

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

**OFFICIAL MINUTES**

Regular Meeting of the Board of Education.....April 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, Tim McFadden, Cory Sotka, Travis Mueller, Kris Heidewald and Gary Huc. 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 Principal; Nick Schramm, Technology Coordinator; Jeff Dorschner, Athletic Director and Jolene Huc, Community Ed Director.
- 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 16, 2016
  - B.     MINUTES OF SPECIAL MEETING MARCH 30, 2016
  - C.     GENERAL FUND VOUCHERS AND FINANCIAL REPORT
  - D.     FUND 60 VOUCHERS AND FINANCIAL REPORTMotion by Cherry, seconded by Mueller to approve consent agenda and financial report including General Fund vouchers 89105-89315 for a total of \$368,715.30 with voids of 89165, 89166, 89167, 89172, 89174, 89175, 89178, 89187, 89191 and 89194 and Fund 60 vouchers 164273-164296 for a total of \$20,995.46 with no voids. Motion carried 7-0.
- VI.    **PUBLIC INPUT:** There was no public input.
- VII.   **CORRESPONDENCE/RECOGNITION:** Mr. Mans thanked Tim McFadden for his three year term on the Board and presented him with a plaque recognizing his time. He thanked Ginger Deschane for her volunteering as nurse on the recent music department trip to Washington, D.C., as well as band director Brian Kopfhammer and choir/music teacher Heather Langer for their extra effort in coordinating the trip. He also thanked BAMC's Derek Butler, athletic trainer Brian Cleven and BAMC for the \$3,000 monetary donation and for the athletic trainer's services and supplies, paid for by BAMC.
- VIII.   **REPORT(S)**
  - A.     COMMITTEE REPORT(S)

1. **POLICY COMMITTEE:** Sotka reported that the committee met on 3/30 to discuss two federally required food service policy changes and the facilities use form. The committee voted to move these policies to the full Board for approval.
2. **BUILDINGS, GROUNDS AND TRANSPORTATION COMMITTEE:** Dama reported that the committee met earlier in the evening to discuss the need for an elementary kitchen dishwasher, which was approved and will be moved to the full Board for approval. He also reported that they discussed IT Server needs and were given two options to review, presented by Mr. Schramm, deciding on option two. They discussed an additional high school driveway to be added to long-range planning with no motion. Finally, they discussed the summer lawn care/maintenance position wage increase, deciding to recommend moving the pay to \$10.00 per hour to align with other part-time student-type jobs in the District.
3. **PERSONNEL/NEGOTIATIONS COMMITTEE:** Cherry reported that the committee met earlier to discuss the HS Guidance position, the 4K teaching position and the summer lawn care/maintenance position. They recommended approving Alexandria Graves as HS Guidance Counselor, Quinn Sieben as 4K teacher, and recommended moving the summer lawn care/maintenance position increase to \$10.00 per hour to the full Board for approval.

#### B. ADMINISTRATIVE REPORTS

1. **PATRICK MANS – SUPERINTENDENT:** Mr. Mans reported that he and Mr. Baumann recently attended the first annual Business Leader-Educational Leader Summit in Marinette, organized by the M & M Chamber of Commerce, CESA 8 and other local educational leaders. He also reported that staff was trained in Google apps and tools for education at the April 15 in-service. Also, he reported that the Governor recently signed into law Assembly Bill 824, granting 2015-16 Sparsity Aid in the amount of approximately \$175,000 to our District. He thanked Representative Jeff Mursau and State Senator Tom Tiffany for their cooperation and efforts in Madison to get this piece of legislation passed. Finally, he hoped to schedule a Board work session (or sessions) to begin strategic planning to discuss the School District's mission statement and to think about a vision for the District in the areas of student achievement, attracting and retaining staff, facilities maintenance, budgeting and community service.
2. **JEFFREY WALSH – ELEMENTARY/MIDDLE SCHOOL PRINCIPAL:** Mr. Walsh reported that the grade 6 students will be going on the annual Camp Bird trip from May 9 – 13. He also reported that 4<sup>th</sup> through 8<sup>th</sup> grade students qualifying for the Academic All-Stars for the 3<sup>rd</sup> quarter will be going to the theatre in Marinette on 4/22. The 8<sup>th</sup> grade held a Science Fair recently,

organized by science teacher Shane Graves. He also reported that Forward Exams (replacing the Badger Exam) have begun for 3<sup>rd</sup> through 8<sup>th</sup> grade students. Finally, he reported that they are currently working on filling the opening teaching positions, with one position up for approval later in the meeting, and two for approval at the next meeting.

