

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

OFFICIAL MINUTES

Regular Meeting of the Board of Education.....May 15, 2013

- I. **CALL TO ORDER:** The regular meeting of the board of education was called to order by President Dama at 6:04 p.m. in the board room of the high school. President Dama asked for a motion to move the meeting to the library of the High School. Motion was made by Sotka, seconded by McFadden. Motion carried 7 – 0.
- II. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
- III. **ROLL CALL:** The following members were present: Michael Dama, Tim McFadden, Martha Neitzer, Lyle Cherry, Travis Mueller, Cory Sotka and Jane Meissner.

Others present: Patrick Mans, Superintendent; Jeff Baumann, High School Principal; Jeff Walsh, Elementary Principal; Jannie Marsolek, Administrative Secretary; Linda Tarmann, Business Administrative Assistant; Thomas White, Building, Grounds and Transportation Director; Nick Schramm, Technology Coordinator; and Jolene Huc, Community Education Director. Also present was Roberto Santos, Student Council Representative.

President Dama asked for a motion to move Mr. Mans report before the public comment. Motion by Neitzer, seconded by Sotka. Motion carried 7 – 0.

- IV. **APPROVAL OF AMENDED AGENDA:** Motion by Meissner, seconded by Neitzer to approve the amended agenda as presented. Motion carried 7 - 0.
- V. **CONSIDER MOTION TO APPROVE CONSENT AGENDA**
 - A. MINUTES OF REGULAR MEETING APRIL 17, 2013
 - B. MINUTES OF ORGANIZATIONAL MEETING APRIL 24, 2013
 - C. VOUCHERS
 - D. FINANCIAL REPORT

Motion by Neitzer, seconded by Mueller to approve consent agenda with approval of vouchers 82396-82570 in the amount of \$406555.48 with voids of 82366, 82403, 82404, 82406, 82408, 82415 and 82417 and to approve Fund 60 vouchers of 163750 – 163781 in the amount of \$10611.57. Motion carried 7 – 0.

- VI. **ADMINISTRATIVE REPORT:** Mr. Mans report was moved with Board approval. He reported on the budgetary needs of proposed staff adjustments for the 2013-2014. He reported on the structural budget deficit due to state legislature changes with revenue limits, the differences between school districts and the demands this will make on the

school district. He proposed changes to the music and physical education programs strictly due to financial needs. The number of staff and music offerings will not be reduced in his proposal. He recommended that the changes be in the K-4 program with the music teacher offering one day of instruction and the classroom teacher, under the guidance of the music teacher, instructing the class the second day per week. In physical education, he proposes no staff reductions, just reassigning the staff, due to attrition and retirement, from 3 days per week from the current 5 days. We will still be offering an additional day per week as compared to neighboring districts.

- VII. PUBLIC INPUT: There were multiple comments regarding the elementary changes to music being instructed by classroom teachers, physical activity time being reduced and possible alternatives to curriculum changes. Suggestions were made to survey the district before changing curriculum and to look at other possible ways to cut cost.

VIII. CORRESPONDENCE/RECOGNITION:

- A. PLAQUE PRESENTATION RETIRING TEACHERS: Plaques were presented to the retiring teachers: John Trombley, 38 years; Glen Treado, 34 years; Linda Johnston, 34 years and Nancy Sharkey, 14 years. Paul Matty, 17 years and Diane Sherman, 33 years were not present.
- B. NOTE FROM VILLAGE OF CRIVITZ PRESIDENT: John Deschane e-mailed the district congratulating the school district on the 22nd in the state.

IX. REPORT(S)

A. COMMITTEE REPORT(S)

1. AD HOC EMPLOYEE HANDBOOK COMMITTEE: Mr. Dama reported that there will be one more meeting before the handbook will be done. The majority has been completed with only a couple items yet to decide.
2. PERSONNEL/NEGOTIATIONS COMMITTEE: Mr. McFadden reported that the committee was reviewing administrative, athletic director, physical education and teaching contracts. They also reviewed the recommendations for the new teaching staff.

