFORMANCE REPORT
 - f. POLICY 3120 – EMPLOYMENT OF PROFESSIONAL STAFF
 - g. POLICY 3430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE (“FMLA”) (PROFESSIONAL STAFF)
 - h. POLICY 4124 – EMPLOYMENT CONTRACT
 - i. POLICY 4162 – CONTROLLED SUBSTANCE AND ALCOHOL POLICY FOR EMPLOYEES THAT TRANSPORT STUDENTS
 - j. POLICY 4430.01 - FAMILY & MEDICAL LEAVE OF ABSENCE (“FMLA”) (SUPPORT STAFF)
 - k. POLICY 5111 – ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
 - l. POLICY 5460 – GRADUATION REQUIREMENTS
 - m. POLICY 8310 – PUBLIC RECORDS
 - n. POLICY 8405 – ENVIRONMENTAL HEALTH AND SAFETY PROGRAM
 - o. POLICY 8605 – USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES BY DISTRICT EMPLOYEES WHO OPERATE BOARD-OWNED OR OPERATED VEHICLES
 - p. POLICY 8680 – BUS SERVICES CONTRACTS
3. NEOLA JANUARY SPECIAL POLICY UPDATE PACKET
 - a. POLICY 3120.09 – VOLUNTEERS (PROFESSIONAL STAFF)
 - b. POLICY 3419.02 – PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS (PROFESSIONAL STAFF)
 - c. POLICY 4120.09 – VOLUNTEERS (SUPPORT STAFF)
 - d. POLICY 4419.02 - PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS (SUPPORT STAFF)
 - e. POLICY 5340 – STUDENT ACCIDENTS/ILLNESSES/CONCUSSION
 - f. POLICY 7440 – FACILITY SECURITY
 - g. POLICY 9150 – SCHOOL VISITORS
4. POLICY REVISION DUE TO LOCAL CHANGES
 - a. POLICY 3120.04 – EMPLOYMENT OF SUBSTITUTES

Motion by Meissner, seconded by McFadden to approve the second reading of the NEOLA Board policies as presented. Motion carried 7-0.

- XI. RECESS TO CLOSED SESSION AS PER WISCONSIN STATUTE 19.85(1)(f)
- A. CONSIDERING FINANCIAL, MEDICAL, SOCIAL OR PERSONAL HISTORIES OR DISCIPLINARY DATA OF SPECIFIC PERSONS
Motion by Meissner, seconded by Neitzer to recess to closed session as per Wisconsin Statute 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons at 7:00 p.m. Roll call vote was taken: DAMA-Y, McFADDEN-Y, NEITZER-Y, CHERRY-Y, MUELLER-Y, SOTKA-Y, MEISSNER-Y. Motion carried.
- XII. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY PUBLIC ACTION AS PER WISCONSIN STATUTE 19.85(2): Motion by Meissner, seconded by Neitzer to reconvene into open session as per Wisconsin Statute 19.85(2) at 7:34. Motion carried 7-0. There was no action taken.
- XIII. ADJOURNMENT: Motion by McFadden, seconded by Meissner to adjourn at 7:34 p.m. Motion carried 7-0.

Prepared by:

Jannie Marsolek
Recording Secretary

Tim McFadden
Clerk

Michael Dama
President