3. JEFF BAUMANN – HIGH SCHOOL PRINCIPAL: Mr. Baumann reported that graduation preparations are under way. The ceremony will take place on Saturday, May 21 at 7:00 p.m. He also reported that the M&O Conference Honors Banquet was held on May 4, honoring the top 10% of students from each of the 10 conference schools. Also, the sophomores took the state-required Forward Exam on 4/13. He reported that there was an all-school assembly on April 18 in the gym dealing with making good choices and being a responsible person. Finally, the varsity baseball team competed against Brillion High School at Fox Cities stadium after the Timber Rattlers game.
4. TOM WHITE – BUILDINGS, GROUNDS AND TRANSPORTATION DIRECTOR: Mr. White reported that he and the school nurse participated in a walk-through with a representative from Children's Health Alliance of Wisconsin to discover and eliminate potential asthma triggers in the school. He also reported that we recently held our annual tornado drill at both schools on April 14 to coincide with the statewide tornado drills. The elementary drill was delayed until April 18 due to testing on April 14. Finally, on behalf of the maintenance and athletic departments, thanked Dan Shrader, Jeremy Shrader, Redi-Mix Concrete, J & T Electric, Dama Plumbing & Heating and Wiedemeier Sawmill for helping to ready the outdoor track areas for the 2016 season.
5. JOLENE HUC – COMMUNITY EDUCATION DIRECTOR: Mrs. Huc reported that the Community Ed Advisory committee met on April 13. They discussed the spring and fall craft shows. The band will be holding concessions to fund-raise for future trips. Hunter Myszka volunteered to help tape the floor for booth spacing. Future classes discussed were Community Garden (on hold), the high school and elementary bowling is on hold for more information, there is no use of the school for the area-wide rummage sale but will check with the Village to see if they want to do a weekend flea market or may consider using the elementary school parking lot. Other programs discussed were Canvas & Coffee, Broken Glass, and a weekend art program for summer. She also noted that Movies in the Park will not be held in the school if canceled due to rain. Finally, the Cheer team will be holding a rummage sale under a tent in the parking lot during the Spring Craft show.
6. BILLY RETZA – STUDENT COUNCIL REPRESENTATIVE: Mr. Retza reported that Hi-Q finished the year in 4<sup>th</sup> place. They are competing in a Quiz Bowl an NMU. Science Club is fundraising, and Academic Bowl was held on March 16, with Mr. Retza placing first in Science.

IX. INFORMATION/DISCUSSION

- A. BOARD MEMBER VOLUNTEER FOR SCHOLARSHIP COMMITTEE: Mr. Mans the Board to discuss which member would be willing to volunteer for the Scholarship Committee. The committee typically meets in April to determine which students will receive the available scholarships. Mr. Sotka volunteered to serve on the committee.
- B. SUMMER LAWN CARE/MAINTENANCE POSITION: Mr. White asked the Board to consider raising the summer lawn care/maintenance position wage to \$10.00 per hour to align with the other part time student jobs. The job has been posted for quite some time with no student interest.
- C. BOARD REPRESENTATIVE TO CESA 8 ANNUAL CONVENTION: This item will be moved to the May 4 Special meeting agenda.
- D. 2016 CAMP BIRD OUTING FOR 6<sup>TH</sup> GRADE: The 2016 Camp Bird outing for the 6<sup>th</sup> grade will be from May 9 – 13. Mr. Cherry commented on how great of a job that Mr. Thoreson does with this outing, and that it is great that we still allow a full week at camp.
- E. ELECTIVE AGRICULTURE CLASSES: Mr. Mueller asked that this be added to the agenda. The history of the agriculture classes and interest was discussed. Mr. Mueller would like to see this discussed through Curriculum Committee in an attempt to get more students interested in agriculture and forestry. This could be added to long-range planning with possible surveying parents to see if there is future interest. Currently, Agriculture classes are being offered through TRITON.
- F. BAIRD FINANCIAL PLANNING MODEL: Mr. Mans reported that the school is considering implementing the Baird Financial Planning model. This financial planning model allows districts to easily make financial projections involving all aspects of school district funding and budgeting. The cost is \$2250 annually.
- G. BUILDING TRADES CLASS 66.0301 COOPERATIVE AGREEMENT: Approving this resolution (which Pembine and Wausaukee have already done) will allow us to move forward with the Buildings Trades class partnership between Crivitz, Pembine, Wausaukee, NWTC and Habitat for Humanity. The agreement also sets the parameters for the partnership and establishes the method of payment for Pembine and Wausaukee to compensate Crivitz for their portion of the instructor's cost.
- H. BACKGROUND CHECKS: The Board is asked for clarification on the background check issue. The Board discussed and most agreed that things should be done as we have been doing and that every volunteer should be checked. It was decided that an action item could be added to a later meeting if things needed to be changed.

