

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

**OFFICIAL MINUTES**

Regular Meeting of the Board of Education.....April 19, 2017

- 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, Travis Mueller, Kris Heidewald, Lyle Cherry, Gary Huc and Amy Grandaw were present. Others present: Patrick Mans - Superintendent, Linda Tarmann - Business Administrative Assistant, Jannie Marsolek - Administrative Secretary, Jeff Baumann - High School Principal, Jeff Walsh - Elementary/Middle School Principal, Jolene Huc - Community Education Supervisor, Stacey Cooper - Food Service Director, Nick Schramm - Director of Technology, James Kirchberg - Teacher, Alexandria Graves - HS Guidance Counselor, Deb Tomaszewski - Teacher, and Shane Graves - Teacher.
- IV.    **APPROVAL OF AGENDA:** Motion by Heidewald, seconded by Huc to approve agenda as presented. Motion carried 7-0.
- V.      **CONSIDER MOTION TO APPROVE CONSENT AGENDA**
  - A.      MINUTES OF REGULAR MEETING MARCH 15, 2017
  - B.      MINUTES OF SPECIAL MEETING MARCH 22, 2017
  - C.      MINUTES OF SPECIAL MEETING MARCH 22, 2017
  - D.      GENERAL FUND VOUCHERS AND FINANCIAL REPORT
  - E.      FUND 60 VOUCHERS AND FINANCIAL REPORTMotion by Cherry, Seconded by Grandaw to approve consent agenda as listed including General Fund vouchers 91332-81561 in the amount of \$379,498.40 with no voids, and Fund 60 vouchers 164394-164401 in the amount of \$11,170.51. Motion carried 7-0.
- VI.    **PUBLIC INPUT:** There was none.
- VII.   **CORRESPONDENCE/RECOGNITION:** Mr. Mans thanked Paul Matty, the Village of Crivitz Fire Department and the DNR for the recent prescribed annual prairie burn. He also reported on a letter from Governor Scott Walker on his budget proposal that would likely invest \$11.5 billion in K-12 education if it passes. He asked for help from the local communities and school districts in contacting local lawmakers to encourage them to support his budget proposal.
- VIII.  **REPORT(S)**
  - A.   **COMMITTEE(S)**
    1.      **POLICY COMMITTEE:** Mr. Sotka reported that the Policy Committee met the prior evening. They recommended approving the latest NEOLA updates with the exception of policy 7540.01. They recommended the Board choose the change to show version #2 later in the meeting.

2. CURRICULUM COMMITTEE: Mrs. Heidewald reported that the committee met earlier in the evening and strongly recommended to keep the final exam incentive as is with the addition of sending a letter home to all parents every year.

#### B. ADMINISTRATIVE REPORTS

1. PATRICK MANS – SUPERINTENDENT: Mr. Mans reported that the Co-Chairs of the state legislature’s Joint Finance Committee have indicated that the committee will work off of the Governor’s budget proposal, which includes per pupil increases in each year of the biennium and to increase sparsity aid. Though the Governor’s budget is beneficial to school districts, it is not set in stone and may end up being reduced through the legislative process. He also reported that, for planning purposes, the District will run several models from a \$0/student to full passage as proposed. He also reported that the Joint Finance Committee will hold a public hearing on the next biennial budget on April 21 at Marinette High School from 10:00 a.m. to 5:00 p.m. Finally, he reminded everyone of the High School Graduation on Saturday, May 20 beginning at 7:00 p.m., and of the 8<sup>th</sup> Grade Recognition at the Elementary School on Wednesday, May 31 beginning at 6:00 p.m.
2. JEFFREY WALSH – ELEMENTARY/MIDDLE SCHOOL PRINCIPAL: Mr. Walsh reported on the 6<sup>th</sup> grade Camp Bird week from May 8 – 12, on the 8<sup>th</sup> Grade Science Fair held recently, and that Forward exams have been continuing. Once they are done, MAP testing will begin.
3. JEFF BAUMANN – HIGH SCHOOL PRINCIPAL: Mr. Baumann reported that preparations for graduation are under way. The ceremony will take place on May 20 at 7:00 p.m. He also reported on the M-O Conference Honors Banquet held at Romy’s Holiday Inn on Marcy 27. He reported that all sophomores took the state-required Forward exam on March 29. Also, they held their Every 15 Minutes Assembly, where students watched the prior year accident scene and listened to a guest speaker about how drinking and driving has affected her life. Next year will be another accident scene. Finally, he reported that the varsity baseball team will compete in a game at the Fox Cities Stadium, home of the Timber Rattlers.
4. TOM WHITE – BUILDINGS, GROUNDS AND TRANSPORTATION DIRECTOR: Mr. White was absent but had a report ready for the Board packet. He reported that Elementary PA system upgrade requests and proposals have been sent out via ads in the local newspaper and by direct contact with 5 separate vendors. He reported that a small area of asbestos abatement has been completed at the elementary kitchen. He reported that our local fire department, in conjunction with the DNR performed a controlled burn of the natural prairie area. He thanked them for providing the service at no cost to the District, and thanked Paul Matty for coordinating the prescribed burn. He finally reported on an automatic door opener that was installed on the inner vestibule doors on the west side of the elementary school.

