

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

**OFFICIAL MINUTES**

Regular Meeting of the Board of Education.....July 20, 2016

- 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, Lyle Cherry, Cory Sotka, Kris Heidewald, Travis Mueller, Gary Huc and Amy Grandaw. Others present: Patrick Mans, Superintendent; Linda Tarmann, Business Administrative Assistant; Jannie Marsolek, Administrative Secretary; Thomas White, Building, Grounds and Transportation Director; Jeff Baumann, High School Principal; Jeff Walsh, Elementary/Middle School Principal; Nick Schramm, Technology Coordinator; Jolene Huc, Community Ed Director and Jeff Dorschner, Athletic Director.
- IV.    **APPROVAL OF AGENDA:** Motion by Huc, seconded by Heidewald to approve agenda as presented. Motion carried 7-0.
- V.     **CONSIDER MOTION TO APPROVE CONSENT AGENDA:**
  - A.     MINUTES OF REGULAR MEETING JUNE 22, 2016
  - B.     GENERAL FUND VOUCHERS AND FINANCIAL REPORT
  - C.     FUND 60 VOUCHERS AND FINANCIAL REPORTMotion by Cherry, seconded by Mueller to approve consent agenda and financial report including General Fund vouchers 89669-89789 for a total of \$316,330.14 with no voids and Fund 60 vouchers 164325-164328 for a total of \$5,560.20 with no voids. Motion carried 7-0.
- VI.    **PUBLIC INPUT:** Mr. Pfankuch commented on the basketball “club” and asked Board members if they would like to comment on whether vacation time should be taken for coaching. He didn’t feel that the coach should need to take vacation to coach a summer tournament. Mr. Cherry suggested that he bring it up to the School Board President, and ask to have the item put on a future agenda. Mr. Huc reminded him that Board members may question the matter further, but that there should be no discussion if the item was not listed on the agenda. No comments were made other than that by members informing him that personnel matters would not be commented on, but looked into. Since this item was not on the agenda, there was no other Board member participation in the discussion. Mr. Pfankuch asked that it be added to next month’s agenda for discussion.
- VII.   **CORRESPONDENCE/RECOGNITION:** Mr. Mans recognized Debbie Atwood for her 24 years of coaching Junior High cheer. A certificate was presented to her.
- VIII.  **REPORTS**

- A. CURRICULUM COMMITTEE REPORT: Mrs. Heidewald reported that the committee met on 7/19/16. Mr. Baumann discussed changes to the High School graduation requirements. The committee recommended that it be moved to the full Board for approval.
- B. POLICY COMMITTEE REPORT: Mr. Sotka reported that the committee met on 7/19/11 to discuss changes to the Board policies as noted on the agenda.
- C. PERSONNEL/NEGOTIATIONS COMMITTEE REPORT: Mr. Cherry reported that the Personnel/Negotiations committee met earlier in the evening. They recommended moving Kristine Miller as Part-Time Elementary/Middle School Secretary to the full Board for approval. They would also like to recommend a part-time business department employee at the administration's discretion. They also recommended Bryan Anderson be hired full time as IT Technician without health and dental benefits.
- D. ADMINISTRATIVE REPORTS
  - 1. PATRICK MANS, SUPERINTENDENT: Mr. Mans started by thanking Tom White and his custodial staff for their efforts at cleaning and maintaining the buildings. He also reported on 2015-16 Open Enrollment numbers. There were 55 students open enrolled into the district last year, 39 enrolled out and 19 of the outs that had never attended. He updated the Board on the WASB strategic planning facilitation. Guy Levitt will likely serve as WASB facilitator, possibly to begin shortly after Labor Day.
  - 2. JEFF BAUMANN, HIGH SCHOOL PRINCIPAL: Mr. Baumann reported that the AP test results have been submitted to the high school from the AP Board. If students score a 3 or higher on an AP test, they do not have to take the course in college, but they still receive credit for the class. 6 of the 15 students in AP Calculus scored a 4 or higher, while 5 of 10 scored a 3 or higher in AP Psychology. He also commented on the custodial staff, and also commended them for their efforts. He reported that Mrs. Graves, the new guidance counselor has been coming in to acclimate herself to the position. She worked with Mr. Johnson for her first 5 days, and has been stopping in to set up her office and review files and student schedules. He also discussed student achievement information for the previous year. We had a 97% graduation rate with 55 seniors graduating out of 57. One of those who did not graduate came here as a senior, but plans on returning to graduate next year. The other is taking two online classes and should graduate in September. He also briefed the Board on other achievement areas and behavior reports.
  - 3. JEFF WALSH, ELEMENTARY/MIDDLE SCHOOL PRINCIPAL: Mr. Walsh discussed the suspension report. No expulsions, but there were total suspensions of 69, down from 87  $\frac{3}{4}$  days from the previous year. He discussed behavioral data, with a goal of 10% reduction in write-ups, and we exceeded

