

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

**OFFICIAL MINUTES**

Regular Meeting of the Board of Education.....May 16, 2018

- 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, Kris Heidewald, Travis Mueller, Amy Grandaw and Gary Huc were present. Lyle Cherry were absent. Others present: Patrick Mans – Superintendent, Jeff Walsh – Elementary/Middle School Principal, Jeff Baumann – High School Principal, Tom White – Buildings, Grounds and Transportation Director, Linda Tarmann – Business Administrative Assistant, Sarah Jones – Bookkeeper, Jannie Marsolek – Administrative Secretary, Jolene Huc – Community Education Supervisor, and Nick Schramm – Technology Director.
- IV. APPROVAL OF AGENDA: Motion by Mueller, seconded by Heidewald to approve agenda as presented. Motion carried 6-0.
- V. BOARD ORGANIZATION – ELECTION OF OFFICERS
  - A. PRESIDENT: Motion by Mueller, seconded by Sotka to nominate Mike Dama as President. There were no other nominations. Motion carried 5-0-1 with Dama abstaining.
  - B. VICE PRESIDENT: Motion by Grandaw, seconded by Heidewald to nominate Cory Sotka as Vice President. There were no other nominations. Motion carried 5-0-1 with Sotka abstaining.
  - C. CLERK: Motion by Mueller, seconded by Sotka to nominate Kris Heidewald as Clerk. There were no other nominations. Motion carried 5-0-1 with Heidewald abstaining.
  - D. TREASURER: Motion by Mueller, seconded by Heidewald to nominate Lyle Cherry as Treasurer. There were no other nominations. Motion carried 6-0.
- VI. COMMITTEE APPOINTMENTS: The committee appointments were discussed, and it was decided that Amy Grandaw would take Mike Dama’s place on Finance Committee, and Kris Heidewald would take Lyle Cherry’s place on Personnel/Negotiations Committee. All others remained the same as in the spring of 2017. No motion was needed.
- VII. DESIGNATION OF BANKS: Motion by Dama, seconded by Grandaw to approve Bank Mutual, Stephenson National Bank, Farmers & Merchants Bank, Local Government Investment Pool, and Nicolet Bank as presented by Mr. Mans. Motion carried 6-0.
- VIII. INTERNAL BOARD POLICY: Motion by Mueller, seconded by Sotka to approve NEOLA Board Policies as presented by Mr. Mans. Motion carried 6-0.

IX. CONSIDER MOTION TO APPROVE CONSENT AGENDA

- A. MINUTES OF REGULAR MEETING APRIL 18, 2018
- B. MINUTES OF SPECIAL MEETING APRIL 30, 2018
- C. MINUTES OF SPECIAL MEETING MAY 9, 2018
- D. MINUTES OF SPECIAL MEETING MAY 9, 2018
- E. GENERAL FUND VOUCHERS AND FINANCIAL REPORT
- F. FUND 60 VOUCHERS AND FINANCIAL REPORT

Motion by Mueller, seconded by Grandaw to approve consent agenda, including minutes of Regular meeting and Special Meetings as listed, General Fund vouchers 93830-94010, and wire and EFT transfers 2017007-20170024 in the amount of \$988,405.12 and Fund 60 vouchers 164522-164530 in the amount of \$11,320.92. Motion carried 5-0-1 with Heidewald abstaining.

X. PUBLIC INPUT: There was no public input.

XI. CORRESPONDENCE/RECOGNITION: The Board recognized Elementary/Middle School Head Cook Donna Ledvina who is retiring after 19 years of service to the School District, Rosie Mueller who is resigning after 8 and ½ years of service to the School District, the Crivitz Women's Club for their \$625 donation to help needy families with food service bills, the organizations and businesses which donated materials, labor and money to the new concession stand, Shawn Dekker who donated the funds to purchase the bronze plaque for the Gordon P. Rieden Learning Center, Steve Oudeans who donated \$1,000 to the golf team, the Middle School staff for efforts with the State of Wisconsin Personnel Development Grant leading to a District wide professional learning community, and the Special Education staff and Director Dave Cullen for their efforts in another successful Field Day.

