

**SCHOOL BOARD OF EDUCATION MEETING**  
**WEDNESDAY, APRIL 15, 2020**  
**SCHOOL DISTRICT OF PITTSVILLE**

**OFFICIAL MINUTES OF THE BOARD OF EDUCATION**

**I. Call to Order**

A regular monthly meeting of the Pittsville School Board of Education was held on Wednesday, April 15, 2020 in the Administrative Lobby Area. The meeting was called to order by President Hoogesteger at 7:00 p.m.

President Hoogesteger confirmed that all Board members present through virtual technology have adequate connection to participate.

**II. Pledge of Allegiance**

**III. Establish Quorum**

Members present: Mandy Hoogesteger. Members present through virtual technology: Robert Wolff, Melissa Marti, Jane Wesely, and Connie Potter. Administration present through virtual technology: Rodney Figueroa, Superintendent; Dr. Cynthia Porter, High School Principal; Heather Friday, Elementary Principal; Matthew Sherwood, Director of Special Education; Pam Tesch, Business Services; Dan Giles, Director of Buildings and Grounds; Tabitha Becker, Director of Child Care; Chris Nepper, Computer Technologies.

**IV. 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 *Pittsville Record*.

**V. Approval of Agenda**

**A. Change of Sequence/Removal of Items**

Motion was made by Melissa Marti, seconded by Jane Wesely, to approve the agenda for the April 15, 2020 meeting of the Pittsville School Board of Education with the following change of sequence: Items VIII-O (Health Insurance for 2020-2021) and VIII-P (Health Savings Account-Employee Contributions for 2020-2021) moved to after closed session due to contract discussion in closed session. Motion carried by roll call vote (5-0).

**VI. Academic Spotlight**

High School English instructors Ms. Jones, Mrs. Zickert, and Ms. Hale gave a presentation on “English in a Virtual World,” showing how they are keeping learning fun while adhering to DPI and IEP requirements.

**VII. Consent Agenda Items**

- A. Regular Meeting Minutes of March 9, 2020
- B. Closed Session Minutes of March 9, 2020
- C. Special Meeting Minutes of March 27, 2020
- D. Financial Status (March: Expenses \$663,902.60; Revenues \$1,348,034.27)
- E. Resignations
  - 1) Special Education Paraprofessional - *Candy Munro*
  - 2) Middle School Counselor - *Grace Briese*
- F. Early Graduation Requests for 2020-2021 School Year (*Alexis Behselich*)

Motion was made by Connie Potter, seconded by Robert Wolff, to approve the Consent Agenda as presented. Motion carried by roll call vote (5-0).

**VIII. Discussion/Action****A. Administrative Reports**

- 1) High School - Dr. Porter: Student online learning began March 17 and is going well. Attendance is being taken daily. ACT results show student gains. Staff recognitions were shared.
- 2) Elementary School - Mrs. Friday: SAIL team leadership work and student distance learning achievements shared. PTO Knowledge Quest raised \$4,498.85 to be used to enhance the JH playground area. Empty Bowls was able to raise \$4,000 to give to PANS this year. Thank you to everyone who helped make this event a success.
- 3) Technology – Mr. Nepper shared information on Chromebook and computer purchases, student/staff help with computer and internet issues, and thanked all the staff for their dedication.
- 4) Maintenance Report - Mr. Giles: Trainings, inspections, and the progress of projects were shared.
- 5) Director of Special Education - Mr. Sherwood: Continuing to work to meet the needs of our special education students and make progress towards their IEP goals virtually.
- 6) Director of Child Care – Mrs. Becker discussed staffing, ways they are staying connected with child care families, updates on parent and employee handbooks, and illness protocols for the center when they reopen.

Motion was made by Melissa Marti, seconded by Jane Wesely, to approve the Administrative Reports as presented. Motion carried by roll call vote (5-0).

**B. Staffing Projections**

Motion was made by Robert Wolff, seconded by Melissa Marti, to approve the staffing plan at the same level as this year in all areas for the 2020-2021 school year. Motion carried by roll call vote (5-0).

**C. Summer School**

Motion was made by Connie Potter, seconded by Robert Wolff, to approve continued planning for a mid to late July and August summer school and approve an early start waiver application for the last two weeks of August. Motion carried by roll call vote (5-0).

**D. Private School Transportation per WI State Statute 121.54**

Motion was made by Melissa Marti, seconded by Jane Wesely, to approve private school transportation reimbursements for two families attending Trinity Evangelical Lutheran School-Marshfield (3-students) per Wisconsin State Statute 121.54. Motion carried by roll call vote (5-0).

**E. CLA 3-Year Audit Contract for 2019-2022**

Motion was made by Connie Potter, seconded by Jane Wesely, to approve the three year contract (June 30-2020-2021-2022) with CliftonLarsonAllen LLP for auditing services. Motion carried by roll call vote (5-0).