that goal. The impact of PBIS on behavior and academics was discussed. He also discussed student growth and the Professional Learning Community Grant.

4. TOM WHITE, BUILDINGS, GROUNDS AND TRANSPORTATION DIRECTOR: Mr. White reported on the summer cleaning, carpet and VCT replacement at the elementary/middle school, and the high school porcelain tile replacement. He also reported that there were 3 bids for the elementary dishwasher, the lowest from Streich Equipment at \$23,566. He will be seeking bids for electrical, plumbing and ventilation work. The Extra-Curricular Transportation was let out for bids. Those bids will be due and opened on Wednesday, August 10.
5. JOLENE HUC, COMMUNITY EDUCATION DIRECTOR: Mrs. Huc presented her report in request of an additional \$5,000 to be added to the Community Ed budgeted at the annual meeting. The increase is requested to help cover the increase in hours and pay of the Director, the coverage of weight room supervisors, and the request for two custodians at large community events. Also included would be new programs that the budget could support.
6. ATHLETIC DIRECTOR: Mr. Dorschner updated the Board on the WIAA football only realignment. Beginning in the 2017-18 school year, we will be in the 11 man small division, consisting of Crivitz, Laona-Wabeno, Crandon, Gillett, Suring, Wausaukee, White Lake-Elcho, Three Lakes-Phelps, and Florence. There is a new fundraising opportunity starting this year. There is a downloadable sports application where a player can earn points/coins by participating on online interactive sports. We will try this out for a couple of months. We have been awarded the bid to host the WIAA 2017 Division III Spring Baseball Sectionals here on Tuesday, June 6, 2017. This will be the first time our school has been awarded the bid for baseball sectionals. He also reported that the results of the suspicionless randomized drug testing have been compiled. There were 90 tests scheduled for the 2015-16 school year, but only 84 tests were conducted due to a backorder in testing supplies. One number drew in spring was our foreign exchange student not in the country. There were 2 non-negative results in violation with our activities code, and no appeals were filed in either case. Those students' parents were contacted and they were referred to our guidance counselor for recommendation of services. He thanked everyone involved in the testing procedures.

#### IX. INFORMATION/DISCUSSION

- A. ELEMENTARY/MIDDLE SCHOOL STUDENT HANDBOOK CHANGES: Mr. Walsh discussed the additions and changes in the handbook.
- B. HIGH SCHOOL STUDENT HANDBOOK CHANGES: Mr. Baumann discussed the additions and changes in the handbook. The main changes are regarding graduation

requirements from 2 science credits to 3, and the addition of Personal Finance and Civics as a graduation requirement as after the 2017 graduation class, with Civics as a requirement this year. Youth Options information was also included. Backpacks were also included in the dress code. Phone policy changes were also discussed.

