

# SCHOOL BOARD OF EDUCATION MEETING

MONDAY, APRIL 8, 2013

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, April 8, 2013 at 7:00 pm in the Conference Room. The meeting was called to order by President Strenn.

### II. Establish Quorum

Members present: Jane Wesely, MaryAnn Lippert, Julie Strenn, Connie Potter, with Lisa Schulz absent. Administration present: Terry Reynolds, District Administrator; Mark Weddig, Senior High Principal; Kim Fischer, Elementary Principal; Jeff Gast, Finance Director; and Dick Koeshall, Director of Buildings and Grounds. Robert Wolff was also present.

### 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. 2013 School Board Election - Administer Oath of Office to Elected Board Members

Robert Wolff and Jane Wesely took the School Board Oath of Office.

### V. Approval of Agenda

Motion was made by Connie Potter, seconded by MaryAnn Lippert, to approve changes to the agenda for the April 8, 2013 meeting of the Pittsville School Board of Education (move Item X-C to X-A). Motion carried.

### VI. Public Comments - Steve Redmond

### VII. Consent Agenda Items

- A. Minutes of the Regular Meeting of March 11, 2013
- B. General Fund Invoices
- C. Approve 2<sup>nd</sup> Reading and Adoption of Staff Conduct Policies: 522 Staff Conduct, 522.1 Alcohol and Drug-Free Workplace, 522.2 Tobacco Use by Staff on School Premises, 522.4 Staff Ethics/Conflicts of Interest
- D. Approve CESA 5 Contract
- E. Approve Co-Assistant Baseball Coaches for 2013 - Russ Copeland/Lee Garrels
- F. Approve Employee Resignations - Dick Koeshall

Motion was made by Connie Potter, seconded by Jane Wesely, to approve the items on the Consent Agenda. Motion carried.

*The Board thanked Dick Koeshall for his dedicated service to the district for the past 17 years.*

### VIII. Financial

#### A. Financial Status of the District

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

#### B. Resolution to Deposit at Abbotsford State Bank

Motion was made by Connie Potter, seconded by Jane Wesely, to approve the Resolution to deposit at Abbotsford State Bank. Motion carried.

### IX. Reports

A. **High School Principal** - Mr. Weddig updated the Board on end of year activities.

B. **Elementary Principal** - Mrs. Fischer discussed Smarter Balance assessment, PBIS Audit, and the Nekoosa visit.

### X. District Administrator Report

**A. Discuss Dashir Complete Facility Management for Custodial Services for 2013-14** - The Board further discussed options of out sourcing the District custodial services with Dashir Complete Facility Management Company. With Dick Koeshal's announcement he will be retiring as Building and Grounds Director in June, discussions ensued about how best to meet the District needs in the future. Options include: 1) Leaving the situation as is, and keep all employees as Pittsville employees, 2) Outsourcing just the Building and Grounds Director position 3) Outsourcing just the custodial positions and hiring a District Building and Grounds Director, and 4) Outsourcing both the Director and custodial positions. The Board will attempt to make a decision at the May meeting.

**B. First Reading of Staff Conduct Policies: 522.5 Staff Involvement in Political Activities, 522.7 and 522.7-Rule Staff Use of Information Technology and Communication Resources, 522.8 Staff Dress, 523.1 Staff Physical Examination**

Motion was made by Connie Potter, seconded by Jane Wesely, to approve the first reading of Staff Conduct Policies: 522.5 Staff Involvement in Political Activities, 522.7 and 522.7-Rule Staff Use of Information Technology and Communication Resources, 522.8 Staff Dress, 523.1 Staff Physical Examination. Motion carried.

**C. Satellite Education Program (SEP)** - The Pittsville and Mercer School Districts have been involved with discussions with an agency in China called the Satellite Education Program (SEP). A possible agreement/partnership is being investigated which would provide Pittsville and Mercer's curriculums be taught in China, and 10-12 grade students taking those courses in China would receive credits leading toward a High School diploma from Pittsville or Mercer. Pittsville teachers and students would have an opportunity to teach and attend school in China through the program as well. For these services in China, a substantial donation back to the Pittsville and Mercer Districts would be a part of the agreement. Details are being worked out, and arrangements for Chinese Officials coming to Wisconsin is in the works. Possible teacher candidates to teach in China are being recruited at this time, as the SEP would like to initiate this new program in the 2013-14 school year.

