

SCHOOL BOARD OF EDUCATION MEETING
MONDAY, MAY 14, 2012
SCHOOL DISTRICT OF PITTSVILLE

OFFICIAL SCHOOL BOARD OF EDUCATION MINUTES

I. Call to Order

A regular monthly meeting of the Pittsville School Board of Education was held on Monday, May 14, 2012. The meeting was called to order by President Strenn at 7:00 p.m. in the Conference Center.

II. Establish Quorum

Members present: Jane Wesely, Lisa Schulz, Julie Strenn, MaryAnn Lippert, and Connie Potter. Administration present: Terry Reynolds, District Administrator; Jeff Gast, Finance Director; Dick Koeshall, Director of Buildings and Grounds.

III. Meeting Notice Certification

Meeting notice was posted on the doors at the Elementary School, High School, and Administration area and meeting notice was sent to the official newspaper, the *Wisconsin Rapids Daily Tribune* and also to the *Marshfield News Herald* and the *Pittsville Record*.

IV. Approval of Agenda

Motion was made by Jane Wesely, seconded by Lisa Schulz, to approve the agenda for the May 14, 2012 meeting of the Pittsville School Board of Education. Motion carried.

V. Public Comments - no public comments.

VI. Reorganization of the Board of Education

A. Election of President

Motion was made by MaryAnn Lippert, seconded by Jane Wesely, to nominate Julie Strenn as President. Motion carried. No other nominations. Julie Strenn was declared President.

B. Election of Vice President

Motion was made by Lisa Schulz, seconded by Jane Wesely, to nominate MaryAnn Lippert as Vice President. Motion carried. No other nominations. MaryAnn Lippert was declared Vice President.

C. Election of Clerk

Motion was made by Jane Wesely, seconded by MaryAnn Lippert, to nominate Connie Potter as Clerk. Motion carried. No other nominations. Connie Potter was declared Clerk.

D. Election of Treasurer

Motion was made by Lisa Schulz, seconded by Connie Potter, to nominate Jane Wesely as Treasurer. Motion carried. No other nominations. Jane Wesely was declared Treasurer. Lisa Schulz is the member-at-large.

E. Designation of Depository

Motion was made by Jane Wesely, seconded by Lisa Schulz, to designate the Associated Bank as the official bank and to allow for investments at other financial institutions where rates of return may be greater than at our official bank. Motion carried.

F. Designation of Official Newspaper

Motion was made by Connie Potter, seconded by Jane Wesely, to designate the *Wisconsin Rapids Daily Tribune* as the official Newspaper. Motion carried.

G. Appoint WASB Representative

Motion was made by Jane Wesely, seconded by Connie Potter, to approve MaryAnn Lippert as the WASB Representative. Motion carried.

H. Appoint CESA 5 Representative

Motion was made by Jane Wesely, seconded by Connie Potter, to approve Lisa Schulz as the CESA 5 Representative. Motion carried.

I. Establish Days and Times of School Board Meeting

Motion was made by Lisa Schulz, seconded by Connie Potter, to set the days and times of the School Board Meetings as the second Monday of the month at 7:00 p.m. with the exception of changing the meeting to a day other than a Monday when deemed necessary. Motion carried.

VII. Strategic Planning Committee Update - Communication Action Plan Team

Cindy Schooley provided a brief update on the progress with this Action Plan. School/class brochures are in the process of being created and an Open House in September is being planned.

VIII. Consent Agenda Items

- A. Minutes of the Regular Meeting of April 9, 2012
- B. Minutes of the Special Meeting of April 21, 2012
- C. General Fund Invoices
- D. First Reading Personnel Policy 523.6: Staff Protection
- E. Approve Donations
- F. Approve Early Admission to 4K Request
- G. Approve Open Enrollment Applications for 2012-2013
- H. Principal Job Description Update

Motion was made by MaryAnn Lippert, seconded by Lisa Schulz, to approve the consent agenda items. Motion carried.