XII. REPORTS

A. COMMITTEE REPORT(S)

- 1. PERSONNEL/NEGOTIATIONS: Mrs. Grandaw reported that the Personnel/Negotiations Committee met on Wednesday, May 9 to discuss the results of the staff engagement survey and the 2018-2019 support and admin staff compensation. The Committee also went into closed session to discuss the compensation of the elementary and high school secretaries.

B. ADMINISTRATIVE REPORTS

- 1. PATRICK MANS – SUPERINTENDENT: Mr. Mans reported that he has written a grant to the WI Department of Justice for funds to support changing the High School entrance during school hours, rerouting traffic through the District Office to sign in before being allowed to enter the building. He also reported that he went out to Camp Bird for the “death march”, and thanked the students, junior and senior counselors, Camp Nurse Ginger Deschane, and the food service staff for their great efforts. He reported that the school year is rapidly coming to a close, with the last day of Tuesday, June 5, with dismissal at 11:27 a.m. He reported on the Special Education Field Day, held here on 5/16/18, organized by our Special Education Director Dave Cullen. He reminded the Board that the

District will be honoring Gordon P. Rieden's 32 years of service to the District by dedicating the High School campus as the Gordon P. Rieden Learning Center. The ceremony will be held on Friday, May 18, beginning at 6:00 p.m.

2. **JEFF WALSH – ELEMENTARY/MIDDLE SCHOOL PRINCIPAL:** Mr. Walsh reported on the WPTO annual Parent/Teacher/Community raffle on May 25<sup>th</sup>. The 8<sup>th</sup> Grade Recognition night will be Monday, June 4 at 6:00 p.m. Summer School is scheduled to begin on June 7 through July 3. The PBIS incentive trip to Bay Beach is scheduled for May 31. Track season for the Middle School has come to a close. The boys' team took second overall in the conference, and the girls' team took third. He reported on Camp Bird activities, and thanked the senior and junior counselors and staff for their efforts. He also noted Field Day.
3. **JEFF BAUMANN – HIGH SCHOOL PRINCIPAL:** Mr. Baumann reported that the seniors are in the middle of their last week, and will have semester exams through Thursday, with locker cleanout and graduation practice on Friday, then the graduates will be bussed over the Elementary School for a parade through the school for the younger students to appreciate. Graduation is Saturday, May 19 beginning at 7:00 p.m. The annual all-school cookout will be held on Friday, May 18. Last week was Teacher Appreciation Week, and the High School teachers were treated to a taco bar on Wednesday for lunch, and other numerous activities to show thanks, including a coffee cart, teacher trivia, and daily prizes. He thanked Nikki Marlatt and Alex Graves for the work in planning and carrying out. He also thanked the staff for everything they do. He also announced the April and May Student of the Month winners, as well as Lunch Bunch winners.
4. **TOM WHITE – BUILDINGS, GROUNDS AND TRANSPORTATION DIRECTOR:** Mr. White reported that he and Mr. Corrigan picked up some free furniture being removed from a building in Mequon. He thanked Lynelle Caine and Stantec, the company she works for, for donating these gently used items. Thanks also to Joe Banaszak, who followed with his own personal truck and trailer to haul some extra for the school. He reported that his staff helped with setup and cleanup for Field Day, and thanked Lamers for their donation of a bus to transport special education students from the elementary school for this event. He updated the Board on facility needs project numbers, and will be seeking proposals for a few more projects upcoming.
5. **JOLENE HUC – COMMUNITY EDUCATION SUPERVISOR:** Mrs. Huc reported that the May meeting was held on May 14. They discussed minutes of the last meeting, and that the Park and Rec call will be rescheduled. They discussed Broom Hockey, the 2018-19 budget, Youth Football (where she thanked Bellin Health for refilling first aid kits), the summer weight room hours, equipment maintenance, Art in the Park, Movies in the Park, Girl Scouts day on June 16, CPR/Bellin Health, and babysitting class on June 23 during summer school. They discussed looking for additions to the council and the spring craft show. The next meeting will be in June.

6. MADELIN EITING – STUDENT COUNCIL REPRESENTATIVE: Miss Eiting reported that Student Council is in the process of electing new officers. Yearbooks were passed out Friday, and supplements will be coming out about a week and a half after graduation.