5. JOLENE HUC – COMMUNITY EDUCATION SUPERVISOR: Mrs. Huc reported that the council met on 4/18. She thanked the council and Alex Graves for attending. The council invited the Board, Superintendent, Principals and staff to attend their meetings. They voted on the Community Ed scholarship recipient with Mrs. Graves, and some revisions will be made to guidelines before being submitted to the students. The council requested setting up a meeting with Mr. Mans and Bruce Anderson to discuss ways Community Ed and the District can work together. She reported that Sally Witt would be attending the WCEA Spring Conference with her on 4/27. Mrs. Huc will be attending a Wisconsin Volunteer Coordinator Association conference on 5/4 and 5/5. She reported that the Spring Craft Show will be held at the High School, and there were currently 82 vendors signed up. The council discussed the Community Ed budget, and Mrs. Huc will be finishing up with it by the end of the month. Movies in the Park will begin on 6/8 and reported that they are looking for student helpers to get Community Ed hours for the scholarship. The next meeting will be 5/10 in the High School Conference Room.
6. MADELIN EITING – STUDENT COUNCIL REPRESENTATIVE: Miss Eiting reported that Forensics will be taking 10 students to the state competition. She reported that Student Council is working on the PBIS picnic and preparing for the spring road cleanup on 5/6.

#### IX. INFORMATION/DISCUSSION

- A. CONCESSION STAND: Members of the Wolverine Sports Booster Club were on hand to further ask permission to continue on the concession stand as planned at no cost to the District. Everything is in place except for sewer and water because of the cost due to the irrigation the ball fields would need.
- B. SCIENCE FAIR PRESENTATIONS: Mr. Graves thanked the Board for allowing his 8<sup>th</sup> Grade Science Fair winners (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> and Most Original) to present their project overviews. Each winner gave a brief description of what their project was, their scientific method they used, what they predicted would happen in their experiments, and what the actual results ended up to be. All four students did a great job with their experiments and presentations. Mr. Graves was very proud of these students, and of the entire 8<sup>th</sup> grade science class.
- C. HIGH SCHOOL FINAL EXAMS: This item was presented again for discussion, and Mrs. Heidewald had Mr. Gehm, who started the incentive when he was High School Principal, speak to how and why it was put into place. Mr. Gehm started the incentive to reduce the high absence rate. After the first year, the attendance went from between 87 and 88% to 94%. The perfect attendance rate went from 5% to 25%. With the incentive, we are at that rate or better. We have been at 97% for the last three years. He felt that attendance was very important, since a student is not learning if they are not in school. As a result, they are now in their seats, adding that our students have responded very well to the incentive. Mr. Baumann also shared some research showing that attendance is important in education. There was discussion for both sides of the argument, and varied opinions in what would be the best solution.