B. ADMINISTRATIVE REPORTS

1. PATRICK MANS – SUPERINTENDENT: Report was moved prior to public comment.

2. JEFFREY WALSH – ELEMENTARY/MIDDLE SCHOOL PRINCIPAL: Mr. Walsh reported that the 6th grade class attended Camp Bird and had a great week. On May 2nd, he and Mrs. Tracy attended a Title I Grant Writing Meeting, and should be able to complete the process early in June. The Middle School Track season was just finishing up, field trips were underway and 8th Grade Recognition will be held on June 3rd at 6:00 p.m. in the Elementary/ Middle School Gymnasium. Finally, he reported on the results from Mr. Johnson on the beginning and end of year testing of the kindergarten students. The benchmark criteria were met by 96% of the students. Commendations were made to Mrs. Rickman and Mrs. Schroeder, as well as to Mrs. Sherman and Mrs. Tracy for their help.
3. JEFF BAUMANN – HIGH SCHOOL PRINCIPAL: Mr. Baumann again commented on the high ranking of our school. The High School also had the Every 15 Minute Recap program on April 24th, with Dalton Marlatt and Mrs. Retza speaking on how their lives have changed by drunk driving. The senior class performed their play on Sunday, May 12. Thanks go out to Mrs. Heidewald for her hard work in the production. And finally, the Annual All School cookout was held on Friday, May 10th. Even though the weather was cool, the students enjoyed seeing staff members in the dunk tank. He thanked the Student Council and Mrs. Diaz for all of their hard work. This event has turned out to be a school favorite.
4. TOM WHITE, BUILDINGS, GROUNDS AND TRANSPORTATION DIRECTOR: The energy team met for the final meeting on May 15th. The energy team will be dissolved now that the team has found a suitable project for the \$25,000 grant. Mr. White will continue to work with Focus on Energy to continue to find additional energy saving opportunities. The current projects will be completed by the end of June, saving the district about \$16,000 annually. The carpet replacement project has been decided, using mostly vinyl tile. He thanked former student Cassie Sikowski for volunteering her design services for the project. He also reported that the recently hired custodian has already resigned, and the interview process to hire a replacement will begin. The buzz-in system began, with the remainder of the year used as a test period. Finally, he thanked Rich Starzer for donating busing services for Camp Bird students to Veterans Park, High Falls Dam and fish hatchery, at no cost to the district.

5. JOLENE HUC – COMMUNITY EDUCATION DIRECTOR: Mrs. Huc reported that the Community Education Committee met on May 8th. The Big Get Skinny team lost 60.3 pounds at the last weigh-in, with the total teams losing almost 400 pounds combined. The Big Get Skinny 2 is in the planning stages, but this time there must be one student on each team. She also met with a grant writing team to begin plans for a community garden. They are also looking at a hydroponic garden. The spring craft show had mixed reviews, but showed a peak in the afternoon. They are looking into plans for Modern Dance, a biking group, cleaning of equipment, purchase of new equipment, and to raise awareness of community hours. They would also like to lift school spirit, since there are many community members that do not know the words to the school song. They would like to look into the possibility of adding flyers or folders with the words included. The next meeting will be June 5th.
6. ROBERTO SANTOS – STUDENT COUNCIL REPRESENTATIVE: This was Mr. Santos' last meeting as Student Council Representative, since he is graduating on May 17th. He reported that the Student Council Elections were being held to replace the outgoing seniors. Science club filled the vacant octopus tank with various marine species. Zachary Timblin will be in charge of the new tank as he was in the past. The Science Club officers have decided to stay on for the newly hired science teacher. National Honor Society will have elections after the graduating class is gone.

X. INFORMATION/DISCUSSION:

- A. SPANISH CLASS TRIP TO SPAIN: Mrs. Diaz asked for Board approval of the upcoming trip to Spain. The class usually plans a trip to Mexico, but changed things up this year. She gave the basic itinerary and reported that 6 students will be accompanied by 8 adults. Mr. Santos commented that he had recently watched a Power Point presentation on Spain, and noted that it looked like they would have fun.
- B. PART TIME SUMMER TECHNOLOGY HELP: Mr. Schramm asked for a summer technology helper working 20 hours per week at minimum wage.
- C. STUDENT LUNCH PRICE INCREASE: Mr. Mans reported that the Federal Government is requiring school districts to increase the cost of school lunches to match the amount of money being subsidized for free and reduced meals minus the cents per meal reimbursement for paid meals. Our district is currently not

charging enough for non-free and reduced meals to reach this amount. What the government will allow us to do is to charge 10 cents per year per paid lunch until we get to the correct amount reached. Approval will be sought to increase 10 cents per paid lunch this year.

- D. TITLE I PARENT SURVEY RESULTS: Mrs. Tracy shared results of a parents' survey. Overall, the results were generally positive, up about 20 percent from last year. Some negative comments showed concern for class size. There were also positive comments regarding the newly formed WPTO.
- E. BAND/MUSIC AND PHYSICAL EDUCATION STAFFING FOR 2013-2014: There was a chance for Board discussion in the staffing issue for 2013-2014. Mr. Dama discussed a conversation he had with Assemblyman Mursau asking why there was a difference in value between students of districts. He stated that no member of the Board looks forward to the responsibility of making these decisions. He directed the question to the State Legislature for this distortion in value.
- F. 2013-2014 LIFE AND DISABILITY INSURANCE BENEFITS: Mary Basel, M3 Insurance Consultant spoke comparing the current WEA Trust plan to the Standard Insurance Company plan.