- C. **ACTIVITIES CODE HANDBOOK CHANGES:** Mr. Dorschner discussed the additions and changes in the handbook. There were only basic Board policy handbook changes. Mr. Huc commented on the appeals process, and would like to see the Board added as the final appeal option, and it was further discussed.
- D. **JUNIOR HIGH ACTIVITIES CODE:** Mr. Dorschner discussed the new Junior High handbook. It is similar to the High School Activities Code handbook, with a few changes. Academic availability will be to the “NO F” policy. This can be graded weekly rather than at each quarter due to the short length of their seasons. If there are code violations, they will not accumulate into high school, but the grade portion will carry over to the start of high school.
- E. **TRANSPORTATION HANDBOOK CHANGES:** Mr. White reported that basic phone numbers and clerical information was changed. There was an additional bus accident procedure added, anti-bullying policy, non-discrimination statement, and change in the infraction/incident form.
- F. **PART-TIME BUSINESS DEPARTMENT EMPLOYEE:** Mr. Mans discussed the need for a part-time business department employee, discussed earlier by the Personnel/Negotiations committee and cross-training was also discussed.
- G. **UNFILLED PART-TIME TECHNOLOGY POSITION:** Mr. Schramm reported on the difficulty in filling the part time technology position and asked the Board to move the current part time employee to full time without health and dental insurance.
- H. **NEOLA BOARD POLICY UPDATES**
  - 1. POLICY 7510 – USE OF DISTRICT FACILITIES
  - 2. POLICY 9700 – RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS
  - 3. POLICY 9700.1 – ADVERTISING AND COMMERCIAL ACTIVITIES
  - 4. BYLAW 0100 – DEFINITIONS - VOTING
  - 5. BYLAW 0142.5 – VACANCIES
  - 6. BYLAW 0167.1 – VOTING
  - 7. POLICY 1400.01 – DISTRICT ADMINISTRATOR JOB DESCRIPTION
  - 8. POLICY 2131.01 – READING INSTRUCTIONAL GOALS AND KINDERGARTEN ASSESSMENT
  - 9. POLICY 3120 – THE EMPLOYMENT OF PROFESSIONAL STAFF
  - 10. POLICY 3120.06 – SELECTING STUDENTS TEACHERS/ADMINISTRATIVE INTERNS
  - 11. POLICY 3217 – WEAPONS
  - 12. POLICY 4217 – WEAPONS

13. POLICY 5772 – WEAPONS
14. POLICY 3340 – GRIEVANCE PROCEDURES
15. POLICY 3131 – REDUCTION IN STAFF
16. POLICY 4340 – GRIEVANCE PROCEDURE
17. POLICY 4131 – REDUCTION IN STAFF
18. POLICY 5111 – ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS
19. POLICY 5113 – OPEN ENROLLMENT PROGRAM
20. POLICY 5113.01 – COURSE OPTIONS
21. POLICY 5200 – ATTENDANCE
22. POLICY 5320 – IMMUNIZATION
23. POLICY 5460 – GRADUATION REQUIREMENTS
24. POLICY 5461 – CHILDREN AT RISK OF NOT GRADUATING FROM HIGH SCHOOL
25. POLICY 5514.01 – STUDENT USE OF MOTOR VEHICLES
26. POLICY 5515 – STUDENT USE OF MOTOR VEHICLES
27. POLICY 6152 – STUDENT FEES, FINES, AND CHARGES
28. POLICY 7217 – WEAPONS
29. POLICY 8310 – PUBLIC RECORDS
30. POLICY 8330 – STUDENT RECORDS
31. POLICY 8453.01 – CONTROL OF BLOOD-BOURNE PATHOGENS
32. BYLAW 0142.7 – ORIENTATION
33. BYLAW 0144.1 – COMPENSATION

Mr. Mans reported that the Policy Committee had met and approved the recommended changes as presented. There were no further questions.

- I. MENTOR LANGUAGE FOR PROFESSIONAL STAFF HANDBOOK: Mr. Mans reported that a \$500 stipend will be added to the Professional Staff Handbook as presented if the Board chooses to do so.
  - J. GRADUATION REQUIREMENTS: Mr. Baumann discussed that Wisconsin has mandated changes to graduation requirements, changing to 3 Science credits, added a Citizenship class, and we will be adding 2 hours of community service to the Citizenship class.
- X. ITEMS SCHEDULED FOR ACTION
- A. APPOINTMENTS
    1. ELEMENTARY/MIDDLE SCHOOL PART-TIME SECRETARY: Motion by Sotka, seconded by Heidewald to approve Kristine Miller as Elementary/Middle School part-time secretary. Motion carried 7-0.
    2. VOLUNTEER(S): Motion by Grandaw, seconded by Sotka to approve Buck Gehm as volunteer. Motion carried 7-0.