- D. STATUTORILY REQUIRED STUDENT LUNCH PRICE INCREASE: Mr. Mans, on behalf of Mrs. Cooper, asked the Board to approve a statutorily required student lunch price increase of 10 cents as presented for the 2017-2018 school year.
- E. ADULT LUNCH PRICE INCREASE: Mr. Mans, on behalf of Mrs. Cooper, asked the Board to allow a 10 cent increase in adult lunch prices for the 2017-2018 school year.
- F. BOARD MEMBER VOLUNTEER FOR SCHOLARSHIP COMMITTEE: Mr. Mans asked the Board for a volunteer for the scholarship committee. Mr. Sotka volunteered last year. Mrs. Grandaw volunteered this year.
- G. BOARD REPRESENTATIVE TO CESA 8 ANNUAL CONVENTION: Mr. Mans asked the Board for a representative to the CESA 8 Annual Convention. Mrs. Heidewald volunteered for this year's convention.
- H. 2017 CAMP BIRD OUTING FOR 6<sup>TH</sup> GRADE: Mr. Mans reported that the Board received their booklets in the Board packet, and noted that Mr. Graves is the new Camp Bird Director.
- I. LETTING OF BIDS FOR COMPUTER ROTATION: Mr. Schramm asked the Board to let bids for 47 computers for rotation, which are included in the 2017-2018 budget.
- J. LETTING OF BIDS FOR CHROMEBOOK ROTATION: Mr. Schramm asked to Board to let bids for Chromebook rotation as presented, which will add \$20,000 annually to the Technology budget. This amount can be achieved within the existing budget by reducing the health insurance high deductible bridge.
- K. COPIER LEASE EXTENSION: Mr. Schramm asked the Board for a 3-year proposal for business machines from Bartelt Business Machines, Inc. Bartelt will honor a 1-year extension with a no-cost increase, if approved. In response, Bartelt proposed newer, state-of-the-art machines with the no cost increase, but requires a 3 year agreement. If the machines do not perform satisfactorily, they will be replaced at our request.
- L. LONG TERM DISABILITY EMPLOYEE BENEFIT RENEWAL: Mr. Mans reported that M3 has offered a 2 year Long Term Disability renewal from Standard Insurance from \$10,885 to \$12,992, which is a reasonable increase of \$2,106.85 annually.
- M. NEOLA BOARD POLICY UPDATES 1<sup>ST</sup> READING
  - 1. 0100 – DEFINITIONS (REVISED)
  - 2. 0144.3 – BYLAW – CONFLICT OF INTEREST (REVISED)
  - 3. 0151.2 – BYLAW – REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM (NEW)
  - 4. 1130 – POLICY – CONFLICT OF INTEREST (REVISED)
  - 5. 1460 – POLICY – PHYSICAL EXAMINATION (REVISED)
  - 6. 1461 – POLICY – UNREQUESTED LEAVES OF ABSENCE (REVISED)
  - 7. 1619 – POLICY – GROUP HEALTH PLANS (NEW)
  - 8. 1619.02 – POLICY – PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS (NEW)
  - 9. 2370 – POLICY – EDUCATIONAL OPTIONS (REVISED)

10. 2413 – POLICY – HEALTH EDUCATION (REVISED)
11. 2460.03 – POLICY – INDEPENDENT EDUCATIONAL EVALUATION (IEE) (NEW)
12. 3120 – POLICY – EMPLOYMENT OF PROFESSIONAL STAFF (REVISED)
13. 3120.01 – POLICY – JOB DESCRIPTION (REVISED)
14. 3124 – POLICY – EMPLOYMENT CONTRACT (REVISED)
15. 3140 – TERMINATION, NON-RENEWAL AND RESIGNATION (REVISED)
16. 3160 – POLICY – PHYSICAL EXAMINATION (REVISED)
17. 3161 – POLICY – UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY (REVISED)
18. 3230 – POLICY – CONFLICT OF INTEREST (REVISED)
19. 3310 – POLICY – EMPLOYEE EXPRESSION ~~FREEDOM OF SPEECH~~ IN NONINSTRUCTIONAL SETTINGS (REVISED)
20. 3419 – POLICY – GROUP HEALTH PLANS (NEW)
21. 3419.02 – POLICY – PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS (REVISED)
22. 3420 – POLICY – ~~HEALTH INSURANCE BENEFIT~~ (DELETE AND REPLACED WITH 3419)
23. 3430 – POLICY – LEAVES OF ABSENCE (REVISE)
24. 3431 – POLICY – EMPLOYEE LEAVES (REVISE)
25. 3440 – POLICY – JOB-RELATED EXPENSES (REVISED)
26. 4120 – POLICY – EMPLOYMENT OF SUPPORT STAFF (REVISED)
27. 4120.01 – POLICY – JOB DESCRIPTIONS (REVISED)
28. 4160 – POLICY – PHYSICAL EXAMINATION (REVISED)
29. 4162 – POLICY – UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY (REVISED)
30. 4230 – POLICY – CONFLICT OF INTEREST (REVISED)
31. 4310 – POLICY – EMPLOYEE EXPRESSION ~~FREEDOM OF SPEECH~~ IN NONINSTRUCTIONAL SETTINGS (REVISED)
32. 4419 – POLICY – GROUP HEALTH PLANS – (NEW)
33. 4419.02 – POLICY – PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS (REVISED)
34. 4420 – POLICY – ~~HEALTH INSURANCE BENEFIT~~ (DELETE AND REPLACE WITH 4419)
35. 4430 – POLICY – LEAVES OF ABSENCE (REVISED)
36. 4431 – POLICY – EMPLOYEE LEAVES (REVISED)
37. 4440 – POLICY – JOB-RELATED EXPENSES (REVISED)
38. 5111.01 – POLICY – HOMELESS STUDENTS (REVISED)
39. 5111.03 – POLICY – CHILDREN AND YOUTH IN FOSTER CARE (RENAMES AND REPLACES FORMER 5111.03)
40. 5341 – POLICY – EMERGENCY MEDICAL AUTHORIZATION (REVISED)
41. 5530 – POLICY – DRUG PREVENTION (REVISED)
42. 5780 – POLICY – STUDENT/PARENT RIGHTS (REVISED)
43. 6110 – POLICY – FEDERAL FUNDS (REVISED)
44. 6111 – POLICY – ADMINISTRATION OF GRANT PROGRAMS (REVISED)

