

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

OFFICIAL MINUTES

Regular Meeting of the Board of Education.....August 17, 2016

- I. **CALL TO ORDER:** The regular meeting of the Board of Education was called to order by Vice President Sotka at 6:00 p.m.
- II. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
- III. **ROLL CALL:** The following members were present: Cory Sotka, Lyle Cherry, Kris Heidewald, Gary Huc and Amy Grandaw. Mike Dama and Travis Mueller were absent. 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, Val Diaz – Spanish Teacher, and Dana Prange – English Teacher.
- IV. **APPROVAL OF AGENDA:** Motion by Heidewald, seconded by Cherry to approve agenda as presented. Motion carried 5-0.
- V. **CONSIDER MOTION TO APPROVE CONSENT AGENDA**
 - A. MINUTES OF REGULAR MEETING JULY 20, 2016
 - B. GENERAL FUND VOUCHERS AND FINANCIAL REPORT
 - C. FUND 39 VOUCHERS AND FINANCIAL REPORT
 - D. FUND 60 VOUCHERS AND FINANCIAL REPORTMotion by Cherry, seconded by Grandaw to approve consent agenda with general fund vouchers 89790-89951 in the amount of \$583,794.42, Fund 39 voucher 1025 in the amount of \$14,350 and Fund 60 vouchers 164329-164330 in the amount of \$2,196 with void 164329. Motion carried 5-0.
- VI. **PUBLIC INPUT:** Mr. Pfankuch noted that an item he had requested had been added to the agenda, so he asked if he needed to speak during public comment or if he could wait until the item came up on the agenda. He was given the option to speak at either time, so he chose to wait until later. There was no other comment.
- VII. **CORRESPONDENCE/RECOGNITION:** There was none.
- VIII. **REPORTS**
 - A. **COMMITTEE REPORT(S)**
 1. **BUILDINGS, GROUNDS, & TRANSPORTATION:** Mr. Huc reported that the committee met on 8/16. Only one bid was received for the extra-curricular bus route bid, and it was moved forward for full Board approval.

2. PERSONNEL/NEGOTIATIONS: Mr. Cherry reported that the committee met earlier in the evening. The Elementary/Middle School Secretary position was moved to the full Board for discussion and Mary Kay Kwiatkowski was recommended as Part Time School Year Food Service employee and was moved to the full Board for approval.
3. CURRICULUM: Mrs. Heidewald reported that the committee met earlier in the evening and recommended moving the Physical Education Activity Participation to the full Board for approval with the administration working on this to bring back to the Board.

B. ADMINISTRATIVE REPORT(S)

1. PATRICK MANS, SUPERINTENDENT: Mr. Mans reported that, with the start of school nearing, new teachers will have an in-service on August 24, in-service for all staff on August 25, continued in-services on August 29 and 30, continued in-room preparation and the District Open House on August 31, and the first day of school on September 1. Staff and students will have Labor Day off. He also reported that, unlike many districts, we are fully staffed for the 2016-17 school year. He also reported that fall sports are beginning and finally thanked Mr. White and his staff for their great efforts in getting the buildings and grounds ready for the students to return.
2. JEFF WALSH, ELEMENTARY/MIDDLE SCHOOL PRINCIPAL: Mr. Walsh reported that the new teachers will meet on August 23, not 24 as originally scheduled due to a conflict with CESA training. He also reviewed in-services. He reported that the Jr. High will again be working on the State Personal Development Grant to build Professional Learning Communities. We began this grant three years ago and have two years remaining in grant funding. The custodians have done a great job on the building, and he also thanked Mr. White and his staff for all of their hard work. Finally, he reported that the Middle School sports will begin soon.
3. JEFF BAUMANN, HIGH SCHOOL PRINCIPAL: Mr. Baumann reported that we will be hosting two foreign exchange students this year. Maria is from Finland, and Lisa is from Italy. He also complimented the custodial staff on how nice the building looks, and commended Mr. White and his staff for their efforts. He also reported that the fall sports are starting, and on the in-services. He finally reported that the DPI will be paying for the Career Cruising software package that is now required as part of the Academic and Career Planning program rather than having each school district fund it.
4. TOM WHITE, BUILDINGS, GROUNDS & TRANSPORTATION DIRECTOR: Mr. White also thanked the custodial and maintenance staff for their efforts on making the school look great for the start of the school year. He