IX. Financial

A. Financial Status of the District

A handout of the financial status of the District was presented and discussed with the Board.

B. Approve End of the Year Projects and Expenditures

Motion was made by Jane Wesely, seconded by Lisa Schulz to approve the end of the year projects and expenditures as presented. Motion carried.

C. Approve Bussing Contract with Hahn Transportation

Hahn Transportation bussing contract terms were discussed. Final approval of the contract will be made at the June meeting. This will include elimination of one route for the 2012-13 school year.

X. Principal Reports

A. WKCE Testing Results

John Olig and JoAnn Sondelski provided information to the Board regarding WKCE test scores from the fall of 2011. Proficiency levels for grades 3-8 and 10 were addressed, including discussion on how the data is being used to plan for addressing areas for improvement.

XI. District Administrator Report

A. Health Coordinator/Administrative Assistant Position Update

The Board was updated on the Health Coordinator/Administrative Assistant position. The position is being advertised in two Sunday editions of area newspapers. Application deadline is June 1. The position will be replaced in time for the beginning of the 2012-13 school year.

B. Sunday Facility Use Policy Discussion

The Board reviewed and discussed a rough draft of a new Sunday Use of facility policy. Mr. Reynolds was directed to address suggested changes and submit to the Board for possible first reading in June.

XII. The Board will move into Closed Session pursuant to Wisconsin State Statute 19.85(1)(c)

Motion was made by Connie Potter, seconded by MaryAnn Lippert, to move into Closed Session as per Wisconsin State Statute. President Julie Strenn directed the Clerk to take a roll call vote:

Jane Wesely	Yes	Lisa Schulz	Yes	MaryAnn Lippert	Yes
Connie Potter	Yes	Julie Strenn	Yes		

Purpose: 1) Personnel Matters - 19.85(1)(c)
2) Ratification of Base Salary Proposal for PEA for 2012-13 - 19.85(1)(c)
3) Administrative Negotiations - 19.85(1)(c)

XIII. Move out of Closed Session

Motion was made by MaryAnn Lippert, seconded by Lisa Schulz, to move out of closed session. Motion carried.

XVI. Act upon Closed Sessions

Motion was made by Jane Wesely, seconded by MaryAnn Lippert, to approve 2% base salary agreements with the PEA staff and Administration for 2012-2013. Motion carried.

XV. Adjourn

Motion was made by Lisa Schulz, seconded by Connie Potter, to adjourn at 10:05 p.m. Motion carried.

Connie Potter, Clerk

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	45,072.50	0.00	260,366.79	305,439.29
21	DONATIONS	-12,774.45	0.00	12,774.45	0.00
27	SPECIAL EDUCATION FUND	0.00	-72,292.31	72,280.82	-11.49
50	FOOD SERVICE FUND	-10,380.47	43.00	10,337.47	0.00
60	AGENCY FUND	0.00	0.00	0.00	0.00
72	PRIVATE BENEFIT TRUST FUND	-4,150.00	0.00	4,150.00	0.00
*** Fund Summary Totals ***		17,767.58	-72,249.31	359,909.53	305,427.80

***** End of report *****

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

PERSONNEL

**GENERAL PERSONNEL POLICIES
STAFF HEALTH AND SAFETY**

Staff Protection

523.6

The District is committed to providing its staff with a safe environment in which to work. Violent behavior of any kind or threats of violence, either direct or implied, are prohibited on District property and at District-sponsored events. The District will not tolerate such conduct from its employees, former employees, contractors, or visitors.

An employee who is the victim of violence, believes he/she has been threatened with violence, or witnesses an act or threat of violence toward anyone else shall make a report in accordance with established procedures. The District will investigate all complaints filed and may investigate in other situations where no complaint was filed but was brought to the District's attention. Retaliation against a person who makes a good-faith complaint regarding violent behavior or threats of violence made to him/her is also prohibited.