**D. PEP Grant Update** - Pittsville is in the Process of writing a PEP Grant, which would provide funding to help improve student fitness and nutrition in our schools. The grant will be submitted later this week.

**XI. School Board Retreat Discussion**

School Board Retreat is set for May 1, 2013 from 6:00 - 9:00 pm.

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

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

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

Purpose: 1) Consideration of Initial Notice of Possible Non-Renewal - 19.85(1)(c)

**XIII. Move out of Closed Session**

Motion was made by Jane Wesely, seconded by Connie Potter, to move out of closed session. Motion carried.

**XIV. Act upon Closed Sessions**

1) Motion was made by MaryAnn Lippert, seconded Jane Wesely, to issue an initial notice of possible non-renewal to Jane Santora. Motion carried.

**XV. Adjourn**

Motion was made by Connie Potter, seconded by MaryAnn Lippert, to adjourn at 10:46 p.m. Motion carried.

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Connie Potter, Clerk

# SPECIAL SCHOOL BOARD OF EDUCATION MEETING

WEDNESDAY, MAY 1, 2013  
SCHOOL DISTRICT OF PITTSVILLE

## OFFICIAL SCHOOL BOARD OF EDUCATION MINUTES

### I. Call to Order

A special meeting of the Pittsville School Board of Education was held on Wednesday, May 1, 2013 at 6:00 p.m. in the Conference Room.

### II. Establish Quorum

Members present: Jane Wesely, Julie Strenn, Connie Potter, Lisa Schulz, and Robert Wolff. Administration present: Terry Reynolds, District Administrator; Mark Wedding, Senior High Principal; Kim Fischer, Elementary School Principal; and Jeff Gast, Finance Director.

### III. Meeting Notice Certification

Meeting notice was posted on the doors at the Elementary School, High School, and Administration Area and meeting notice was faxed 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 Lisa Schulz, seconded by Connie Potter, to approve the agenda for the May 1, 2013 Special Meeting of the Pittsville School Board of Education. Motion carried.

### V. Discussion of SEP Program

Richard Vought, SEP Consultant, was present to provide information and answer questions that the Board had concerning the Satellite Education Program (SEP).

### VI. Approve SEP Program Participation

Motion was made by Lisa Schulz, seconded by Robert Wolff, to approve participation in the Satellite Education Program (SEP). The program is tentatively scheduled to begin in August 2013. Motion carried.

### VII. The Board will move into Closed Session as per Wisconsin State Statute 19.85 (1)(c)

Motion was made by Lisa Schulz, seconded by Jane Wesely, to move into closed session as per Wisconsin State Statute 19.85(1)(f). President Strenn directed the Clerk to take a roll call vote:

Julie Strenn	Yes	Lisa Schulz	Yes	Robert Wolff	Yes
Jane Wesely	Yes	Connie Potter	Yes		

Purpose: 1) Consider Hiring 7-12 Guidance Counselor for 2013-2014  
2) Consider Hiring Early Childhood/Special Education Teacher for 2013-2014

### VIII. Move out of Closed Session

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

### IX. Approve Closed Session Items

Motion was made by Jane Wesely, seconded by Lisa Schulz, to approve hiring Emily Krystowiak as 7-12 Guidance Counselor for 2013-2014 and Candice Kremer as Early Childhood/Special Education Teacher for 2013-2014. Motion carried.

**X. Notice of the non-renewal of an individual employment contract of a licensed employee due to staff reduction, budgetary considerations, and/or the need to modify contract terms, such as employment contracts being held under and subject to Wisconsin Statute 118.22**

Motion was made by Lisa Schulz, seconded by Connie Potter, to approve the non-renewal of the teaching contract of Jane Santora. Motion carried.

