

## **Minutes of the July 15, 2013 Board of Education Meeting**

Meeting was called to Order by President Kreklow at 6:02 p.m. in the MES Board Room.  
Present from the Board: Kreklow, Artz, Pohl, Sturm and Flynn. Strebe absent.

Clerk Flynn verified proper Publication of Meeting notices.

**Filling Board Vacancy:** Richard Lowney and Russell Hollman submitted letters of interest for filling the vacancy for Zone 5 Townships of Mukwa/Royalton, however, at the time of the meeting Mr. Lowney was not present. Russell Hollman, E5690 Sunrise Lane Weyauwega, WI 54983 stated he has taught in the School District of Manawa for 42 years, 34 years as a coach, and 33 years as a bus driver and believes his background may bring some insight that may be helpful. Upon a ballot vote, Mr. Hollman unanimously received yes votes. The Oath of Office was administered by Clerk Flynn and Mr. Hollman joined the Board for the meeting.

### **Presentations:**

Sandy Cordes & Students: Youth Leadership Employability Skills Student Certificates – Mrs. Cordes had 32 students earn their Youth Leadership Employability Skill Certificates. Recent graduates, Joe Kaczorowski and Wendy Kons spoke how this program helped them get prepared for the workforce, to know what is expected of them as an employee, build employee skills and encountered many volunteering opportunities.

Judy Connelly, Interventionist: Student Progress Monitoring – Mrs. Connelly presented data on how direct reading interventions have improved student's reading levels in the last year. She plans on conducting a student assessment with all elementary students within the first month of this school year to find their exact instructional level. This assessment identifies the students that are struggling the most. Interventions are conducted in small groups every day to help the student in daily reading, comprehension skills and writing. In 6 to 8 weeks, another assessment will be performed to measure growth.

Board members Flynn, Pohl and Sturm questioned the number of “spots” that are brought on for intervention and since we are a School – wide Title 1 School, that all students do not receive services. Mrs. Connelly noted due to her limited availability last year being part-time, as well as offering services to St. Paul’s school, it did limit the number of students that received services within the elementary school. This will hopefully improve this school year (2013-2014) as she is now a full-time interventionist. Mrs. Connelly outlined her intentions to train the classroom teachers on how to conduct interventions in the classroom for those students who may be not at grade level. The district will also utilize numerous progress monitoring programs (Academy, PALS, Aimsweb and Star Testing).

**Move by** Sturm/Pohl to approve the Consent Agenda as follows:

- Approve Minutes of June 17, 2013 Board Meeting
- Treasurers Report: Approval of Expenditures of \$18,758.75 and Cash Receipts of \$4,316.96

- Donations: 1. A. Sturm & Sons Foundation, Inc. - \$3,000 – Arts / Band / Choral / Library. 2. A. Sturm & Sons Foundation, Inc. - \$14,000 – HS Scholarships
- Fall Coaches & Extra-Curricular Advisor Contracts for 2013-2014
- Resignation – Amy Anaya, HS Spanish Teacher
- Hunter Safety Summer School Course August 5-10, 2013

Motion carried 6-0. Strebe absent.

**Public Comments:** None

**Correspondence:** None

### **Administrative Reports**

ES Principal, Tammy Sjoberg: Staff and Student MES Handbooks are included in the agenda for a 1<sup>st</sup> reading with some updates to the documents.

HS Principal, Karl Morrin: Summer School Update – Summer school finished the first week of July. All students in remedial classes received passing grades. Graduation Policy – No proposed changes. The policy was changed in June 2012 stating “Only students who have completed all course requirements and other obligations for graduation, e.g. 90% attendance rule during last semester of senior year, may participate in commencement exercises.” Mr. Morrin received some questions on this policy and wanted to reiterate what the board policy is. Informational.

District Admin., Ed Dombrowski: Annual Transportation Report - Per Wisconsin Statute s.121.05 the district is required to maintain this signature page on file at the district. The report shows the number of bus riders and an explanation for any decrease in ridership from last school year.

**Board Comments:** None

### **Committee Reports:**

**Policy & Personnel:** Food Service Policies to Update:

# 760 Food Service Management

# 760-Rule Food Service Management

# 761 Free & Reduced Price Meals

These policies were reviewed and modified to clean up language. The name *Free and Reduced Lunch* is being changed to *Free and Reduced Lunch and Breakfast* to make families aware that free and reduced breakfasts are also available.

Schedule 100 Series Policies for Review – The 100 Series Policies will be brought to the August Policy and Personnel Committee meeting for review.

Special Education/ Special Programs Director Position – Discussions took place in concept to have an in-house Special Education Director plus the need for a Special Programs Director in a combined roll. Since it is not feasible for the upcoming school year, it is tabled for further study and consideration.

**Buildings & Grounds:** Summer Maintenance Update – A list has been compiled of items needing attention during the summer months. The list noted who is responsible for monitoring the progress as well as signing off that it has been completed. All of the items on the list should be able to be completed before the start of the school year.