An employee who exhibits violent behavior shall be subject to disciplinary action up to and including discharge and may also be referred to law enforcement.

Legal References:

Wisconsin Statutes

Section 101.055 [public employee health and safety]

Section 101.11 [employer's duty to furnish safe employment and place]

Cross References:

Employee Handbook

First Reading: May 14, 2012

Adoption Date: June 11, 2012

WORKPLACE VIOLENCE INCIDENT REPORTING FORM

Date Reported: _____

Name of Person Making Report:

Telephone Number:

If anonymous, indicate method of notification:

Telephone call Written document Other; specify: _____

Name/Location of the affected:

Name of Alleged Threat Maker/Perpetrator: _____

Relationship to the System/ Technical College:

Employee Student Visitor Vendor Contractor

Relationship to Victim/Potential Victim (if any): _____

Name of Victim/Potential Victim: _____

ADDITIONAL INFORMATION OR DOCUMENTS MAY BE ATTACHED IF NECESSARY

When (date) and where (physical location) did alleged threat or act of violence occur?

What events occurred immediately prior to the incident?

What was the specific language of the alleged threat?

Provide specific details of the alleged threat or act of violence:

Describe the conduct and appearance of the Threat Maker/Perpetrator (physically and emotionally):

Names of Witnesses:

#1 _____
#2 _____
#3 _____

Telephone Numbers:

What happened to the Threat Maker/Perpetrator after the incident?

Names of supervisory staff involved and how they responded:

Steps that have been taken to ensure the threat will not be carried out or act of violence repeated:

Was local Law Enforcement notified? Yes No

If yes, what action was taken by Law Enforcement?

No action taken Report written Suspect escorted from property Suspect arrested

Name of local Law Enforcement Agency: _____

Suggestions for preventing a similar incident in the future:

Report Prepared by: _____

Date: _____

Job Title _____

Phone Number: _____

Recommendations for 2012-2013 Coaches
Pittsville Schools

HS Football

Head – Dan Hahn
Assistant – Mark Denniston
Assistant – Chris Solatycki
Assistant – Todd Sanken
Assistant – Jeremy Duerr

