

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

OFFICIAL MINUTES

Regular Meeting of the Board of Education.....July 17, 2013

- 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, Martha Neitzer, Lyle Cherry, Travis Mueller and Cory Sotka. Jane Meissner and Tim McFadden were absent.

Others present: Patrick Mans, Superintendent; Jeff Baumann, High School Principal; Jeff Walsh, Elementary Principal; Jannie Marsolek, Administrative Secretary; Linda Tarmann, Business Administrative Assistant; Thomas White, Building, Grounds and Transportation Director; Nick Schramm, Technology Coordinator; and Debra Kabacinski, Food Service Director.

- IV. APPROVAL OF AGENDA: Motion by Neitzer, seconded by Mueller to approve the agenda as presented. Motion carried 5 - 0.
- V. CONSIDER MOTION TO APPROVE CONSENT AGENDA:
 - A. MINUTES OF REGULAR MEETING JUNE 19, 2013
 - B. VOUCHERS
 - C. FINANCIAL REPORT

Motion by Neitzer, seconded by Cherry to approve consent agenda with approval of vouchers 82741-82847 in the amount of \$433,293.32 with void of 82638 and to approve Fund 60 with no vouchers and no voids. Motion carried 5 – 0.

- VI. PUBLIC INPUT: there was no public input.
- VII. CORRESPONDENCE/RECOGNITION: From Bob Berndt: a letter was read recognizing former secretary Linda Pfeiffer and asking for permission to plant a tree in her honor on the school grounds. There was no discussion at this time.
- VIII. REPORTS
 - A. POLICY COMMITTEE REPORT: The Policy Committee met on July 9, 2013 regarding handbook updates, support staff updates, employee leaves.

B. PERSONNEL/NEGOTIATIONS COMMITTEE REPORT: The Personnel/Negotiations Committee met earlier this evening to review staffing updates, which will be brought up later in the meeting.

C. ADMINISTRATIVE REPORTS

1. PATRICK MANS, SUPERINTENDENT: The Governor has signed the 2013-2015 state biennial budget. Of particular interest is the \$150 per pupil increase in the revenue limit for public schools in each year of the budget. I would like to thank the Governor, our local legislators, the entire state assembly and senate for this increase. My hope is that the folks in our state government will continue to support public education. I encourage everyone to thank the Governor and our legislators for their support of public education. At the same time please remind them that the great efforts of parents, teachers, support staff, administration, school boards and communities all across Wisconsin, will require continued financial support of their public education institutions, to ensure our children are college and career ready. The future success of our children will in large part determine the social and economic success of the state of Wisconsin.

My hope is that the increase in per pupil spending will result in Crivitz having a balanced school district budget for the 2013-2014 school year. More will be known over the next several weeks as the budget is finalized in preparation for passage at the annual meeting in August.

2. JEFF BAUMANN, HIGH SCHOOL PRINCIPAL: The yearbooks for the 2012-13 school year arrived last week. Mrs. Prange has been busy distributing them to the students who ordered them, and the students seem very pleased with how they turned out. I know how much work Mrs. Prange and the yearbook staff put into the publication, and I would like to commend them for their effort. The English 9 summer school class is winding down and the students will finish at the end of this week. Mrs. Prange and the group of 7 students have been working hard, and they have had to sweat out a number of hot days this summer in the classroom. The entire custodial staff has been very busy getting the building ready for the 2013-14 school year. They have been a great group of people to work with this summer and I would also like to commend them for the amount of effort they have put forth making the high school look brand new. A number of applicants for teaching positions have stopped in this summer and commented about how beautiful the building looks.

3. JEFF WALSH, ELEMENTARY/MIDDLE SCHOOL PRINCIPAL: Summer school ended July 3rd. We had a good session with students in 4K through 6th grades. We also were able to serve lunch to all of the summer school children or any student under 19 this summer. I would like to thank all of the teachers, Donna and Jolene in the kitchen and all of the students for their hard work at summer school. The custodial staff is working on cleaning the classrooms and the rest of the building. They are doing a fine job with this. We are also having tile work done in the building. They are doing the east side rooms now and will continue to move to the other areas of the building as they finish up. Before our next meeting we will be having our annual data analysis with teachers from the Elementary, Middle and High schools. This will be led by Eric Larson from CESA 8. The dates for the data analysis are August 8 and 9.
4. TOM WHITE, BUILDINGS, GROUNDS AND TRANSPORTATION DIRECTOR: The summer cleaning and maintenance is progressing normally. Along with general cleaning, we are stripping and waxing floors according to a rotation. All carpets are being extraction cleaned. We are stripping the peeling paint from the walls in the elementary hallway, so they can be repainted. The new vinyl tile has been installed in all of the lower elementary classrooms. The west side classrooms have all been cleaned and waxed; we will begin cleaning and waxing the east side classrooms next week. Next up will be the computer lab, data room and lower elementary hallway. The high school lighting improvement project is approximately 90% complete. The contractor is waiting for shipment of the remainder of their materials so they can resume work. They have assured me they will be done before the end of July. We are in the process of making improvements to the kindergarten playground area, for example: We removed the large elm tree because of the potential danger of falling limbs and to eliminate debris that has been clogging our roof drains. The panels surrounding the windows and doors have been painted. The sandbox is being rebuilt and relocated. Timbers were laid to hold the new mulch that will be spread around the swing sets.
5. JOLENE HUC, COMMUNITY EDUCATION DIRECTOR – Absent

