

Agenda
Special Board of Education Meeting
October 15, 2014

1. Call to Order: President Rice – 6:00 p.m. – MES Board Room – 800 Beech St.
2. Pledge of Allegiance
3. Roll Call
4. Verify Publication of Meeting
5. New Business:
 - a. Approve .75 FTE Contract for Angela Hanson, Business Manager With Start Date of October 6, 2014 (Dr. Oppor)
 - b. Update on IT Specialist Position (Dr. Oppor)
 - c. Review Jr./Sr. High School HVAC/Security Camera/Technology Project Status
 - d. Consider Approval of Resolution for Revenue Limit Exemptions for Energy Efficiencies in an Amount of \$397,538.00 (Dr. Oppor)
 - e. 2014-2015 Budget Review (Dr. Oppor – A. Hanson)

6. Adjourn

**SCHOOL DISTRICT OF MANAWA
ADMINISTRATIVE EMPLOYMENT AGREEMENT**

.75 FTE BUSINESS MANAGER

THIS EMPLOYMENT AGREEMENT (hereinafter the "Contract" or "Agreement") is entered into by and between the Board of Education of the SCHOOL DISTRICT OF MANAWA (hereinafter the "Board" or the "District") and **ANGELA M. HANSON** (hereafter "Administrator").

Term

The Board hereby employs Administrator and Administrator hereby accepts such employment for a term commencing on October 6, 2014 through June 30, 2016 (2014-2015 and 2015-2016 school years).

Professional Certification

At all times, the Business Manager shall comply with all requirements for said position as provided by the laws of the State of Wisconsin and rules and regulations issued pursuant thereto. Administrator is encouraged to complete requirements to obtain the 08 Business Manager license issued by the Department of Public Instruction.

Physical Examination

Administrator shall furnish a statement of physical fitness as required by Section 118.25, Wis. Stats., as a condition of initial employment. Subsequent physical exams shall be at the option of Administrator. Additionally, the Board may request that Administrator obtain a physical exam and medical certification of ability to perform the essential functions of the position of Business Manager.

Responsibilities

Administrator agrees to perform at a professional level of competence the services, duties and obligations required by the laws of the State of Wisconsin as well as the rules, regulations and policies of the Board which now exist or which may hereafter be enacted by the Board. The Board agrees to furnish Administrator a written copy of all rules, regulations and policies now in effect or becoming effective during the term of this Agreement.

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

Administrator, under the direction of the Board, shall be responsible for the general supervision and management of the professional work of the schools and shall make financial recommendations to the Board regarding curriculum, support staffing, buildings and grounds and

other such matters as deemed advisable and conducive to the development of the programs and goals of the District.

Administrator agrees to devote the agreed upon time to the duties and responsibilities of this position during the term of this Agreement, and shall not engage in any pursuit which interferes with the proper discharge of the duties and responsibilities.

Administrator shall be present at all regular meetings of the Board except when excused by the Board.

The Board (or the Board's designee) will evaluate the performance of Administrator and provide a written evaluation at least once each contract year. The Board (or the Board's designee) and Administrator will then need to meet to review this written evaluation and to determine, if necessary, the terms and conditions of the continued employment of Administrator. The parties may alter the procedure and time for evaluation.

Compensation and Benefits

Salary

For the services rendered per this Agreement, the Board agrees to pay Administrator an annual salary of \$37,000.00 for the 2014-2015 school year (prorated to start date of October 6, 2014 through June 30, 2015). The salary shall be paid in eighteen (18) equal installments, less deductions required by state and federal law or authorized deductions as permitted by Board policy, with the first installment period commencing October 15, 2014 during the term of this Agreement.

The Board hereby retains the right to adjust the annual salary of Administrator during the term of this Agreement. Each July 1st, beginning with July 1, 2015, shall be designated as an Anniversary Date of this Contract. Salary may be adjusted annually as of such Anniversary Date, but the salary after each Anniversary Date shall not be less than the salary for the annual period preceding the Anniversary Date. Salary increases will be granted for the ensuing school year based upon annual review by the Board.

Benefits

Benefits for Administrator shall be pursuant to Board policy (Policy No. 222), which may be amended from time to time, and all benefits shall be prorated to .75 FTE.

Layoff

The Board may layoff Administrator during the term of this Agreement, subject to recall. The parties recognize that a layoff would be considered "termination by mutual agreement" of this Agreement in accordance with Section 118.24(6), Wis. Stats. The parties further recognize that any recall to an administrative position that may occur subsequent to layoff shall be solely within the discretion of the Board, at which time a new Contract shall be issued.

Disability

Should Administrator, in the opinion of the Board, be unable to perform the duties by reason of illness, accident or other cause beyond their control, and said disability, in the opinion of the Board, be permanent, irreparable or of such nature as to make the performance of the duties impossible, the Board may at its option, after receiving medical advice, terminate this Contract, whereupon the respective duties, rights and obligations hereof shall terminate. However, this provision is not intended to deprive Administrator of any accumulated sick leave.