5. reported that the summer flooring replacement projects were complete at each school. The new dishwasher at the Elementary School is in place, and finishing touches are happening to have it ready and the staff trained in its use for the start of school. The High School track finishing has not happened yet, but will be starting on August 23 and completed before the start of school.
6. JOLENE HUC, COMMUNITY EDUCATION DIRECTOR: Mrs. Huc also complimented the custodial and maintenance staff on the buildings, and reported that there was no meeting in August to report on, but Community Education was involved with Art in the Park. She reported that they are still looking for Flag Football coaches and a supervisor for Tumbling.

IX. ITEMS FOR DISCUSSION

- A. OPEN BUS ROUTE BID: Mr. Mans reported that there was no longer a need for this item. The contractor who originally resigned the route rescinded his resignation.
- B. EXTRA-CURRICULAR TRANSPORTATION BID: Mr. White reported that bids were solicited for the contract due in September. Only one bid was received from Lamers with an increase in fees. Many providers were solicited, but no others were interested.
- C. 2017 SUMMER SPAIN TRIP: Mrs. Diaz and Mrs. Prange updated the Board on the plans for the Summer Spain trip. One of the issues that a parent brought up to a Board member was that they would like to see it opened up to students that graduated. It was previously decided that they should not be included since there was no control over students that were not returning, and the Board still felt the same on the matter. The Board also discussed cancelation options due to world-wide travel concerns.
- D. PHYS ED CREDIT FOR WIAA ATHLETIC OR OTHER BOARD APPROVED PHYSICAL ACTIVITY PARTICIPATION: Mr. Mans stated that the Curriculum Committee had previously discussed this item earlier in the evening and recommended approval of this item after administration can set basic guidelines and bring back to the Board for approval in the next school year. Once established, this would allow a student to take an additional .5 credit in English, social studies, mathematics, science or health education towards high school graduation requirement in lieu of .5 credit in physical education based on the student's participation in an organized physical activity that meets similar participation. Examples of this would be interscholastic athletics, marching band, cheerleading, or another activity deemed appropriate.
- E. NON-SEASON COACHING: Mr. Mans shared some background information on this item before opening up the floor for discussion. District employees who coach are paid under a separate contract for coaching. Each contract has its own responsibilities and worktime expectations. In season, coaches are allowed to miss necessary time from their primary duties due to coaching responsibilities, usually a short time at the end of the day for travel to away games. The reason for the separate contract and additional

compensation for District employees who also coach is because the coaching activities are expected to be carried out after his/her primary work is over for the day. Voluntary out of season summer team activities, which would have the employee absent from his or her primary duties, require the use of employee time off, such as vacation or personal days. To do otherwise, in a sense, could be viewed as double dipping District taxpayer supported funds. Out of season summer tournaments are not District scheduled events, nor are they required as part of a coaching contract responsibility. They are scheduled voluntarily by coaches. Transportation is not provided by the School District. Unlike in season costs of team activities, entry fees for out of season activities are not paid for with School District operational funds. Any District coach who is not otherwise employed by the School District, who wishes to take part in such voluntary coaching activities, in or out of season, would have to use vacation or other available time off from his or her job to do so. The question for the Board was, "Would it be a responsible use of taxpayer supported District funds to allow a District employee the ability to effectively "double dip" by being absent from his or her primary job responsibilities to voluntarily coach out of season while at the same time still being paid for that primary job responsibility while doing that voluntary coaching?". This is how the District operates now, but is open for discussion. Mr. Pfankuch requested that Mr. Baumann be repaid for vacation days he had to take to coach a summer basketball tournament, since the WIAA has changed their rules on off-season coaching. The Board discussed the issue at length, both for and against the current guideline. It was decided that the issue will be brought before the Personnel/Negotiations Committee before contracts are issued next school year, and if Mr. Baumann requests a closed session to discuss his return of vacation time, it will be added to an upcoming agenda.