IX. INFORMATION/DISCUSSION:

- A. ELEMENTARY/MIDDLE SCHOOL STUDENT HANDBOOK CHANGES: Mr. Walsh discussed various changes, including availability to counselor, cell phone policy changes were noted, “no nit” policy was discussed. Mr. Mueller asked to have this item revisited and added to the next policy change meeting.

- B. HIGH SCHOOL STUDENT HANDBOOK CHANGES: Mr. Baumann discussed changes to the high school student handbook. Cell phone policy changes and credit grading scale were highlighted. Perfect Attendance policy questions were answered. Athletic code changes were also discussed, as well as questions answered regarding GPA Incentive Program.
- C. 2013-2014 MILK BIDS: Food Service Director Debra Kabacinski reviewed milk bid results. Only one bid was received from Morning Glory Dairy (Dean Foods). She recommended accepting the bid as presented. We used them last year and were very satisfied with the service.
- D. 2013-2014 BREAD AND BUN BIDS: Food Service Director Debra Kabacinski reviewed the bread/bakery bids. Two bids came in; Sara Lee and Witt's Piggly Wiggly. It was noted that the Piggly Wiggly bid came in after bidding closed. We used Piggly Wiggly last year and were very satisfied with the service and convenience. With the late bid by Piggly Wiggly, Mr. Mans suggested rebidding if the Board would like to avoid any issues.
- E. 2013-2014 GARBAGE REMOVAL BIDS: Tom White reviewed the only bid from Waste Management. The Board discussed the possibility of rebidding for more choices. The same fees were quoted as the prior year.
- F. 2013-2014 SNOW REMOVAL BIDS: Tom White reviewed the only bid from Richlen Excavating. Prices were slightly higher than the previous year.
- G. COMPUTER REPLACEMENT BIDS: Nick Schramm reviewed the bids that were received for computer replacement. Of three bids received, Dell Direct was the most cost effective. He recommended accepting the bid for Dell Direct.
- H. SUPPORT STAFF HANDBOOK CHANGES: Mr. Mans discussed the support staff changes to Health and Dental language and amount the support staff will pay for premium co-pay, moving from 5% to 10%. Also, Mr. White requested yearly staff be allowed 5 days per year absent without pay.
- I. 2012-2013 PROFESSIONAL STAFFING UPDATE: Mr. Mans reviewed the staff updates. Music staff is recommended to include 1 full-time teacher and one half-time teacher, looking to partner with Lena School District in the sharing of resources. Attempts have been made to hire a Business Ed teacher, a Tech Ed teacher or combined teacher with no success. Mr. Mans recommended going ahead with continuing to look for a full-time teacher for Business Ed and possibly partner with another school for the Tech Ed position. A Middle/High School English teacher is recommended to be hired to replace a teacher who resigned recently. 3rd Grade/Title

I position has been advertised with no applications received yet. If none are received, we may have to rearrange the scheduling to move a current teacher licensed to teach Title I to fill the position and shuffle the recently hired 3rd Grade teacher to another grade she is qualified to teach.

- J. TECHNOLOGY ACCEPTABLE USE POLICY CHANGES: Mr. Schramm reviewed the changes and updates recommended for the 2013-2014 school year.

X. ITEMS SCHEDULED FOR ACTION

A. RESIGNATIONS

1. 3rd GRADE TEACHER/TITLE I COORDINATOR : Motion by Neitzer, seconded by Cherry to accept Bobbi Jo Tracy's resignation as per handbook language. The \$500 liquidation clause issue was discussed since resignation was after the contract began. Motion carried 5-0.
2. HIGH SCHOOL OFFICE SECRETARY: Motion by Neitzer, seconded by Cherry to accept Betsy Wickman's resignation as High School Secretary. Motion carried 5-0.