Termination of Contract

The Board may terminate this Contract and discharge Administrator from employment provided that Administrator has received prior notice in writing from the Board of its intent and the alleged reason(s) for such discharge. Upon written request, Administrator shall have the opportunity to seek review by the Board. This Contract does not incorporate "just cause" for discharge of Administrator.

During the term of this Contract, upon mutual written agreement by the Board and Administrator, this Contract and the employment of Administrator may be terminated without penalty or prejudice against either the Board or Administrator, upon such terms and conditions as may be agreed and set forth in such agreement by the parties.

In the event Administrator breaches this Contract by termination of services during the term hereof, the sum of Four Thousand Dollars (\$4,000.00) is determined to be reasonable liquidated damages which the parties, looking forward, reasonably anticipate will follow from such a breach and the Board may, at its option, demand and recover from Administrator such amount of liquidated damages; provided, however, that this express intent to liquidate the uncertain damages and harm to the District expected from such a breach is not the exclusive remedy or right of the Board but is, rather, an alternative right and remedy and shall not, unless the Board elects to rely on the same, preclude the Board from seeking and recovering the actual amount of damages resulting from such a breach by the Administrator.

Contract Renewal or Non-Renewal

Renewal or non-renewal of this Agreement shall be governed by Section 118.24, Wisconsin Statutes.

Invalid Provisions

If any article or part of this Contract is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any part should be restrained by any tribunal, the remainder of the Agreement shall not be affected thereby.

Complete Agreement.

This Contract contains the entire agreement between the parties and this Contract contains all of the terms agreed upon by the parties with respect to the subject matter hereof and supersedes all prior agreements, arrangements and communications between the parties concerning such subject matter whether oral, written or otherwise including, but not limited to, any prior contract.

This Contract is not valid unless signed and returned by the Administrator on or before October 7, 2014.

Dated this 6th day of October, 2014.

Board of Education President



Administrator

Board of Education Clerk

Board of Education Treasurer

SCHOOL DISTRICT OF MANAWA

Policy # 222

BENEFITS FOR ADMINISTRATORS

The following benefits are applicable to all District Administrators:

A. Benefits

1. Health Insurance: The Board shall pay eighty-six percent (86%) of the premium to participate in the District's group health insurance.
2. Dental Insurance: The Board shall pay one hundred percent (100%) of the premium to participate in the District's group dental insurance program.
3. Life Insurance: The Board shall pay one hundred percent (100%) of the premium to participate in the District's group life insurance program.
4. Disability Insurance: The Board shall pay one hundred percent (100%) of the premium to participate in the District's group disability insurance program.
5. The Administrator shall be entitled to reimbursement of all conference/convention related expenses (travel at the current IRS rate, meals, lodging, and materials, within the guidelines of the Employee Handbook.

B. Additional Benefits

1. Sick Leave: The Administrator shall be entitled to fourteen (14) days of Sick Leave annually, cumulative to a total of ninety days (90) days.
2. Vacation: The Administrator shall be entitled to twenty (20) days of Vacation annually. Accrued but unused Vacation may be carried over until December 31st (to be used between July 1 and December 31). Vacation that is carried over but not used prior to December 31 shall be forfeited without compensation. Scheduling of vacation time shall be with the advance notification of the District Administrator. Earned but unused vacation will not be paid out.
3. The Administrator upon proof of completion shall be entitled to tuition reimbursement for graduate studies if related to Educational Administration. Reimbursement shall be capped at \$2500.00 per year.
4. The Administrator shall be entitled to time off on statutory holidays or other days designated by the Board including Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday and Memorial Day.
5. Residency. In the event Administrator is residing within the geographical boundaries of the School District of Manawa on or before April 1st, the Administrator will receive a One Thousand

Dollar (\$1,000.00) stipend (less appropriate state and federal withholding) to be paid the first pay period of April.

C. Retirement Benefits

WRS Contribution: The Board will make only the required employer contribution to the Wisconsin Retirement System (50% of all actuarially required contributions to the Wisconsin Retirement System) as determined by the Employee Trust Fund. The Administrator shall contribute the required employee contribution (50% of all actuarially required contributions to the Wisconsin Retirement System) as determined by the Employee Trust Funds.

D. Professional Improvement

1. Professional Development: The Board shall pay the membership dues in one professional organization for both the state and national association appropriate to the professional assignment of the Administrator. The Board shall pay for one additional \$100 membership in a professional organization.
2. The Administrator shall be allowed to attend one state convention each year and one national convention every third year pending the District Administrator's approval, and as determined by a rotation plan designed by the District Administrator with necessary expenses paid by the District.

| Approved: March 19, 2012
Revised: March 25, 2013

Notice for Annual District Meeting
(Section 120.08(1))

Notice is given to qualified electors of the School District of Manawa, that the annual meeting of said district for the transaction of business, will be held at 800 Beech Street, Manawa Elementary School, on the 20th day of October, 2014 at 8:00 p.m.