- I. NETWORK SWITCH BIDS: Mr. Schramm discussed his bid tabulation sheet for the network switch bids. There were five vendors that submitted bids, two of which were either late or in electronic form, disqualifying them. Of the valid bids, Heartland Business Systems bid is recommended for approval at a cost of \$19,424.
  - J. LETTING OF BIDS TO REPLACE IT SERVERS: Mr. Schramm discussed the need to update and replace the District's IT servers' replacement and asked the Board to allow letting of bids to do so. Representatives from Eclipse Networking were on hand to answer any questions.
  - K. NOELA BOARD POLICY UPDATES
    - 1. POLICY 8500 – FOOD SERVICE
    - 2. POLICY 8531 - FREE AND REDUCED-PRICED MEALS
    - 3. POLICY 7510 – USE OF DISTRICT FACILITIESMr. Mans asked the Board to approve the policy updates as presented.
  - L. ADMINISTRATIVE GUIDELINES UPDATES 7510 A,B&C: Mr. Mans reported on updates to administrative guidelines 7510 A,B&C as presented.
  - M. HEALTH INSURANCE RATE OPTIONS FOR 2016-2017: Mr. Mans reported that the 2016-2017 rate increase for our employee health insurance plan is 4%. This is well below the current industry standard of 7-8%. There are some options to reduce this increase by making adjustments to the plan. The adjustments include changing the cost of some benefits and adding a 5<sup>th</sup> level of copay to the prescription drug benefit. For reference, a 4% increase in health insurance cost amounts to approximately \$39,000.
  - N. FOOTBALL ONLY CONFERENCE REALIGNMENT: Athletic Director Dorschner would like to speak to the Board in regard to the football only conference realignment. At this time, it looks as if we will be joining the 11-man small league, depending on the WIAA Board of Control decisions. The deadline for decision is May 1st.
  - O. COMMUNITY EDUCATION DIRECTOR HOURS: This item was tabled until the May meetings.
- X. ITEMS SCHEDULED FOR ACTION
- A. RESIGNATION(S)
    - 1. COOK/SERVER: Motion by Sotka, seconded by Heidewald to accept the resignation of Alphia Schmitz as cook/server. Motion carried 7-0.
    - 2. PART-TIME IT TECHNICIAN: Motion by Cherry, seconded by Sotka to accept the resignation of Kevin Schmidt as part-time IT technician. Motion carried 7-0.

B. APPOINTMENT(S)

1. HIGH SCHOOL GUIDANCE COUNSELOR: Motion by Cherry, seconded by Heidewald to approve Alexandria Graves as high school guidance counselor. Motion carried 7-0.
2. 4K TEACHER: Motion by Cherry, seconded by Sotka to approve Quinn Sieben as 4K teacher. Motion carried 7-0.
3. 2016 CAMP BIRD SENIOR COUNSELORS: Motion by McFadden, seconded by Mueller to approve Keith Thoreson (Director), Jack Scheels, Jackie Scheels, Jan Kaas, Scott Evosevich, Shane Graves, Roman Miller, Cindy Kubicek, Pauline Banaszak, Rhonda Schramm and Shelly Vold as Camp Bird senior counselors. Motion carried 7-0.
4. 2016 CAMP BIRD JUNIOR COUNSELORS: Motion by McFadden, seconded by Heidewald to approve Brooke Deschane, Taylor Kaldenberg, Raina Mertz, Sam Jones, Elizabeth Tomaszewski, Lexi Schroeder, Abby Barley, Hunter Myszka, Hunter Tate, Arthur Dama, William Retza, Mitchell Banaszak, Austin Ducaine, and Paul Hucek as junior Camp Bird counselors. Motion carried 6-0-1 with Dama abstaining.
5. SUBSTITUTE TEACHER(S): Motion by Heidewald, seconded by Cherry to approve Wendy Boe and Ronald Winters as substitute teachers. Motion carried 7-0.
6. STUDENT TEACHER 5<sup>TH</sup> GRADE: Motion by Cherry, seconded by Mueller to approve Jeffrey Gardon as student teacher for 5<sup>th</sup> grade. Motion carried 7-0.
7. VOLUNTEERS/CHAPERONES: Motion by McFadden, seconded by Sotka to approve the list of volunteers/chaperones as presented. Motion carried 7-0.

