

Minutes of the November 18, 2013 Board of Education Meeting

Meeting was called to Order by President Kreklow at 6:30pm in the MES Board Room.

Present from the Board: Kreklow, Artz, Sturm, Pohl, Hollman and Flynn. Strebe Absent

Clerk Flynn verified publication of the meeting.

Move by Sturm/Hollman to approve Consent Agenda Items as follows:

- Approve Minutes from September 16, 2013 Board Meeting; October 21, 2013 Regular Board Meeting and Annual Meeting; and November 2, 2013 Board Retreat Minutes
- Treasurers Report: Approval of Expenditures \$304,571.22 and Cash Receipts of \$758,279.82 for September and \$44,626.78 for October.

Presentation of 2012-2013 Audit, Erickson & Associates – Financial Highlights: The District's overall financial status, as reflected in total net position, increased by \$407,092. The General Fund balance increased from \$2,012,496 to \$2,580,591. The fund balance is 33% of the General Fund's Expenditures. The original budget was adopted with the expectation of an increase of \$142,328 in fund balance. The actual increase in the General Fund was \$568,095. The board policy goal is approximately 18%. In 2012-2013, the District funded an Employee Benefit Trust in the amount of \$136,612. By funding the Employee Benefit Trust now we receive State aid on the money above the pay-as-you-go amount, which helps the mill rate. The board made it a priority to fund the Employee Benefit Trust to the ARC, so that a liability for the Trust would not be present from year to year. In 2012-2013, the District lowered its costs by \$102,896 through self funding its employee health insurance.

- Donations: Manawa Elementary PTO - \$499 – Octave Set with Wheel Case
Peter & Mary Griffin - \$1000 for LWHS Weight Room Renovation
- Resignations – Susan Rucks, EC Teacher
Kris Lettau, Retirement, Teacher's Aide
Mary Bonikowske, Guidance Secretary
Scott Hahn, Wrestling Coach
Jeff Bortle, Athletic Director

Motion carried. Strebe absent.

Public Comments: None

Correspondence: Thank you from Jill Seka on behalf of the Melvin Bonikowske Family

Administrative Report: Curriculum Coordinator, Carmen O'Brien: WISEdash Presentation –In the fall of 2013, the DPI implemented a new and updated public data analysis portal called WISEdash, or Wisconsin Information System for Education Data Dashboard. It is a district comparison of academic performance, attendance, enrollment, graduation rates, discipline issues, school staff, courses, and financial information.

ES Principal: Tammy Sjoberg - Literacy Audit Update – The staff and the Literacy Coaches from CESA 6 met by grade level to discuss the elements of their recent site visits and what they would like to implement into their literacy programs. Staff conveyed they would like to continue to work on professional development. Each grade level is working with the District's Reading Specialist with classroom modeling, scheduling, and lesson planning. The staff had their first interactive read-aloud training.

JR/HS Principal: Karl Morrin - Teacher's Posting Grades Online – At the recent Curriculum Committee meeting, there was a discussion of how often teachers should be posting grades online. There is no set policy for a time frame. The committee suggested grades should be entered shortly after tests/assignments are completed with the expectation of doing this at least within a two week period or biweekly. Administrator's conveyed these expectations at a recent staff meeting. The Veterans Day Program was well attended. The Jr./Sr. High Band and both the 5th/6th grade elementary chorus and the Jr. High chorus performed. The Ukrainian foreign exchange student, Anzhelika Iasyshena, will give a student presentation in November. The ACT results are currently being compiled. The board will receive the results at the December board meeting. RtI - Jr. High students are in leveled groups and given interventions in math and reading. Some students will start Renaissance Learning Academy at the Jr. High shortly for further interventions. RtI at the high school has Tier 2 and Tier 3 interventions into two groups for reading. Renaissance Learning Academy is already taking place with some interventions and they are seeing results. There is one group for Math interventions. The rest of the students are split among six different teachers with 20-25 students assigned to each with the exception of band students who are in class unless an intervention is needed. These students are focusing on enrichment type of activities. At this time, one day during the week is for selective reading. Another day consists of reading articles and writing critical thinking responses. Two days during the week is used for catching up on whatever the needs are of the individual student. Friday is a flex-day. As RtI is continually being developed, a pass/fail grade may be considered in the future. Administration will continue to study RtI along with finding out what works in other districts. Sturm pointed out he would like to see an emphasis on developing the enrichment piece as well. RtI should not be considered a study hall.