XI. ITEMS SCHEDULED FOR ACTION

- A. APPOINTMENT(S)
 - 1. ELEMENTARY VOLUNTEERS/CHAPERONES: Motion by Meissner, seconded by McFadden to approve the volunteer list as delivered. Motion carried 7 – 0.
 - 2. PART-TIME SUMMER LAWN CARE EMPLOYEE: Motion by Neitzer, seconded by Mueller to approve David Poh as summer lawn care employee at 20 hours per week at minimum wage. Motion carried 7 – 0.
 - 3. SUMMER WEIGHT ROOM SUPERVISORS: Motion by Mueller, seconded by Neitzer to approve Treven Gezella, Tyler Murray and Ryan Aguilar as summer weight room supervisors to split 12 hours weekly at minimum wage. Motion carried 7 – 0.
 - 4. READING SPECIALIST JOB SHADOW: Motion by Meissner, seconded by Mueller to approve Linda Swenty to job shadow Diane Sherman as Reading Specialist. Motion carried 7 – 0.

5. ELEMENTARY CLASS OBSERVER: Motion by Neitzer, seconded by Mueller to approve Ashly Lawe as Elementary Class Observer for NWTC Instructional Assistant class. Motion carried 7 – 0.
6. MIDDLE SCHOOL SCIENCE TEACHER: Motion by Cherry, seconded by Sotka to approve Shane Graves as Middle School Science Teacher. Motion carried 7 – 0.
7. HIGH SCHOOL SCIENCE TEACHER: Motion by Cherry, seconded by Meissner to approve Connie Rauterkus as High School Science Teacher. Motion carried 7 – 0.
8. THIRD GRADE TEACHER: Motion by Cherry, seconded by Meuller to approve Shelly Vold as Third Grade Teacher. Motion carried 7 – 0.
9. MIDDLE SCHOOL SOCIAL STUDIES TEACHER: Motion by Cherry, seconded by Meissner to approve Brett Meyers as Middle School Social Studies Teacher. Motion carried 7 – 0.
10. HIGH SCHOOL BUSINESS TECH ED TEACHER: Motion by McFadden, seconded by Meissner to table the High School Business Tech Ed Teacher position. Motion carried 7 – 0.

B. SECOND READING OF NEOLA BOARD POLICY UPDATES/CHANGES:

1. 0131.1 BYLAW – BYLAWS AND POLICIES (REVISED)
2. 0167.6 BYLAW – E-MAIL – PUBLIC RECORDS (REVISED)
3. 0167.7 BYLAW – USE OF PERSONAL COMMUNICATION DEVICES (NEW)
4. 1422/3122/4122 POLICY – NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY (NEW/REVISED)
5. 2260 POLICY – NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY (REVISED)
6. 5136 POLICY – PERSONAL COMMUNICATION DEVICES (REPLACEMENT)
7. 5136V1/V2 POLICY – WIRELESS COMMUNICATION DEVICES (DELETE)
8. 5722 POLICY – SCHOOL-SPONSORED PUBLICATIONS AND PRODUCTIONS (REVISED)
9. 5724 POLICY – HIGH SCHOOL VOTER REGISTRATION PROGRAM (REVISED)

10. 5730 POLICY – EQUAL ACCESS FOR NONDISTRICT-SPONSORED, STUDENT CLUBS AND ACTIVITIES (REVISED)
11. 6320 POLICY – PURCHASING (TECHNICAL CORRECTION)
12. 6350 POLICY – PREVAILING WAGE COORDINATOR (TECHNICAL CORRECTION)
13. 7217 POLICY – WEAPONS (REVISED)
14. 7510 POLICY – USE OF DISTRICT FACILITIES (REVISED)
15. 7530.01V1 POLICY – CELL PHONE ALLOWANCE (REPLACEMENT)
16. 7530.01V2 POLICY – BOARD-OWNED PERSONAL COMMUNICATION DEVICES (REPLACEMENT)
17. 7530.02 POLICY – STAFF USE OF PERSONAL COMMUNICATION DEVICES (NEW)
18. 7542 POLICY – ACCESS TO DISTRICT TECHNOLOGY RESOURCES FROM PERSONALLY-OWNED COMMUNICATION DEVICES (REPLACEMENT)
19. 8330 POLICY – STUDENT RECORDS (REVISED)

Motion by Meissner, seconded by Neitzer to approve the second reading of NEOLA Board Policy Updates/Changes as presented. Motion carried 7 – 0.