3. UNFILLED PART-TIME TECHNOLOGY POSITION: Motion by Cherry, seconded by Huc to approve moving Bryan Anderson to a full time position without health and dental insurance with cash in lieu of. Motion carried 7-0.
- B. 2016-2017 ELEMENTARY/MIDDLE SCHOOL STUDENT HANDBOOK CHANGES: Motion by Heidewald, seconded by Sotka to approve the 2016-17 Elementary/Middle School student handbook changes as presented. Motion carried 7-0.
- C. 2016-2017 HIGH SCHOOL STUDENT HANDBOOK CHANGES: Motion by Grandaw, seconded by Mueller to approve the 2016-17 High School student handbook changes as presented. Motion carried 7-0.
- D. 2016-2017 HIGH SCHOOL ACTIVITIES CODE HANDBOOK CHANGES: Motion by Heidewald, seconded by Cherry to approve the 2016-17 High School Activities Code handbook changes as presented. Motion carried 7-0.
- E. 2016-2017 JUNIOR HIGH ACTIVITIES CODE HANDBOOK: Motion by Grandaw, seconded by Heidewald to approve the 2016-17 Junior High Activities Code handbook as presented. Motion carried 7-0.
- F. 2016-2017 TRANSPORTATION HANDBOOK CHANGES: Motion by Huc, seconded by Cherry to approve the 2016-17 Transportation Handbook changes with the bus incident/referral form as presented. Motion carried 7-0.
- G. RESOLUTION TO ACCEPT FEDERAL FUNDING: Motion by Grandaw, seconded by Sotka to approve the resolution to accept federal funding as read. Roll call vote was taken: Dama-Yes, Sotka-Yes, Cherry-Yes, Mueller-Yes, Heidewald-Yes, Huc-Yes, and Grandaw-Yes. Motion carried.
- H. PART-TIME BUSINESS DEPARTMENT EMPLOYEE: Motion by Heidewald, seconded by Sotka to approve hiring of a part-time business department employee as presented. Motion carried 7-0.
- I. UNFILLED PART-TIME TECHNOLOGY DEPARTMENT POSITION: This item was not voted upon due to being agreed upon in item 3 in Appointments.
- J. 2015-2016 SECLUSION AND RESTRAINT REPORT: Motion by Grandaw, seconded by Heidewald to approve the report with one reported at the Middle School level as presented. Motion carried 7-0.
- K. 2016-2017 COMMON CORE AND WISCONSIN STATE ACADEMIC STANDARDS: Motion by Mueller, seconded by Sotka to approve the 2016-17 Common Core and Wisconsin State Academic Standards as read. Motion carried 7-0.

- L. NEOLA BOARD POLICY UPDATES: Motion by Heidewald, seconded by Grandaw to approve the NEOLA Board Policy updates as presented. Motion carried 7-0.
- M. MENTOR LANGUAGE FOR PROFESSIONAL STAFF HANDBOOK: Motion by Sotka, seconded by Huc to approve the mentor language for the Professional Staff Handbook as presented. Motion carried 7-0.
- N. GRADUATION REQUIREMENTS: Motion by Grandaw, seconded by Sotka to approve the graduation requirements as presented. Motion carried 7-0.
- XI. RECESS TO EXECUTIVE CLOSED SESSION AS PER WISCONSIN STATUTE 19.85(C)
  - A. CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY.
    - 1. 2015-2016 COACHING EVALUATIONS  
  
Motion by Heidewald, seconded by Cherry to recess to executive closed session as read at 7:48 p.m. Roll call vote was taken: Dama-Yes, Sotka-Yes, Cherry-Yes, Mueller-Yes, Heidewald-Yes, Huc-Yes, and Grandaw-Yes. Motion carried. Be it noted that Grandaw recused herself from the first portion of closed session.
- XII. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY PUBLIC ACTION
  - A. 2016-2017 COACHING STAFF LIST: Motion by Heidewald, seconded by Mueller to reconvene into open session at 8:20 p.m. Motion carried 7-0. Motion by Mueller, seconded by Sotka to approve the 2016-17 Coaching Staff list as presented. Motion carried 6-0-1 with Grandaw abstaining.
- XIII. ADJOURNMENT: Motion by Mueller, seconded by Heidewald to adjourn at 8:21 p.m. Motion carried 7-0.

Prepared by:

Jannie Marsolek  
Recording Secretary

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Kris Heidewald  
Clerk

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Michael Dama  
President