District Administrator, Ed Dombrowski - School Board Election Notice – Board Positions on the ballot for the 2014 election are David Strebe, Zone 3 Helvetia/Union; Helene Pohl, Zone 4 Ogdensburg/St. Lawrence; and Russ Hollman, Zone 5 Royalton/Mukwa. The earliest date for filling a Declaration of Candidacy is December 1, 2013. The deadline to file Non-Candidacy is December 27, 2013 at 5:00 p.m. The deadline for filing all documents is Tuesday, January 7, 2014 to appear on the April 1, 2014 ballot. WASB Convention Registration is needed by December 11, 2013 if board members plan to attend. The convention is January 21-24, 2014. Mr. Dombrowski urged board members to attend the convention. Wrestling Coaches were approved in the consent agenda of the July 2013 board meeting. With the recent resignation of the Head Wrestling Coach, a new Head Coach and Assistant Coach is on the agenda as an action item later during this meeting. Wage Model Updates – Mr. Dombrowski presented the District's Draft Wage Model to Mr. Morrin's Administrative Personnel class asking them to look at the teachers wage models and make suggestions to improve the model. They received many good suggestions especially with respect to the teacher incentives. He is very pleased with the base of the model and structure. Letter to Open Enrolled Parents - Mr. Dombrowski sent a letter to those

parents within the district that chose to open enroll their children out of the district. To date, one parent emailed a response indicating why they chose to take their children out of the district.

Board Comments: President Kreklow appointed Director Pohl to the Curriculum Committee. Start time of December Board Meeting – Kreklow explained the scheduled Holiday Concerts will conflict with the December 16, 2013 Board Meeting. He expressed his disappointment that concerts were scheduled as they were. He is requesting the December 16 Board Meeting start at 5:30 pm.

H. Pohl – WASB Legislative Update Session – Pohl attended the WASB Legislative Update Session held on November 9 in St. Point. Assembly Education Committee Chair, Rep. Steve Kestrell (R- Elkart Lake) and Senate Education Committee Chair, Sen. Luther Olsen (R- Ripon) discussed current education issues pending before the Legislature such as accountability for all publicly funded schools and implementation of Common Core standards and provide a look ahead to 2014. The Green Bay School District drafted a letter asking legislature for their support of Sen. Olsen and Rep. Kestrell’s school accountability legislation. Informational.

Committee Reports:

Curriculum Committee:

KSCADE – The district’s distance learning program through FVTC is undertaking a technology upgrade. Administration is meeting with KSCADE representatives to find out how this would impact our district. This will be further discussed at the next committee meeting as well as alternatives in distance learning.

Laude System – Several years ago, the board considered implementing the Laude System to recognize graduates for their success in rigorous programs. It came to a standstill when it needed further study as to when to implement or introduce it. The committee would like to further research how colleges interpret the class rank or whether they “unpack” the weights placed on the classes deemed with higher rigor. There was also discussion on whether to retain the valedictorian/salutatorian or transition into an honors distinction.

Block Schedule for 7th-8th Grade – Administration brought the discussion of Block Scheduling for the Jr. High students to the committee. There is concern on the impact this will have on students and warrants further research. Mr. Morrin, Jr. High teachers and some board members are visiting the Waupun School District, who has a 7-12 grade building on a 4x4 block schedule. The committee talked about a modified block to enhance emphasis on ELA, literacy, and math. They will continue to discuss the impact in scheduling on students, staff coverage, smoother transition from MES to Jr. High, data to support positive outcome, and study the pros and cons.

Teacher Grades Online – Addressed in the High School Principal report.

Policy & Personnel Committee:

300 series – 341.3 through 342.8 Rule – This series addresses Special Education, Gifted and Talented, English Language Learners, At Risk students, and the parameters for identifying these students. The WASB lawyers have reviewed the series for congruence

with state guidelines. Language was updated as well as typo corrections. It is being recommended policies 341.3 through 342.8 be brought back for a first reading.

Librarian – Administration was seeking committee support in hiring a full-time librarian within the district and no longer contracting with CESA 6 for this position. It is the recommendation of the Policy and Personnel Committee to support the hiring of a full-time librarian.

Asst. Financial Manager – Two years ago, the past Business Manager recommended a wage increase for the Assistant Financial Manager. This did not pass due to the work on the wage model and not wanting set a precedent on individual wage requests coming forward to the board. The wage model was to keep wages consistent and given at the same time of the year. When additional duties were added to this position, a \$1,000 stipend was given during the 2012/2013 school year. The stipend came under scrutiny when it appeared on a consent agenda along with stipends for the Transportation Assistant and the Assistant Food Service Director. While those were approved, the Assistant Financial Manager's stipend was not. The District Administration took responsibility that these particular stipends should not have gone under the consent agenda and wants full transparency. The Policy and Personnel Committee learned that this position did have duties added at a point in time where office staff was considered to be reduced. Without the stipend, this employee is essentially making less than what she had received in the past. Administration provided an updated job description as well as twelve comparable salaries for this type of position in area districts where it was determined the position made less than the average wage. The District Administrator clarified that once the wage model is completed, any wage increase will not take effect until the 2014-2015 school year. It is the recommendation of the Policy and Personnel Committee to approve the \$1,000 stipend for the Assistant Financial Manager for the 2013/2014 school year.