### XIII. INFORMATION/DISCUSSION

- A. STAFF ENGAGEMENT SURVEY INFORMATION: Mr. Mans presented a slide presentation of the survey information received from School Perceptions. Overall, the survey information compared favorably to other districts similar to Crivitz in the company's normative comparison. Administration will be sharing the survey results with staff and meeting in small groups to gain more understanding of how the District can improve, resulting in greater overall staff job satisfaction and engagement.
- B. 2018-2019 COMPUTER ROTATION BID and
- C. 2018-2019 CHROMEBOOK ROTATION BID: These items were approved to discuss as a combined item on the agenda by the Board. Mr. Schramm reviewed the bid tabulations of each item, as well as combined numbers where applicable. The Board will approve a bid later in the meeting.
- D. FINANCIAL SUPPORT FOR WAUSAUKEE/NWTC AUTO AND WELDING PROGRAM FACILITY EXPANSION: Mr. Mans reported that the Wausaukee School District is asking that the Board consider contributing \$10,000 to help with the cost of remodeling its facility to allow for a self-contained automotive shop. Currently the auto shop and welding shop share a space resulting in only being able to have every other day dual credit classes in auto and welding. The overall cost of this expansion is approximately \$160,000 which of which the Wausaukee School District will be paying \$25,000 out of its budget. The remainder will be sought from outside sources through fundraising and donations. NWTC and its partners will be contributing all of the equipment to outfit the new automotive shop. This expansion will allow students to take dual credit classes in automotive and welding resulting their graduating high school with auto or welding credentials from NWTC. We have several students taking part in both programs each year.

### XIV. ITEMS SCHEDULED FOR ACTION

#### A. RESIGNATION(S)

1. ELEMENTARY/MIDDLE SCHOOL HEAD COOK: Motion by Heidewald, seconded by Sotka to accept the resignation of Donna Ledvina as Elementary/Middle School Head Cook. Motion carried 6-0.
2. CUSTODIAN/MAINTENANCE: Motion by Grandaw, seconded by Mueller to accept the resignation of Rosie Mueller as custodial/maintenance employee. Motion carried 6-0.

B. APPOINTMENT(S)

1. PART-TIME SUMMER MAINTENANCE EMPLOYEES: Motion by Grandaw, seconded by Heidewald to approve Alex Jones and Taylor Bemis as part time summer maintenance employees. Motion carried 6-0.
2. SUBSTITUTE TEACHER: Motion by Grandaw, seconded by Mueller to approve Theresa Patenaude as substitute teacher. Motion carried 6-0.
3. VOLUNTEERS/CHAPERONES: Motion by Grandaw, seconded by Sotka to approve the volunteers/chaperones as presented. Motion carried 6-0.

C. 2018-2019 COMPUTER ROTATION BID and

- D. 2018-2019 CHROMEBOOK ROTATION BID: Items C and D were combined into one action item. Motion by Grandaw, seconded by Heidewald to approve the combined bid of CDW-G in the amount of \$60,677.19. Motion carried 6-0.

- E. ELEMENTARY/MIDDLE SCHOOL SUMMER SCHOOL STAFF: Motion by Mueller, seconded by Sotka to approve the list of Elementary/Middle School Summer School staff. Motion carried 6-0.

- F. HIGH SCHOOL SUMMER SCHOOL CLASSES/STAFF: Motion by Mueller, seconded by Sotka to approve the potential High School Summer School classes/staff as needed. Motion carried 6-0.

- G. 2018-2019 TRITON AGREEMENT: Motion by Grandaw, seconded by Heidewald to approve the 2018-2019 TRITON agreement of \$9,329 as presented, which includes a \$500 increase over last year. Motion carried 6-0.

- H. 2018-2019 DIVERSIFIED BENEFITS SERVICES HRA HEALTH REIMBURSEMENT ARRANGEMENT AND FSA FLEXIBLE SPENDING ACCOUNTS RENEWAL: Motion by Grandaw, seconded by Sotka to approve the 2018-2019 DBS HRA and FSA accounts renewals at no cost. Motion carried 6-0.

- I. FINANCIAL SUPPORT FOR WAUSAUKEE/NWTC AUTO AND WELDING PROGRAM FACILITY EXPANSION: Motion by Sotka, seconded by Mueller to approve supporting the Wausaukee/NWTC Auto and Welding Program facility expansion in the amount of \$10,000 as presented. Motion carried 6-0.