JH Football

Christopher Nepper
Sam Schwanebeck

HS Volleyball

Head – Liana Oleson
Assistant – Linda Ziemendorf
Assistant – Brittany Dammann

JH Volleyball

Jodie Sanken
Dan Rayburn

Cross Country

Head – N. Casey John
Assistant – Renee John

Cheerleading

Football – Tonya Wayerski
Wrestling – Tabitha Steele

Pom

Tonya Wayerski

Wrestling

Head – Dan Hahn
Assistant – Rick Winters
JH – Eric Marten

HS Girls Basketball

Head – Ashley Normington
Assistant – Stephen Hadfield

JH Girls Basketball

Dan Rayburn
Nancy Brux

HS Boys Basketball

Head – Dan Hoffa
Assistant – Peter Petersen

JH Boys Basketball

Christopher Nepper
Dan Rayburn

Softball

Head – Todd Fox
Assistant – Guy Robus

Baseball

Head – Bill Urban
Assistant – Lee Garrels

HS Track

Head – Rick Winters
Assistant – Kevin Korslin

JH Track

Mark Denniston
Dan Rayburn

GENERAL FUND	Audited 2010-2011	Unaudited 2011-2012	Budget 2012-2013
Beginning Fund Balance	1,554,881.78	1,582,071.18	1,582,071.18
Ending Fund Balance	1,582,071.18	1,582,071.18	1,582,071.18
REVENUES & OTHER FINANCING SOURCES			
Transfers-In (Source 100)	0.00	0.00	0.00
Local Sources (Source 200)	3,106,404.29	2,878,175.00	3,042,563.00
Inter-district Payments (Source 300 + 400)	246,013.00	258,540.00	257,840.00
Intermediate Sources (Source 500)	7,624.41	5,370.00	5,370.00
State Sources (Source 600)	4,275,221.40	3,830,731.00	3,522,867.00
Federal Sources (Source 700)	350,416.30	178,272.00	136,309.00
All Other Sources (Source 800 + 900)	21,309.43	12,912.00	25,273.00
TOTAL REVENUES & OTHER FINANCING SOURCES	8,006,988.83	7,164,000.00	6,990,222.00
EXPENDITURES & OTHER FINANCING USES			
Instruction (Function 100 000)	3,557,644.24	3,338,881.27	3,283,113.06
Support Services (Function 200 000)	3,479,704.99	3,012,584.73	2,846,059.94
Non-Program Transactions (Function 400 000)	942,450.20	812,534.00	861,049.00
TOTAL EXPENDITURES & OTHER FINANCING USES	7,979,799.43	7,164,000.00	6,990,222.00

SPECIAL PROJECTS FUND	Audited 2010-2011	Unaudited 2011-2012	Budget 2012-2013
Beginning Fund Balance	69,551.04	85,184.90	85,184.90
Ending Fund Balance	85,184.90	85,184.90	85,184.90
REVENUES & OTHER FINANCING SOURCES	1,172,819.23	1,117,980.00	1,060,006.00
EXPENDITURES & OTHER FINANCING USES	1,157,185.37	1,117,980.00	1,060,006.00

DEBT SERVICE FUND	Audited 2010-2011	Unaudited 2011-2012	Budget 2012-2013
Beginning Fund Balance	4,517.67	4,567.60	4,567.60
Ending Fund Balance	4,567.60	4,567.60	4,567.60
REVENUES & OTHER FINANCING SOURCES	648,093.69	489,132.00	485,417.56
EXPENDITURES & OTHER FINANCING USES	648,043.76	489,132.00	485,417.56

CAPITAL PROJECTS FUND	Audited 2010-2011	Unaudited 2011-2012	Budget 2012-2013
Beginning Fund Balance	0.00	0.00	0.00
Ending Fund Balance	0.00	0.00	0.00
REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00
EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

FOOD SERVICE FUND	Audited 2010-2011	Unaudited 2011-2012	Budget 2012-2013
Beginning Fund Balance	33,931.06	33,637.87	33,637.87
Ending Fund Balance	33,637.87	33,637.87	33,637.87
REVENUES & OTHER FINANCING SOURCES	278,860.05	283,034.00	295,140.00
EXPENDITURES & OTHER FINANCING USES	279,153.24	283,034.00	295,140.00

COMMUNITY SERVICE FUND	Audited 2010-2011	Unaudited 2011-2012	Budget 2012-2013
Beginning Fund Balance	0.00	0.00	0.00
Ending Fund Balance	0.00	0.00	0.00
REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00
EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

PACKAGE & COOPERATIVE PROGRAM FUND	Audited 2010-2011	Unaudited 2011-2012	Budget 2012-2013
Beginning Fund Balance	0.00	0.00	0.00
Ending Fund Balance	0.00	0.00	0.00
REVENUES & OTHER FINANCING SOURCES	0.00	0.00	0.00
EXPENDITURES & OTHER FINANCING USES	0.00	0.00	0.00

Total Expenditures and Other Financing Uses

ALL FUNDS	Audited 2010-2011	Unaudited 2011-2012	Budget 2012-2013
GROSS TOTAL EXPENDITURES -- ALL FUNDS	10,064,181.80	9,054,146.00	8,830,785.56
Interfund Transfers (Source 100) - ALL FUNDS	752,371.36	568,244.00	568,871.00
Refinancing Expenditures (FUND 30)	0.00	0.00	0.00
NET TOTAL EXPENDITURES -- ALL FUNDS	9,311,810.44	8,485,902.00	8,261,914.56
PERCENTAGE INCREASE -- NET TOTAL FUND EXPENDITURES FROM PRIOR YEAR		-8.87%	-2.64%