X. ITEMS SCHEDULED FOR ACTION

A. RESIGNATION(S)

1. BUS ROUTE: There was no action on this item since the contractor rescinded his resignation.

B. APPOINTMENTS

1. PART-TIME FOOD SERVICE EMPLOYEE: Motion by Grandaw, seconded by Heidewald to approve Mary Kay Kwiatkowski as part time food service employee. Motion carried 5-0.
2. CLERICAL AND FOOD SERVICE SUBSTITUTE: Motion by Grandaw, seconded by Huc to approve Edi Berndt as clerical and food service substitute employee. Motion carried 5-0.
3. VOLUNTEERS/CHAPERONES: Motion by Heidewald, seconded by Cherry to approve the list of volunteers/chaperones as presented. Motion carried 5-0.

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4. 2016-2017 OPEN EXTRA-CURRICULAR/SPORTS COACHING POSITIONS: Motion by Huc, seconded by Grandaw to approve the additional 2016-2017 open extra-curricular/ sports coaching list as presented. Motion carried 5-0.
- C. SUBSTITUTE STAFF LIST: Motion by Grandaw, seconded by Heidewald to approve the substitute staff list as presented. Motion carried 5-0.
- D. OPEN BUS ROUTE BID: There was no action.
- E. DEBT SERVICE PAYMENT: Motion by Cherry, seconded by Grandaw to approve the debt service payment for interest on referendum debt in the amount of \$14,350. Motion carried 5-0.
- F. 2016-2017 ATHLETIC DIRECTOR: Motion by Heidewald, seconded by Grandaw to approve Jeff Dorschner as 2016-2017 Athletic Director. This position was inadvertently left off the original list. Motion carried 5-0.
- G. 2017 SUMMER SPAIN TRIP: There was no motion on this item.
- H. PHYS ED CREDIT FOR WIAA ATHLETIC OR OTHER BOARD APPROVED PHYSICAL ACTIVITY PARTICIPATION: Motion by Heidewald, seconded by Grandaw to approve as presented with Administration working on specifics and coming back to the Board. Motion carried 5-0.
- I. EXTRA-CURRICULAR TRANSPORTATION BID: Motion by Grandaw, seconded by Huc to approve Lamers as Extra-Curricular Transportation Bid winner. Motion carried 5-0.
- J. SECOND READING 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

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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-BORNE PATHOGENS
32. BYLAW 0142.7 – ORIENTATION
33. BYLAW 0144.1 – COMPENSATION

Motion by Heidewald, seconded by Huc to approve the second reading of the NEOLA policy updates as listed. Motion carried 5-0.

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. ELEMENTARY/MIDDLE SCHOOL SECRETARY POSITION:

Motion by Grandaw, seconded by Cherry to recess to executive closed session as read at 7:20 p.m. Roll call vote was taken: Dama-Absent, Sotka-Yes, Cherry-Yes, Mueller-Absent, Heidewald-Yes, Huc-Yes, and Grandaw-Yes. Motion carried 5-0.

XII. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY PUBLIC ACTION:

Motion by Heidewald, seconded by Cherry to reconvene into open session at 7:31 p.m. Motion carried 5-0.

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A. ELEMENTARY/MIDDLE SCHOOL SECRETARY POSITION:

Motion by Heidewald, seconded by Grandaw to approve the Elementary/Middle School Secretary position move to a full time 12 month position. Motion carried 5-0.

XIII. ADJOURNMENT: Motion by Heidewald, seconded by Grandaw to adjourn at 7:32 p.m. Motion carried 5-0.

Prepared by:

Jannie Marsolek
Recording Secretary

Kris Heidewald
Clerk

Michael Dama
President