**F. Start College Now / Early College Credit Program Applications for Fall 2020**

Motion was made by Melissa Marti, seconded by Connie Potter, to approve Start College Now and Early College Credit Program student re-applications for Fall 2020 and Spring 2021 semesters that were cancelled due to the COVID-19 state emergency order. Motion carried by roll call vote (5-0).

**G. Advanced Pay During Emergency Closure**

Motion was made by Connie Potter, seconded by Jane Wesely, to approve advanced pay for employees who do not have enough paid time off to cover their hours/time not at work during the health emergency closure. Motion carried by roll call vote (5-0).

**H. Sick Pay during Emergency Closure**

Motion was made by Connie Potter, seconded by Robert Wolff, to allow staff to use personal sick time to make up for hours/time during a health related emergency closure. Motion carried by roll call vote (5-0).

**I. Second Reading/Approval of Emergency Working Policy 189: Virtual Board Meetings in Emergency Situations****J. Second Reading/Approval of Updates to Policy 172: Special Board Meetings****K. Second Reading/Approval of Updates to Policy 342.7: Services for English Learners**

Motion was made by Robert Wolff, seconded by Melissa Marti, to accept the second reading and approve updated Policy 189: Virtual Board Meetings in Emergency Situations (with changes from March meeting), Policy 172: Special Board Meetings, Policy 342.7: Services for English Learners (Items I-K). Motion carried by roll call vote (5-0).

L. First Reading of Updates to Policy 171.2: Agenda Preparation and Dissemination – Policy moved to next meeting for second reading.

M. Dental Insurance for 2020-2021

Motion was made by Connie Potter, seconded by Jane Wesely, to approve Delta Dental of Wisconsin as the District’s dental insurance provider for 2020-2021 school with no rate increase and no change in employer/employee portion. Motion carried by roll call vote (5-0).

N. Long-Term and Short-Term Disability Insurance for 2020-2021

Motion was made by Melissa Marti, seconded by Robert Wolff, to approve Madison Life Insurance Company, Inc. as the District’s Short-Term and Long-Term Disability Insurance provider for 2020-2021 with no rate increase. Motion carried by roll call vote (5-0).

O. Referendum 2020 Update

The Pittsville School District’s \$6.7 million referendum passed with a total of 746 yes votes and 623 no votes.

P. April 7, 2020 Election Results

Nathan Bowden and incumbent Mandy Hoogesteger were elected to the Pittsville School Board. Thank you to incumbent Melissa Marti for her dedication to the school district over the last four years. She was truly an asset as a Board member.

- 1) Certification of Election / Oath of Office - Deadline for elected Board members to file the Certification of Election and Oath of Office is April 27<sup>th</sup>.
- 2) Appoint CESA 5 Representative for Annual Convention - Robert Wolff was appointed CESA 5 Representative.

**IX. Legislative Report** – School accountability standards are being set by the state for districts during the emergency closure. Updates on outcomes of school referendums around the state and COVID-19 legislations was shared.

**X. Public Comments.** No Public Comments.

**XI. Convene into Closed Session** – Motion was made by Connie Potter, seconded by Jane Wesely, to move into Closed Session as per Wisconsin State Statute 19.85(1)(c)(f) for the purpose of: A) Administrative Contracts, B) Professional Staff Contracts, C) Support Staff Letters of Agreement. President Hoogesteger directed the Clerk to take a roll call vote: Jane Wesely-Yes, Mandy Hoogesteger-Yes, Robert Wolff-Yes, Connie Potter-Yes, Melissa Marti-Yes. Motion carried (5-0). Closed Session was held in the Band/Choir Room with all Board members present in-person.

**XII. Reconvene into Open Session**

Motion was made by Robert Wolff, seconded by Melissa Marti, to reconvene into Open Session. Motion carried (5-0). Members present: Mandy Hoogesteger. Members present through virtual technology: Robert Wolff, Melissa Marti, Jane Wesely, and Connie Potter.

**XIII. Health Insurance for 2020-2021**

Motion was made by Jane Wesely, seconded by Connie Potter, to approve Option 2 – keep the deductible at \$1,500 single/\$3,000 family with employee portion of the premium at 12.60% and employer portion of the premium at 87.4%. Motion carried by roll call vote (5-0).

**XIV. Health Savings Account**

A. Employer Contributions for 2020-2021

Motion was made by Connie Potter, seconded by Jane Wesely, to approve funding employee Health Savings Account at 50% of the health insurance deductible. Motion carried by roll call vote (5-0).

**XV. Take any Action from Closed Session**

A. Motion was made by Robert Wolff, seconded by Connie Potter, to approve a 2.2% salary increase for administrative staff, 2.2% salary increase for professional staff, and 1.81% wage increase to support staff (CPI – certified union limit). Motion carried by roll call vote (5-0).

**XVI. Adjourn**

Motion was made Jane Wesely, seconded by Melissa Marti, to adjourn at 9:30 p.m. Motion carried by roll call vote (5-0).

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*Connie Potter, School Board Clerk*

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*Recorded and Transcribed by Deb Zdun, Administrative Assistant to the District Administrator and Board of Education*