45. 6145 – POLICY – BORROWING (REVISED)
46. 6150 – POLICY – TUITION INCOME (REVISED)
47. 6320 – POLICY – PURCHASING (REVISED)
48. 6350 – POLICY – ~~PREVAILING WAGE COORDINATOR~~ (DELETE)
49. 6700 – POLICY – FAIR LABOR STANDARDS ACT (FSLA) (REVISE)
50. 7540 – POLICY – ~~COMPUTER TECHNOLOGY NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY~~ (REVISED)
51. 7540.01 – POLICY – TECHNOLOGY PRIVACY (REVISED)
52. 7540.02 – POLICY – ~~DISTRICT WEB PAGE~~ CONTENT, SERVICES, AND APPS (REVISED)
53. 8330 – POLICY – STUDENT RECORDS (REVISED)
54. 8340 – POLICY – PROVIDING A REFERENCE (NEW AND REPLACES AG 8340)
55. 8500 – POLICY – FOOD SERVICES (REVISED)
56. 8531 – POLICY – FREE AND REDUCED-PRICE MEALS (REVISED)
57. 8605 – POLICY – USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES BY DISTRICT EMPLOYEES WHO OPERATE BOARD-OWNED OR OPERATED VEHICLES (REVISED)
58. 9160 – POLICY – PUBLIC ATTENDANCE AT SCHOOL EVENTS (REVISED)

Mr. Mans asked the Board to approve the 1<sup>st</sup> reading of the policies as listed with the change that was discussed by Mr. Sotka to Policy 7540.01, going with version #2 instead of #1. It was also discussed that there should be an administrative guideline showing an alternative plan in place to give a student a meal if they are behind in payment, and not allow a student to go hungry, not policy. If it were to be added to a policy, it would need to be funded by the General Fund, not the Food Service Fund to absorb the cost of the offered lunch. The meal may currently be served from donated food.

## X. ITEMS SCHEDULED FOR ACTION

### A. APPOINTMENT(S)

1. 2017 CAMP BIRD SENIOR COUNSELORS: Motion by Grandaw, seconded by Sotka to approve 2017 Camp Bird Senior Counselors Shane Graves (Director), Jack Scheels, Jan Kaas, Jackie Scheels, Scott Evosevich, Vanessa Lecy, Roman Miller, Cindy Kubicek, Pauline Banaszak, Rhonda Schramm, and Shelly Vold. Motion carried 7-0.
2. 2017 CAMP BIRD JUNIOR COUNSELORS: Motion by Heidewald, seconded by Sotka to approve 2017 Camp Bird Junior Counselors Brooke Deschane, Taylor Kaldenberg, Lexi Schroeder, Abby Barley, Hunter Myszka, Hunter Tate, Mitchel Banaszak, Taylor Blake, Jayden Atwood, Taylor Bemis, Madelin Eiting, Thomas Sawinski, Vinnie Jopek, David Neering, Kody Richlen, and Rhys Pepin (alternate). Motion carried 7-0.
3. SOFTBALL VOLUNTEER COACH: Motion by Sotka, seconded by Dama to approve Amy Grandaw as softball volunteer coach. Motion carried 6-0-1 with Grandaw abstaining.