J. NEOLA BOARD POLICY UPDATES 2<sup>nd</sup> READING

1. 0142.7 – ORIENTATION (REVISED)
2. 0144.1 – COMPENSATION (REVISED)
3. 0151.2 – REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM (REVISED)
4. 0152 – OFFICERS (REVISED)
5. 1619 – GROUP HEALTH PLANS (REVISED)
6. 2260.02 – ENGLISH LANGUAGE PROFICIENCY (REVISED)

7. 2271 – EARLY COLLEGE CREDIT PROGRAM (REVISED)
8. 2411 – SCHOOL COUNSELING AND CAREER PLANNING (REVISED)
9. 3160 – PHYSICAL EXAMINATION (REVISED)
10. 3217 – WEAPONS (REVISED)
11. 3419 – GROUP HEALTH PLANS (REVISED)
12. 4160 – PHYSICAL EXAMINATION (REVISED)
13. 4217 – WEAPONS (REVISED)
14. 4419 – GROUP HEALTH PLANS (REVISED)
15. 5113.01 – PART-TIME OPEN ENROLLMENT (REVISED)
16. 5330 – ADMINISTRATION OF MEDICATION/EMERGENCY CARE (REVISED)
17. 5460.01 – DIPLOMA DEFERRAL (REVISED)
18. 5772 – WEAPONS (REVISED)
19. 8605 – USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES BY DISTRICT EMPLOYEES WHO OPERATE BOARD-OWNED OR OPERATED VEHICLES (REVISED)
20. 0155 – COMMITTEES (REVISED)
21. 1210 – BOARD – DISTRICT ADMINISTRATOR RELATIONSHIP (REVISED)
22. 2510 – ADOPTION OF TEXTBOOKS (REVISED)
23. 7430 – SAFETY STANDARDS (REVISED)
24. 8309 – OPEN MEETINGS FOR NON-BOARD COMMITTEES (NEW)
25. 9130 – PUBLIC REQUESTS, SUGGESTIONS OR COMPLAINTS
26. 9140 – CITIZENS' ADVISORY COMMITTEES (REVISED)
27. 9211 – DISTRICT SUPPORT ORGANIZATIONS (EX: PTO, MUSIC MAKERS, SPORTS BOOSTERS, ETC.) (REVISED)

Motion by Heidewald, seconded by Sotka to approve the second reading of the NEOLA Policy Updates as presented. Motion carried 6-0.

XV. RECESS TO EXECUTIVE CLOSED SESSION AS PER WISCONSIN STATUTE 19.85(1)(f)(c)

- A. CONSIDERING FINANCIAL, MEDICAL, SOCIAL OR PERSONAL HISTORIES OR DISCIPLINARY DATA OF SPECIFIC PERSONS.
  1. CHOOSE BOARD SCHOLARSHIP RECIPIENTS
- B. CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE OVER WHICH THE GOVERNMENTAL BODY HAS JURISDICTION OR EXERCISES RESPONSIBILITY.
  1. ELEMENTARY AND HIGH SCHOOL SECRETARY COMPENSATION

Motion by Grandaw, seconded by Mueller to recess to executive closed session as read at 7:15 p.m. Roll Call Vote was taken: Dama-Yes, Sotka-Yes, Cherry-Absent, Mueller-Yes, Heidewald-Yes, Huc-Yes, Grandaw-Yes. Motion carried.

XVI. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY PUBLIC ACTION AS PER WISCONSIN STATUTE 19.85(2): Motion by Sotka, seconded by Heidewald to reconvene into open session at 7:30 p.m. Motion carried 6-0. Motion by Heidewald, seconded

Minutes of Regular Meeting of the Board of Education

May 16, 2018

Page -7-

by Grandaw to raise Elem/MS Secretary pay by \$1.25/hour and the HS Secretary by \$1.00/hour.  
Motion carried 6-0.

XVII. ADJOURNMENT: Motion by Grandaw, seconded by Mueller to adjourn at 7:31 p.m. Motion  
carried 6-0.

Prepared by:

Jannie Marsolek  
Recording Secretary

---

Kris Heidewald  
Clerk

---

Michael Dama  
President