PROPOSED PROPERTY TAX LEVY

FUND	Audited 2010-2011	Unaudited 2011-2012	Budget 2012-2013
General Fund	3,076,481.00	2,851,179.00	3,014,903.00
Referendum Debt Service Fund	486,699.84	489,132.00	485,417.56
Non-Referendum Debt Service Fund	0.00	0.00	0.00
Capital Expansion Fund	0.00	0.00	0.00
Community Service Fund	0.00	0.00	0.00
TOTAL SCHOOL LEVY	3,563,180.84	3,340,311.00	3,500,320.56
PERCENTAGE INCREASE -- TOTAL LEVY FROM PRIOR YEAR		-6.25%	4.79%

The below listed new or discontinued programs have a financial impact on the proposed 2011-2012 budget:

DISCONTINUED PROGRAMS	FINANCIAL IMPACT
Driver's Education	17,050.00
Health Insurance Change	75,000.00
School Forest Grant	44,404.00
Bus Route Consolidation & Gasoline Costs	28,000.00
NEW PROGRAMS	FINANCIAL IMPACT
Computer Rotation (50 units)	40,000.00

SCHOOL DISTRICT OF PITTSVILLE
2011-12 REVENUES @ June 1 2012 (Date: 6/2012)

Ed Func	2009-2010 FY Activity	2010-2011 Budget	2010-2011 Thru 6/30/2011	2011-12 Original Budget	ACTIVITY TO DATE	2011-12 FYD %
Grand Revenue Totals	9,288,948.89	10,148,831.17	10,040,008.30	9,950,590.00	6,197,828.63	69.39

Number of Accounts: 272

***** End of report *****

Ed Func	2009-2010 FY Activity	2010-2011 Budget	2010-2011 Thru 6/30/2011	2011-12 Original Budget	2011-12 ACTIVITY TO DATE	2011-12 FYTD %
Grand Expense Totals	8,877,274.45	10,148,881.17	10,012,950.73	8,950,590.00	7,530,335.16	87.78

Number of Accounts: 3307

***** End of report *****

<p style="text-align:center">SCHOOL DISTRICT OF PITTSVILLE BOARD POLICY</p>
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SCHOOL-COMMUNITY RELATIONS

USE OF SCHOOL FACILITIES, GROUNDS, AND EQUIPMENT

SUNDAY FACILITY USE FOR SCHOOL-SPONSORED CO-CURRICULAR ACTIVITIES AND PRACTICES

837

It is the belief of the School Board of the Pittsville School District that student activities must be properly scheduled and coordinated, that there is importance to family time, but also balancing the importance of preparing our students and athletes for fair competition. The Pittsville School District facilities will be available for school-sponsored co-curricular activities under the following guidelines:

- 1) School sponsored co-curricular events (School plays, Concerts, Athletic Banquets) can be scheduled on Sunday afternoon when there is a scheduling conflict which does not allow the event to be held during the regular school week.
- 2) Sunday practice sessions may only be used by varsity teams scheduled to compete on the subsequent Monday.
- 3) Any such practice may not begin before 2:00 p.m. and must end no later than 7:00 p.m.
- 4) The total time practiced on a Sunday will not exceed one hour and thirty minutes.
- 5) Practices cannot be scheduled on both Saturday and Sunday (following WIAA regulations).
- 6) Knowing that missed time can affect team chemistry; coaches will make reasonable attempts to schedule a Sunday practice so that every athlete on the varsity team can attend. In the event that an athlete is unable to attend a Sunday practice due to family or religious commitments, his/her playing time will not be jeopardized, nor will he/she be penalized in any other way. It is the responsibility of the student/athlete to notify the head coach why he/she is unable to attend.
- 7) If the above stipulations set forth are violated, or if a Sunday practices are misused in some other manner, the program found to be in violation will lose its Sunday practice privileges.

First Reading: *June 11, 2012*
Second Reading:
Adopted: