

AGENDA
SPECIAL BOARD OF EDUCATION MEETING
SCHOOL DISTRICT OF MANAWA
SEPTEMBER 23, 2013

1. Call to Order: President Kreklow – 6:30 p.m. – MES Board Room – 800 Beech St.
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. Unfinished Business:
 - a. Approve the Minutes of the August 19, 2013 Board of Education Meeting
6. New Business:
 - a. Approve Full-Time Contract for Cindy Jaeckle, Special Education Teacher as of 9/24/2013
7. Adjourn

Minutes of the August 19, 2013 Board of Education Meeting

Meeting was called to Order by President Kreklow at 5:30 p.m. in the MES Board Room.

Present: Kreklow, Strebe, Artz, Pohl, Hollman, and Flynn. Sturm absent.

Inspection of 3 School Buildings. The board began their walking tour at 5:30 p.m. The public was welcome on the tour.

Return time 6:47 p.m.

Clerk Flynn verified publication of the meeting.

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

- Approve Minutes of July 15, 2013 Board Meeting
- Approve FFA Trip to National FFA Convention – Sandy Cordes
- Treasurers Report: Approval of Expenditures of \$516,692.71 and Cash Receipts of \$134,762.11
- Donations: (1) JDRF (Juvenile Diabetes) \$268.22 for School Walk for Diabetes
(2) Wis. FFA Foundation \$322 to FFA Leadership Project

Motion Carried.

Administrative Reports – Tammy Sjoberg, ES Principal – In-service Update: A schedule of the upcoming Teacher Inservice was presented. An invitation to attend the teacher in-service was extended to the board members.

Karl Morrin, Jr. /Sr. High Principal – In-service Update – The Jr/Sr High Teacher In-service schedule will be emailed to the Board. Statement: Investigation of Jersey – Mr. Morrin read the following statement:

Dear Board Members,

I wish to report on an inquiry from a resident of the Manawa School District about whether or not a ceremony took place regarding the retirement of a football jersey and number.

The District Administration found the following:

Fact-An article exists in the 1988 Advocate newspaper indicating that a jersey and a number were retired.

Fact-A video recording of the ceremony indicating the retiring of a jersey and number exists.

The District Administration found no record of the ceremony dating back to 1985. Therefore, I wish to provide the Board Clerk with the article found in The Advocate and a copy of the videotaped ceremony so that an official record exists in Board minutes.

No Board action is necessary. This should bring closure to the inquiry.

The evidence included a 1988 newspaper article and a CD was provided to the Clerk for the official record.

Ed Dombrowski, District Administrator: Open Enrollment Extension Request - Out of District – Three requests have recently been received to open enroll out of the district due to exception. Due to the timeline, Mr. Dombrowski approved these requests.

HS Fees Discussion – It is Mr. Dombrowski’s opinion that by charging class fees, the district may possibly keep students from having the opportunity to afford a class and the district may be pricing themselves out of the market. He would ask the Board to consider doing away with class fees (school fees not included in this proposal) for the 2014-2015 school year. President Kreklow noted it will be further discussed under Unfinished Business/ Approval of the Jr/Sr High Handbook later in this meeting and recommends eliminating the fees for the 2013-2014 school year. Lastly, Bus Inspections were completed with the State Patrol today.

The Administration Team reported on TPES (Teacher Performance Evaluation System). The distinguishing characteristics of TPES is a focus on the relationship between professional performance and improved learner academic achievement; sample performance indicators for each of the teacher performance standards; a system for documenting teacher performance based on multiple data sources; a procedure for conducting performance reviews that stresses accountability, promotes professional improvement, and increases the involvement of teachers in the evaluation process, and a support system for providing assistance when needed.

Correspondence: None

Public Comments: Steve Lowney, N3829 Cty Road E, Freedom, WI wished to make a public statement. However, since Mr. Lowney does not reside in the district, school board members were asked if they would allow Mr. Lowney to address the board. No board member objections were stated. Mr. Lowney thanked those that came to show their support of the retirement of the #22 jersey and thanked administration for working with them. He apologized to board members on some of the verbal shots they received on the issue. The retirement wasn’t about the brothers or if they were better athletics. It was in respect to their parents. The family would like to make a \$500 donation to the Athletic Complex project. He stated he wishes the best of luck to the young man that would have liked to wear the jersey. Mr. Lowney’s only request was to acknowledge and to officially get it on the record that the press box at the new Athletic Complex was built in memory of Justin Meidam so in the future, it will always be recognized as such.

President Kreklow stated he was compelled to respond. The initial inquiry request to administration was to see if the number was ever retired. Since that inquiry, there was miscommunication, misinformation, and extreme exaggeration. Mr. Kreklow said he was not contacted one time nor did he feel the need to respond at that time.

Board Comments: None

Committee Reports:

Employee Relations Committee

- Teacher Wage/Incentive Model – The committee has been diligently working on the model and it is well on its way to being finished. He asked for staff to continue to bear with them. The Teacher Wage/Incentive Model will be implemented as quickly as they can.

- Support Staff – Job Descriptions / Wage & Incentive Model – This is still being reviewed and anticipates it will take some time yet before it is ready.
- Morale – This is a concern with both the faculty and the Board. The Employee Relations Committee has become a place of gathering ideas and collaboration which works very well.

Policy & Personnel

- 100 Policy Review – Revisions were based on recommendations by Wisconsin Association School Board (WASB) lawyers and recommended by the Policy and Personnel Committee for 1st reading later in this meeting. Policy 100 would now be the Manawa Board of Education’s mission statement. This series was last reviewed in 1989.
- Policy 184-185 – Board Committees – This was revised after suggestions made by Sturm at the July Board Meeting. The 100 Series will be recommended for approval at the September Board Meeting.

Buildings & Grounds:

- Building Inspection of 3 Buildings – At the beginning of this meeting, board members, administrators, and the public were invited to go on a walking tour of the 3 buildings. Summer improvements were pointed out as well as current and foreseen issues were discussed with all the buildings. The Committee suggested Administration bring a 5-year and a 10-year Capital Project Needs Plan to the September 11, 2013 committee meeting.

Unfinished Business:

Wolves Know How Incentives – This incentive has been developed during the last school year and now the schools are ready to roll out the program. The Wolves Know How ABC’s talks to students about Attendance, Behavior, and Comprehension and encompasses all of those values. The incentives for students as they perform are able to choose from backpacks, mood bracelets, water bottles, window clings, and mirrors. Every completed registration will receive a mug. It is both academically based and behavior based to support PBIS initiatives.

Move by Pohl/Artz to Approve the Athletic Director Annual Extra Curricular Contract for 2013-2014. Motion Carried - Sturm Absent.

Move by Hollman/Strebe to Approve the Assistant Transportation Director and Transportation Summer Support Annual Extra Curricular Contracts for 2013-2014. Motion Carried - Sturm Absent.

Move by Strebe/Artz to Approve the Substitute Caller (10 month position) Annual Extra Curricular Contract for 2013-2014. Motion Carried - Sturm Absent.

Move by Pohl/Hollman to Approve the Web Master (12 month position) Annual Extra Curricular Contract for 2013-2014. Motion Carried - Sturm Absent.

Move by Strebe/Hollman to Approve the Summer School Coordinator Annual Extra Curricular Contract for 2013-2014. Motion Carried - Sturm Absent.

Move by Hollman/Pohl to Approve the Summer Guidance 5 days for the 2013-2014 school year Annual Extra Curricular Contract for 2013-2014. Motion Carried - Sturm Absent.

Move by Pohl/Hollman to Approve the Assistant Food Service Director Annual Extra Curricular Contract for 2013-2014. 4 Yes Votes, Strebe/Kreklow Voted No. Motion Carried- Sturm Absent.

Move by Hollman/Pohl to Approve the Assistant Business Manager Annual Extra Curricular Contract for 2013-2014. **On a Roll Call Vote:** Yes - Hollman, Pohl; No – Artz, Strebe, Kreklow, Flynn. **Motion Failed** - Sturm Absent.

Move by Flynn/Strebe to Approve Bus Driver Contracts for 2013-2014. Motion Carried - Sturm Absent.

Move by Strebe/Pohl to Approve Updated ES Student Handbook for 2013-2014 with revisions. Motion Carried - Sturm Absent.

Move by Artz/Pohl to Approve Updated ES Faculty Handbook for 2013-2014 with revisions. Motion Carried - Sturm Absent.

Move by Hollman/Pohl to Approve Updated HS Student Handbook for 2013-2014 with revisions. Motion Carried - Sturm Absent.

Move by Pohl/Strebe to Approve Updated HS Faculty Handbook for 2013-2014 with revisions. Motion Carried - Sturm Absent.

New Business:

Move by Hollman/Artz to Approve Contract & Non-Renewal for Emily Guentner, Long Term Substitute Teacher (4K) 2013-2014. Motion Carried - Sturm Absent.

Move by Pohl/Flynn to Approve Contract for Shawn Allen, Spanish Teacher 2013-2014 - Draft new contract with \$40,000 salary and no asterisk by salary. Motion Carried - Sturm Absent.

Move by Strebe/Pohl to Approve Recruitment and Selection of Employees Guidelines. Motion Carried - Sturm Absent.

Move by Flynn/Pohl to Approve Food Service Policies # 760, 760-Rule, 761. Motion Carried - Sturm Absent.

1st Reading 100 Series Policies – Consider for Approval at September Meeting.

Next Meeting Dates:

August 20, 2013 – Negotiations Committee – 5 p.m. – Open Session – Board Room

August 26, 2013 – Employee Relations Committee – 6:30 p.m. – Board Room

September 11, 2013 – Buildings and Grounds Committee – 6:30 p.m. – Board Room

September 16, 2013 – Regular Meeting – 6:30 p.m. – Board Room

Move by Flynn/Hollman to adjourn at 9:01 p.m. Motion Carried – Sturm absent.

Stephanie Flynn, Clerk

SCHOOL DISTRICT OF MANAWA
2013-2014 Individual Teaching Contract

IT IS HEREBY AGREED by and between the Board of Education of the School District of Manawa (hereinafter designated as the "Board") and CINDY JAECKLE (hereinafter designated as "Teacher") that the Board employs Teacher as a SPECIAL EDUCATION Teacher under the following terms and conditions:

1. **CONTRACT TERM.** Teacher agrees to faithfully perform all duties of a teacher as assigned by the Board for a period of 169 days (prorated to start 9/24/13; 164 student-contact days), commencing on September 24, 2013 and ending on or about June 5, 2014.

2. **COMPENSATION.**
 - 2.01. For services properly rendered, Teacher is to be paid an annual salary of \$37,000.00 prorated to **\$33,259.20 for 169 days**, payable over 22 remaining bi-monthly installments commencing with the **October 1, 2013** payroll. (See contract detail attached Addendum) (The dollar amount is tentative pending completion of negotiations with the Manawa Education Association).

 - 2.02. Teacher acknowledges and agrees that the annual salary of Teacher in subsequent contract years may be increased or decreased in conformance with the evaluation and compensation system adopted by the Board.

 - 2.03. The Board may provide Teacher with other employment benefits that it may from time to time deem appropriate for teachers generally, as specified in Board policies and any Employee Handbook.

3. **EMPLOYMENT RESPONSIBILITIES.**
 - 3.01. Teacher agrees to teach and/or supervise in an assignment for which Teacher is certified. The Board may, at its discretion, assign additional tasks for which Teacher is certified or may obtain certification, together with extra-curricular assignments. Teacher further agrees to take part in various activities including, but not limited to, teacher institutes, group meetings, curriculum workshops, festivals, clinics, contests, parent-teacher conferences, in-service workshops, open houses and the like.