Nurse – The recommendation is that Jamie Trzebiatowski be hired as the school nurse (18 hours/week) for the remainder of the 2013-2014 school year.

Library Aide – Interviews were held on November 14. It is being recommended that Rita Kreklow be hired as the Library Aide for Manawa Elementary School.

EC Position – Interviews were recently held. They had one qualified candidate, who did not appear for the interview, and two non-qualified candidates. It is Mrs. Sjoberg's recommendation to offer the Early Childhood Long-Term Sub position to Jill Seka. Ms. Seka is willing to work under an emergency license as she obtains her 808 Special Education License.

Wrestling Coach – The Head Wrestling Coach recently resigned his position. It is being recommended to hire Brad Johnson as Head Coach and Dan Kundinger as Asst. Wrestling Coach.

Athletic Director's Position – The current Athletic Director recently accepted the position of the CWC Commissioner, therefore, must step down from the AD position. The Athletic Director position is being posted.

Buildings & Grounds Committee

MAC (Manawa Athletic Complex) – The condition of the football field was discussed and whether to hire a professional consultant to oversee a maintenance plan. There have been a number of contributing factors with the field condition including significant soil settling. The field was skimmed, followed by a soil amendment replacing the crown of the field in June. The new seed washed away from a rain storm and a lightning hit damaged the water meter preventing areas of the field from being watered. The lightning damage was not found for 4-5 weeks when it became apparent areas of the field were not getting watered. The field showed significant wear and tear at the end of the football season due to a number of games played in the rain. The committee talked whether to contract with Riggs Consulting to oversee the maintenance and repair of the field or stay with local contractor, Lawn Boys. It was recommended to proceed with a fall repair with Riggs Consulting where they were to aerate, reseed and be offered a one-year maintenance contract. Since the committee meeting, further discussions were made with firm who engineered the project. This led to an inquiry whether the field was properly skimmed to the appropriate depth and if the soil amendment was the correct mixture. Sixteen holes were dug to obtain soil samples which are currently being evaluated by a state lab. Once the results are back, the proper course of action will be discussed.

Snow Removal Bids – Two bids were received from local contractors. The committee recommends contracting Hass Excavating for the 2013-2014 school year for snow removal, sanding and salting.

Unfinished Business:

Move by Hollman/Pohl to Approve the 2nd Reading 200 Policy Series. **Motion Carried.** Strebe absent.

New Business:

1st Reading 300 Policies Partial Series Review – 322 - 342.1.

Move by Pohl/Artz to Approve Early Graduation Request for Brittany Preuss. **Motion Carried.** Strebe absent.

Move by Hollman/Flynn to Approve Hass Excavating Snow Removal Bid for the 2013-2014 school year until bids are accepted for the 2014-2015 school year. **Motion Carried.** Strebe absent.

Move by Sturm/Artz to Approve Head Wrestling Head Coach, Brad Johnson and Asst. Wrestling Coach, Dan Kundinger. **Motion Carried.** Strebe absent. MS Wrestling Coaches were not on the agenda so no action was taken on those.

Move by Hollman/Sturm to Approve Long-Term Substitute Teacher for Early Childhood, Jill Seka. **Motion Carried.** Strebe absent.

Move by Sturm/Flynn to Approve Rita Kreklow, Library Aide for Manawa Elementary School. **Motion Carried, Kreklow Abstained.** Strebe absent.

Move by Hollman/Artz to Approve Assistant Financial Manager's Agreement for 2013-2014. **Motion Carried.** Strebe absent.

Move by Sturm/Pohl to Approve Educational Materials Purchase for Economics, Business and Computer Science. **Motion Carried.** Strebe absent.

Move by Hollman/Artz to Approve School Nurse Agreement, Jamie Trzebiatowski for 2013-2014. **Motion Carried.** Strebe absent.

Move by Flynn/Artz to Approve Cheerleading Coach Agreement, Jessica Nelson for 2013-2014. **Motion Carried.** Strebe absent.

Next Meeting Dates:

Employee Relations Committee - December 2, 2013 - 6:30 p.m. - MES Board Room

Policy & Personnel Committee - December 3, 2013 - 6:30 p.m. - MES Board Room

Regular Meeting - December 16, 2013 - 5:30 p.m. - MES Board Room

Move by Sturm/Flynn to Adjourn and Reconvene in Closed Session Pursuant to the Provisions of Sections 19.85(1)(c)(f) and Section 120.13(1)(c), Wis. Statutes, for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Evaluations 2) Update on Student Progress Towards Goals on Last Chance Agreement at 8:14 pm. **Motion Carried.** Strebe absent.

Move by Sturm/Hollman to Reconvene into Open Session at 10:56pm. **Motion Carried.** Strebe absent.

Move by Hollman/Artz to adjourn the November 18, 2013 Regular Board of Education Meeting at 10:57pm. **Motion Carried.** Strebe absent.

Stephanie Flynn, Clerk