**XI. Reschedule Board Retreat**

The Board will meet from 5:30-7:00 p.m. for a special Board Retreat on Monday, June 10 prior to the regular scheduled Board meeting that evening.

**XII. Adjourn**

Motion was made by Connie Potter, seconded by Jane Wesely, to adjourn at 7:20 p.m. Motion carried.

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Connie Potter, School Board Clerk

BALANCE SHEET- April 30, 2013-PUPIL ACTIVITY FUND (Date: 4/2013)

ACCOUNT NUMBER	FUNCTION	Beginning		April 2012-13		April 2012-13		2012-13		2012-13		Ending
		Balance		Debits		Credits		YR Debits		YR Credits		Balance
Grand Asset Totals		35,298.89		18,479.30		15,809.54		219,367.67		214,815.50		39,851.06
Grand Liability Totals		-35,298.89		15,339.78		18,009.54		210,799.77		215,351.94		-39,851.06
Grand Equity Totals		0.00		1,108.86		1,108.86		2,369.76		2,369.76		0.00
Grand Totals		0.00		34,927.94		34,927.94		432,537.20		432,537.20		0.00

Number of Accounts: 35

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

ACCOUNT NUMBER	FUNCTION	Beginning		April 2012-13		2012-13		Ending Balance
		Balance		Debits	Credits	YR Debits	YR Credits	
Grand Asset Totals		86,747.76		6,149.33	11,867.71	98,013.48	99,466.09	85,295.15
Grand Equity Totals		-86,747.76		8,142.49	2,424.11	38,038.82	36,586.21	-85,295.15
Grand Totals		0.00		14,291.82	14,291.82	136,052.30	136,052.30	0.00

Number of Accounts: 54

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

ACCOUNT NUMBER	FUNCTION	Beginning Balance	May 2012-13 Debits	May 2012-13 Credits	2012-13 YR Debits	2012-13 YR Credits	Ending Balance
Grand Asset Totals		2,186,108.66	75,981.28	350,861.27	12,752,034.80	12,704,114.80	2,234,028.66
Grand Liability Totals		-501,884.86	495,335.42	439,472.39	13,139,485.79	13,806,647.19	-1,169,046.26
Grand Equity Totals		-1,684,223.80	251,969.05	32,952.09	5,880,005.11	5,260,763.71	-1,064,982.40
Grand Totals		0.00	823,285.75	823,285.75	31,771,525.70	31,771,525.70	0.00

Number of Accounts: 90

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

Fd Func	2010-2011	2011-2012	2011-2012	2012-13	ACTIVITY	2012-13
	FY Activity	Budget	Thru 6/30/2012	Original Budget	TO DATE	FYTD %
Grand Expense Totals	10,012,950.73	8,950,590.00	8,814,090.73	8,743,763.56	6,157,518.80	70.90

Number of Accounts: 1282

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



Fd Func	2010-2011 FY Activity	2011-2012 Budget	2011-2012 Thru 6/30/2012	2012-13 Original Budget	ACTIVITY TO DATE	2012-13 FYTD %
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Grand Revenue Totals	10,040,008.30	8,950,590.00	8,914,173.27	8,743,763.56	5,748,849.82	65.77
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Number of Accounts: 84

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

FUND SUMMARY

<u>FUND</u>	<u>DESCRIPTION</u>	<u>BALANCE SHEET</u>	<u>REVENUE</u>	<u>EXPENSE</u>	<u>TOTAL</u>
10	GENERAL FUND	283,803.65	-641.50	171,818.59	454,980.74
21	DONATIONS	-2,435.35	0.00	2,435.35	0.00
27	SPECIAL EDUCATION FUND	0.00	-12,505.17	12,839.61	334.44
50	FOOD SERVICE FUND	-15,793.03	0.00	15,793.03	0.00
60	AGENCY FUND	0.00	0.00	0.00	0.00
*** Fund Summary Totals ***		265,575.27	-13,146.67	202,886.58	455,315.18

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