HS Roof Top Heating Units – The HVAC units continue to fail and need repair/parts. The need to undertake a major project is becoming more of a reality. The Finance Director will bring back several financing plans to the next Building and Grounds Meeting. Contractors will be contacted to modify their recent quotes as well as investigating how much has been spent in the recent years to keep the units in working order.

Schedule Board Walk Thru of Old Elementary School Building – The Building and Grounds Committee will meet at MES on August 19 at 5p.m. The Regular Scheduled Board of Education meeting will begin at 5:30 p.m. where the full board will walk over to the old elementary building for a walk-thru. The regular meeting will continue in the Board Room at 6:30 pm after the tour of the old elementary building.

#### **Unfinished Business:**

Annual Committee Appointments: Board Committees (See Policy #184)

##### **Board Member Committee Assignments 2013-2014**

**CESA 6:** S. Flynn

**W ASB regional Rep.** S. Flynn

**Building/Grounds:** S. Flynn(C), K. Kreklow, R. Hollman

**Curriculum:** P. Sturm(C), S. Flynn

**Finance:** P. Sturm(C), S. Flynn, H. Pohl

**Negotiations:** P. Sturm(C), D. Strebe, C. Artz

**Policy/Personnel:** K. Kreklow, H. Pohl(C), R. Hollman

**Employee Relations:** D. Strebe(C), C. Artz, P. Sturm

**WASB Convention Representatives:** K. Kreklow, Alternate-P. Sturm

**Health and Wellness** – H. Pohl, R. Hollman

**Move by** Flynn/Artz to Approve 2nd Reading of Updated Board Committee Policy #184. Sturm pointed out he was absent at the previous meeting when Policy #184 received a 1<sup>st</sup> Reading. He does not support how the policy states the board should avoid having standing committees but then offers the option to have standing committees. He would like to see the language changed. Upon hearing Sturm's concerns the **Motion Failed 0-6**. Strebe absent. **Move by** Sturm/Pohl to Table Board Committee Policy #184. Motion carried 6-0. Strebe absent.

#### **New Business:**

**Move by** Sturm/Flynn to Approve Contract for Vicki Santacroce, Information Technology Technician/Media Specialist Director for 2013-2015. Motion carried 6-0. Strebe absent.

**Move by** Flynn/Artz to Approve Contract for Marissa Jashinsky, Special Education Teacher 2013-2014. Motion carried 6-0. Strebe absent.

**Move by** Sturm/Pohl to Approve a Contract for Cindy Jaeckle, 50% Special Education Teacher for 2013-2014. Motion carried 6-0. Strebe absent.

**Move by** Hollman/Artz to Approve Open Enrollment Extension Request - Out of District for 2013-2014. Motion carried 6-0. Strebe absent.

1st Reading Updated ES Student Handbook for 2013-2014  
1st Reading Updated ES Faculty Handbook for 2013-2014  
1st Reading Updated HS Handbook for 2013-2014  
1st Reading Updated Co-Curricular Handbook for 2013-2014

After a lengthy discussion regarding edits, revisions and typos on the HS Handbook, Mr. Dombrowski suggested tabling all the handbooks so the Administration team can go through the documents and make the necessary changes as well as an effort to condense the documents.

**Move by** Sturm/Pohl to Table the 1<sup>st</sup> Reading of the Updated ES Student Handbook for 2013-2014, the 1<sup>st</sup> Reading of the Updated ES Faculty Handbook for 2013-2014, the 1<sup>st</sup> Reading for the Updated HS Handbook for 2013-2014, and the 1<sup>st</sup> Reading of the Updated Co-Curricular Handbook for 2013-2014. Motion carried 6-0. Strebe absent.

The Board received 1st Readings of the Recruitment and Selection of Employees Guidelines and 1st Reading Food Service Policies # 760, 760-Rule, 761. The guidelines and policies will be brought to the August meeting for final approval.

Next Meeting Dates:

July 29, 2013 – Employee Relations Committee – 6:30 p.m. – Board Room  
August 12, 2013 – Policy & Personnel Committee – 7:00 **a.m.** – Board Room  
August 19, 2013 – Building & Grounds Committee - 5:00 p.m. – Board Room  
August 19, 2013 - Regular Meeting – 5:30 pm – Board Room – Upon entering into open session, the Board will take a walking tour of the old elementary building

**Move by** Pohl/Artz Adjourn and Reconvene at 9:05 p.m. in Closed Session Pursuant to the Provisions of Sections 19.85(1)(c)(f) and 118.22, Wis. Stats., for the Purposes of: Discussing the Employment Status of Employees Over Which the Board Has Jurisdiction or Exercises Responsibility 1) Administrator Benefits. Motion carried 6-0 on a voice vote. Strebe absent.

**Move by** Pohl/Flynn to reconvene in open session at 9:20 p.m. Motion carried 6-0 on a roll call vote. Strebe absent.

**Move by** Sturm/Pohl to approve correcting clerical error of James Quinn, Administrator Benefits to extend out to May 2016. Motion carried 6-0. Strebe absent.

**Move by** Pohl/Hollman to Adjourn the July 15, 2013 meeting at 9:22 p.m. Motion carried 6-0. Strebe absent.

Stephanie Flynn, Board Clerk