David Strebe, District Clerk

GENERAL FUND	Audited 2012-2013	Unaudited 2013-2014	Budget 2014-2015
Beginning Fund Balance	2,012,493.85	2,580,591.27	2,445,030.75
Ending Fund Balance	2,580,591.27	2,445,030.75	1,793,665.75
REVENUES & OTHER FINANCING SOURCES			
Transfers-In (Source 100)	0.00	576.29	0.00
Local Sources (Source 200)	2,437,532.08	2,584,554.48	3,129,260.00
Inter-district Payments (Source 300 + 400)	245,239.21	243,746.19	146,500.00
Intermediate Sources (Source 500)	1,557.50	331.75	500.00
State Sources (Source 600)	4,747,282.83	4,595,566.48	4,505,378.00
Federal Sources (Source 700)	135,082.43	139,313.03	160,706.00
All Other Sources (Source 800 + 900)	161,998.84	13,600.10	11,000.00
TOTAL REVENUES & OTHER FINANCING SOURCES	7,728,692.89	7,577,688.32	7,953,344.00
EXPENDITURES & OTHER FINANCING USES			
Instruction (Function 100 000)	3,618,265.52	3,895,095.47	3,990,279.00
Support Services (Function 200 000)	2,520,508.89	2,741,877.10	3,414,174.00
Non-Program Transactions (Function 400 000)	1,021,821.06	1,076,276.27	1,200,256.00
TOTAL EXPENDITURES & OTHER FINANCING USES	7,160,595.47	7,713,248.84	8,604,709.00

SPECIAL PROJECTS FUND	Audited 2012-2013	Unaudited 2013-2014	Budget 2014-2015
Beginning Fund Balance	6,316.05	11,877.91	10,646.36
Ending Fund Balance	11,877.91	10,646.36	10,646.36
REVENUES & OTHER FINANCING SOURCES	1,034,202.76	1,012,234.08	1,022,634.00
EXPENDITURES & OTHER FINANCING USES	1,028,640.90	1,013,465.63	1,022,634.00

DEBT SERVICE FUND	Audited 2012-2013	Unaudited 2013-2014	Budget 2014-2015
Beginning Fund Balance	124,989.22	107,781.37	0.00
Ending Fund Balance	107,781.37	0.00	0.00
REVENUES & OTHER FINANCING SOURCES	940,217.15	854,819.92	0.00
EXPENDITURES & OTHER FINANCING USES	957,425.00	962,601.29	0.00

CAPITAL PROJECTS FUND	Audited 2012-2013	Unaudited 2013-2014	Budget 2014-2015
Beginning Fund Balance	-57,730.69	-182,468.96	-140,260.14
Ending Fund Balance	-182,468.96	-140,260.14	-100,260.14
REVENUES & OTHER FINANCING SOURCES	66,928.39	42,208.82	40,000.00

EXPENDITURES & OTHER FINANCING USES	191,666.66	0.00	0.00
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FOOD SERVICE FUND	Audited 2012-2013	Unaudited 2013-2014	Budget 2014-2015
Beginning Fund Balance	51,479.72	72,287.24	77,449.42
Ending Fund Balance	72,287.24	77,449.42	77,999.42
REVENUES & OTHER FINANCING SOURCES	317,025.85	295,984.16	294,500.00
EXPENDITURES & OTHER FINANCING USES	296,218.33	290,821.98	293,950.00

COMMUNITY SERVICE FUND	Audited 2012-2013	Unaudited 2013-2014	Budget 2014-2015
Beginning Fund Balance	18,578.41	6,319.38	0.00
Ending Fund Balance	6,319.38	0.00	0.00
REVENUES & OTHER FINANCING SOURCES	41,365.00	41,470.00	41,500.00
EXPENDITURES & OTHER FINANCING USES	53,624.03	47,789.38	41,500.00

Total Expenditures and Other Financing Uses

ALL FUNDS	Audited 2012-2013	Unaudited 2013-2014	Budget 2014-2015
GROSS TOTAL EXPENDITURES -- ALL FUNDS	9,688,170.39	10,027,927.12	9,962,793.00
Interfund Transfers (Source 100) - ALL FUNDS	556,437.79	554,316.29	563,471.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	9,131,732.60	9,473,610.83	9,399,322.00
PERCENTAGE INCREASE – NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR		3.74%	-0.78%

PROPOSED PROPERTY TAX LEVY

FUND	Audited 2012-2013	Unaudited 2013-2014	Budget 2014-2015
General Fund	2,326,055.00	2,492,151.00	3,040,460.00
Referendum Debt Service Fund	939,700.00	854,500.00	0.00
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	0.00	0.00	0.00
Community Service Fund	40,000.00	40,000.00	40,000.00
TOTAL SCHOOL LEVY	3,305,755.00	3,386,651.00	3,080,460.00
Percentage Increase -Total Levy from Prior Year		2.45%	-9.04%
Equalized Tax Rate	\$10.01	\$10.02	\$8.96