B. APPOINTMENTS

1. SUBSTITUTE TEACHER: Motion by Mueller, seconded by Sotka to approve John Bell as substitute teacher. Motion carried 5-0.
2. 2013-2014 MIDDLE/HIGH SCHOOL COACHES AND EXTRACURRICULAR ADVISORS: Motion by Neitzer, seconded by Sotka to approve the attached list in its entirety. Dama abstained from voting. Motion carried 4-1-0.

C. APPROVE BIDS

1. 2013-2014 MILK BID: Motion by Mueller, seconded by Sotka to approve the bid by Morning Glory (Dean Foods). Motion carried 5-0.
2. 2013-2014 BREAD AND BUN BID: Motion by Neitzer, seconded by Sotka to approve the Sara Lee bid as presented. Vote result: 2-2-1. Motion by Cherry, seconded by Sotka to rebid. Motion carried 5-0.
3. 2013-2014 GARBAGE REMOVAL BID: Motion by Cherry, seconded by Meitzer to approve the Waste Management bid. Motion carried 5-0.

4. 2013-2014 SNOW REMOVAL BID: Motion by Cherry, seconded by Mueller to approve the Richlen Excavation bid. Motion carried 5-0.
 5. 2013-2014 COMPUTER REPLACEMENT BID: Motion by Neitzer, seconded by Mueller to approve the Dell Direct bid. Motion carried 5-0.
- D. 2013-2104 ELEMENTARY/MIDDLE SCHOOL STUDENT HANDBOOK: Motion by Sotka, seconded by Cherry to approve the Elementary/Middle School Student Handbook as presented. Mueller opposed. Motion carried 4-1.
- E. 2013-2014 HIGH SCHOOL STUDENT HANDBOOK: Motion by Sotka, seconded by Mueller to approve the High School Student Handbook as presented. Motion carried 5-0.
- F. RESOLUTION TO ACCEPT FEDERAL FUNDING: Motion by Neitzer, seconded by Cherry to approve the resolution to accept federal funding as presented. Roll call vote was taken. Dama, yes; Meissner, Absent; McFadden, Absent; Neitzer, yes; Cherry, yes; Mueller, yes; Sotka, yes. Motion carried 5-0.
- G. FIRST READING NEOLA BOARD POLICY UPDATES
1. POLICY 3220 – STAFF EVALUATION
 2. POLICY 3420 – HEALTH INSURANCE BENEFIT
 3. POLICY 3425 – BENEFITS
 4. POLICY 4420 – HEALTH INSURANCE BENEFIT
 5. POLICY 4431 – EMPLOYEE LEAVES
- Motion by Sotka, seconded by Neitzer to approve the first reading of the NEOLA Board Policy Updates as presented. Motion carried 5-0.
- H. SUPPORT STAFF HANDBOOK CHANGES
1. HEALTH AND DENTAL INSURANCE LANGUAGE
 2. EMPLOYEE LEAVES
- Motion by Cherry, seconded by Neitzer to approve the Support Staff Handbook changes as presented. Motion carried 5-0.
- I. 2013-2014 PROFESSIONAL STAFFING: Motion by Cherry, seconded by Mueller to approve the Professional Staffing as presented. Motion carried 5-0.
- J. TECHNOLOGY ACCEPTABLE USE POLICY: Motion by Neitzer, seconded by Mueller to approve the Technology Acceptable Use Policy as presented. Motion carried 5-0.

- XI. RECESS TO EXECUTIVE CLOSED SESSION AS PER WISCONSIN STATUTE 19.85(1)(f) CONSIDERING FINANCIAL, MEDICAL, SOCIAL OR PERSONAL HISTORIES OR DISCIPLINARY DATA OF SPECIFIC PERSONS RELATED TO AN OPEN ENROLLMENT REQUEST: Motion by Neitzer, seconded by Mueller to recess to executive closed session as per Wisconsin Statute 19.85(1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons related to an open enrollment request at 7:08 p.m. Roll call vote was taken: Dama, yes; McFadden, Absent; Neitzer, yes; Cherry, yes; Mueller, yes; Sotka, yes; Meissner, Absent. Motion carried 5-0.
- XII. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY PUBLIC ACTION: Motion by Neitzer, seconded by Mueller to reconvene at 7:17 p.m. Motion carried 5-0.
- XIII. ADJOURNMENT: Motion by Neitzer, seconded by Mueller to adjourn at 7:17 p.m. Motion carried 5-0.

Prepared by:

Jannie Marsolek
Recording Secretary

Tim McFadden
Clerk

Michael Dama
President