4. SUMMER WEIGHT ROOM SUPERVISOR: Motion by Heidewald, seconded by Sotka to approve Sebastian Atwood as summer weight room supervisor. Motion carried 7-0.
5. PART-TIME SUMMER LAWN CARE/MAINTENANCE PERSON: Motion by Grandaw, seconded by Heidewald to approve Travis Giese as part-time summer lawn care/maintenance person. Motion carried 7-0.
6. VOLUNTEERS/CHAPERONES: Motion by Heidewald, seconded by Grandaw to approve the list of volunteers/chaperones as listed. Motion carried 7-0.
- B. CONCESSION STAND: Motion by Grandaw, seconded by Sotka to approve the start of the concession stand as presented. Note: Dama Plumbing & Heating will donate material and labor. Motion carried 7-0.
- C. HIGH SCHOOL FINAL EXAMS: Motion by Cherry, seconded by Heidewald to continue the process of high school final exams as is, with the addition of sending a letter to every parent explaining the exact process. Motion carried 7-0.
- D. STATUTORILY REQUIRED STUDENT LUNCH PRICE INCREASE: Motion by Grandaw, seconded by Sotka to approve the 10 cent increase to the statutorily required student lunch price increase as presented. Motion carried 7-0.
- E. ADULT LUNCH PRICE INCREASE: Motion by Heidewald, seconded by Grandaw to approve the 10 cent increase to adult lunch prices as presented. Motion carried 7-0.
- F. BOARD MEMBER REPRESENTATIVE TO THE CESA 8 ANNUAL CONVENTION: Motion by Sotka, seconded by Huc to approve Kris Heidewald as Board Member Representative to the CESA 8 Annual Convention. Motion carried 6-0-1 with Heidewald abstaining.
- G. 2017 CAMP BIRD OUTING FOR 6<sup>TH</sup> GRADE: Motion by Grandaw, seconded by Mueller to approve the 2017 Camp Bird outing for 6<sup>th</sup> Grade as presented. Motion carried 7-0.
- H. CERTIFY ELECTION RESULTS: Motion by Grandaw, seconded by Mueller to certify Mike Dama and Lyle Cherry as elected Board members as presented. Motion carried 5-0-2 with Dama and Cherry abstaining.
- I. LETTING OF BIDS FOR COMPUTER ROTATION: Motion by Grandaw, seconded by Heidewald to approve letting of bids for computer rotation as presented. Motion carried 7-0.
- J. LETTING OF BIDS FOR CHROMEBOOK ROTATION: Motion by Cherry, seconded by Huc to approve letting of bids for Chromebook rotation as presented. Motion carried 7-0.

- K. COPIER LEASE EXTENSION: Motion by Sotka, seconded by Grandaw to approve a 3 year copier lease extension with Bartelt Business Machines at no additional cost as presented. Motion carried 7-0.
  - L. OPEN BUS ROUTE 4 BID: Motion by Sotka, seconded by Grandaw to approve Lamers as Route 4 Bus Route Bid winner. Motion carried 7-0.
  - M. FUND 39 FINAL PAYMENT AND CLOSURE: Motion by Heidewald, seconded by Grandaw to approve the final Fund 39 payment in the amount of \$151.25 and to close the account. Motion carried 7-0.
  - N. LONG TERM DISABILITY EMPLOYEE BENEFIT RENEWAL: Motion by Grandaw, seconded by Sotka to approve a 2-year long-term disability renewal with Standard Insurance as presented. Motion carried 7-0.
  - O. NEOLA BOARD POLICY UPDATES 1<sup>st</sup> READING: Motion by Cherry, seconded by Huc to approve the NEOLA Board Policy Updates 1<sup>st</sup> Reading as presented with a change to version 2 of policy 7540.01 as discussed. Motion carried 7-0.
- XI. ADJOURN TO CLOSED SESSION AS PROVIDED BY STATE STATUTE 19.85(1)(f); CONSIDERING FINANCIAL, MEDICAL, SOCIAL OR PERSONAL HISTORIES OR DISCIPLINARY DATA OF SPECIFIC PERSONS...
- A. OPEN BUS ROUTE 3 BID:  
Motion by Grandaw, seconded by Mueller to adjourn to closed session as read at 7:34 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 STATUTE 19.85(2)
- A. OPEN BUS ROUTE 3 BID  
Motion by Heidewald, seconded by Sotka to reconvene into open session at 7:44 p.m. Motion carried 7-0. Motion by Mueller, seconded by Sotka to approve Two Star Bussing as the Bus Route 3 winning bid. Motion carried 7-0.
- XIII. ADJOURNMENT: Motion by Heidewald, seconded by Grandaw to adjourn at 7:45 p.m. Motion carried 7-0.

Prepared by:

Jannie Marsolek  
Recording Secretary

---

Kris Heidewald  
Clerk

---

Michael Dama  
President