C. FIRST READING OF NEOLA BOARD POLICY ADDITIONS/REVISIONS RELATED TO PROFESSIONAL STAFF HANDBOOK

1. 3139 POLICY – STAFF DISCIPLINE
2. 3425 POLICY – BENEFITS
3. 3431 POLICY – EMPLOYEE LEAVES
4. 3432 POLICY – EMPLOYEE SICK LEAVE
5. 3140 POLICY – TERMINATION, NON-RENEWAL AND RESIGNATION
6. 3142 POLICY – NON-RENEWAL OF PROBATIONARY TEACHER
7. 3242 POLICY – PROFESSIONAL GROWTH REQUIREMENTS
8. 3120.08 POLICY – EMPLOYMENT OF PERSONNEL FOR CO-CURRICULAR/EXTRACURRICULAR ACTIVITIES
9. 9700 POLICY – RELATIONS WITH SPECIAL INTEREST GROUPS
10. 3131 POLICY – REDUCTION IN STAFF
11. 3216 POLICY – STAFF DRESS AND GROOMING

Motion by Neitzer, seconded by Meissner to approve the first reading of NEOLA Board Policy Additions/Revisions Related to Professional Staff Handbook as presented. Motion carried 7 – 0.

- D. FEDERALLY MANDATED SCHOOL LUNCH COST INCREASE: Motion by Neitzer, seconded by Mueller to increase school lunch cost by 10 cents as mandated by the government. Motion carried 7 – 0.
 - E. SPANISH CLASS TRIP TO SPAIN: Motion by Cherry, seconded by Meissner to approve the Spanish Class Trip to Spain as presented by Mrs. Diaz. Neitzer requested a copy of the itinerary. Motion carried 7 – 0.
 - F. EXTENDED CONTRACT FOR GUIDANCE COUNSELORS: Motion by Neitzer, seconded by Mueller to approve the ten day extended contract for Mr. Johnson and Mrs. Spalding as requested. Motion carried 7 – 0.
 - G. PART TIME SUMMER TECHNOLOGY HELP: Motion made by McFadden, seconded by Sotka to table the request for Part Time Summer Technology Help for further discussion. Cherry opposed the motion. Motion carried 6 – 1.
 - H. 2013-2014 LIFE AND DISABILITY INSURANCE: Motion by Neitzer, seconded by Meissner to approve the 2013-2014 changes to 2013-2014 Life and Disability Insurance as presented. Motion carried 7 – 0.
- XII. RECESS TO EXECUTIVE CLOSED SESSION AS PER WISCONSIN STATUTE 19.85(1)(c)(g)
- A. CONSIDERING EMPLOYMENT, PROMOTION, COMPENSATION OR PERFORMANCE EVALUATION DATA OF ANY PUBLIC EMPLOYEE
 - B. CONFERRING WITH LEGAL COUNSEL FOR THE GOVERNMENTAL BODY WHO IS RENDERING ORAL OR WRITTEN ADVICE CONCERNING STRATEGY TO BE ADOPTED BY THE BODY WITH RESPECT TO LITIGATION IN WHICH IT IS OR IS LIKELY TO BECOME INVOLVED
- Motion by Mueller, seconded by McFadden to Recess to Closed Session as per Wisconsin Statute 19.85(1)(c)(g) at 8:02 p.m. Roll call vote was taken: Dama, yes; McFadden, yes; Neitzer, yes; Cherry, yes; Mueller, yes; Sotka, yes; Meissner, yes. Motion carried 7 – 0.
- Meissner left at 9:16 p.m. and McFadden left at 9:40 p.m. before reconvening into open session.
- XIII. RECONVENE INTO OPEN SESSION AND TAKE ANY NECESSARY PUBLIC ACTION AS PER WISCONSIN STATUTE 19.85(2): Motion by Cherry, seconded by Mueller to reconvene into open session at 9:53 p.m. Motion carried 5 – 0.

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Motion by Sotka, seconded by Mueller to approve Administrative contracts as presented during closed session. Motion carried 5 – 0.

XIV. ADJOURNMENT: Motion by Sotka, seconded by Neitzer to adjourn at 9.54 p.m.
Motion carried 5 – 0.

Prepared by:

Jannie Marsolek
Recording Secretary

Tim McFadden
Clerk

Michael Dama
President