 - 3.02. This Contract is subject to all applicable state and federal laws as well as the rules, regulations and policies of the District now in force or as may be adopted or amended by the Board. The Board will provide Teacher with a copy of the rules, regulations and policies in force. Teacher agrees to conform to all applicable laws, rules, regulations and policies. Teacher is further subject to the supervision and control of the District Administrator and other administrators appointed by the Board.

 - 3.03. In case of a direct conflict between any rules, regulations or policies of the Board and any specific provisions of this Contract, this Contract shall control.

3.04. This Contract is conditioned upon Teacher's possession of a Wisconsin teacher's license or certificate as required by the laws of the State of Wisconsin. This Contract shall be invalid if Teacher fails to conform to the provisions of Section 118.21(2), Wis. Stats., requiring that Teacher file a statement with the District Administrator showing the date of expiration and the grade and character of all teacher certificates or licenses held.

4. CONTRACT TERMINATION.

4.01. Teacher confirms that Teacher is not under contract with any other school district for the period covered by this Contract.

4.02. The disqualification of Teacher to continue teaching for any legal cause whatsoever shall immediately terminate and render this Contract void. Teacher may be disciplined or discharged in conformance with Board policy.

4.03. Should Teacher seek to be released from this Contract, Teacher shall submit a written request for release to the Board, together with payment of liquidated damages. The parties hereto agree that this Contract constitutes a binding legal contract for the terms set forth, the breach of which, by either party, will result in liability for damages to the other. It is specifically agreed that in the event Teacher breaches this Contract by termination of services during the term hereof, the sum of **One Hundred Fifty Dollars Per Day (\$150.00 per day)** is determined to be the reasonable liquidated damages which the parties looking forward, reasonably anticipate will flow from such a breach and the Board may, at its option, demand and recover from Teacher such amount of liquidated damages.

4.04. This Contract may be modified or terminated at any time during the term hereof by the mutual written agreement of the parties.

5. LAYOFF. The Board reserves the right to lay off Teacher based upon the needs of the District. Teacher shall be given notice of such layoff not less than thirty (30) calendar days prior to the effective date of such layoff. It is understood that as a layoff, the non-renewal procedures of Section 118.22, Wis. Stats., do not apply.

6. CONTRACT RENEWAL/NON-RENEWAL. Renewal and non-renewal of this Contract shall be governed by Section 118.22, Wis. Stats.

This Contract is not valid unless signed and returned by Teacher **on or before September 23, 2013**. Dated this 18th day of September, 2013.

SCHOOL DISTRICT OF MANAWA

Board President

Board Clerk

I, the undersigned Teacher, hereby accept the provisions set forth in this Contract.

Sign

Date

Addendum
Full-Time Contract for Cindy Jaeckle
Starting 9/24/2013

Payroll Information due to change in contract from 50% FTE to 100% FTE

Contract for 50% FTE: \$20,000 for 188 half-time days

Daily rate of pay at half-time: $\$20,000 / 188 \text{ days} = \$106.38 / \text{day}$

Days worked at half-time: 19 days (see calendar attached)

Total pay earned to date: $19 \text{ days} \times \$106.38 = \2021.22

Total \$ amount paid through 9.13.13: \$1666.66 (see attached copy of payroll detail) (2 payrolls)

Balance Due from 50% time contract: $\$2021.22 \text{ less } \$1666.66 = \$354.56$

Balance Due of \$354.56 will be paid out on the 10-1-2013 payroll as Back Pay to satisfy the 50% FTE Contract.

New Contract Amount: \$37,000 Annually – will be prorated for 169 contract days running from 9/24/13 thru 6/5/14 over 22 remaining payrolls from 10/1/2013 thru 8/15/14.

Balance of days on contract – 169 days

Daily rate of pay at full-time: $\$37,000 / 188 \text{ days} = \$196.81 / \text{day}$

Days to be worked at full-time: $169 \text{ days} \times \$196.81 = \$33,260.89$

Per pay amount: $\$33,260.89 / 22 \text{ payrolls remaining} = \$1511.86 \text{ gross per pay amount starting } 10/1/13$