C. 2016 CAMP BIRD OUTING FOR 6<sup>TH</sup> GRADE: Motion by McFadden, seconded by Cherry to approve the 2016 Camp Bird outing for 6<sup>th</sup> graders from May 9 – 13. Motion carried 6-0-1 with Dama abstaining.

D. CERTIFY ELECTION RESULTS: Motion by Cherry, seconded by McFadden to certify election results. Motion carried 6-1.

E. SUMMER LAWN CARE/MAINTENANCE POSITION: Motion by Cherry, seconded by Sotka to approve the wage for the summer lawn care/maintenance position be moved to \$10.00 per hour to align with other district student-type wages. Motion carried 7-0.

- F. NETWORK SWITCH BID: Motion by Mueller, seconded by Sotka to approve the Heartland Business Systems bid for \$19,424 as presented. Motion carried 7-0.
- G. LETTING OF BIDS TO REPLACE IT SERVERS: Motion by Sotka, seconded by Cherry to approve letting of bids to replace IT servers. Motion carried 7-0.
- H. NOELA BOARD POLICY UPDATES
  - 1. POLICY 8500 – FOOD SERVICE
  - 2. POLICY 8531 - FREE AND REDUCED-PRICED MEALS
  - 3. POLICY 7510 – USE OF DISTRICT FACILITIESMotion by Cherry, seconded by Sotka to approve the first reading of NEOLA Board policy updates as presented. Motion carried 6-1 with Huc not in agreement.
- I. FOOTBALL ONLY CONFERENCE REALIGNMENT: Motion by McFadden, seconded by Huc to approve the Football Only Conference realignment to 11-Small Conference as presented. Motion carried 6-1 with Mueller not in agreement.
- J. BUILDING TRADES CLASS 66.0301 COOPERATIVE AGREEMENT: Motion by Huc, seconded by McFadden to approve the agreement as presented. Motion carried 7-0.
- K. HEALTH INSURANCE RATE OPTIONS FOR 2016-2017: Motion by McFadden, seconded by Sotka to approve the health insurance rate options for 2016-2017 with a \$100 co-pay for emergency room use and adding a 5<sup>th</sup> prescription co-pay tier at \$100 as presented, with the recommendation of passing on the savings toward staff compensation. Motion carried 7-0.
- L. COMMUNITY EDUCATION DIRECTOR HOURS: Motion by Heidewald, seconded by Cherry to table this item until May with Cherry asking for timesheet information. Motion carried 6-0-1 with Huc abstaining.
- XI. ADJOURN TO CLOSED SESSION AS PROVIDED BY STATE STATUTE 19.85(1)(c); CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY.
  - A. KINDERGARTEN TEACHERMotion by McFadden, seconded by Heidewald to adjourn to closed session at 7:49 p.m. as read. Roll call vote was taken: Dama-Yes, McFadden-Yes, Cherry-Yes, Mueller-Yes, Sotka-Yes, Heidewald-Yes, Huc-Yes. Motion carried.
- XII. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY PUBLIC ACTION AS PER WISCONSIN STATUTE 19.85(2): Motion by McFadden, seconded by Mueller to reconvene into open session at 8:00 p.m. Motion carried 7-0. Motion by McFadden, seconded

by Heidewald to increase teacher Pam Rickman's 2016-17 base salary increased by \$3,027.  
Motion carried 7-0.

XIII. ADJOURNMENT: Motion by McFadden, seconded by Mueller to adjourn at 8:00 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