

SCHOOL BOARD OF EDUCATION MEETING
MONDAY, SEPTEMBER 9, 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, September 9, 2013 at 7:00 pm in the Conference Room. The meeting was called to order by President Wolff.
- II. Establish Quorum**
Members present: Jane Wesely, Julie Strenn, Connie Potter, Lisa Schulz, and Robert Wolff. Administration present: Terry Reynolds, District Administrator; Mark Weddig, Senior High Principal; Kim Fischer, Elementary 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 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 Lisa Schulz, seconded by Julie Strenn, to approve the agenda for the September 9, 2013 meeting of the Pittsville School Board of Education. Motion carried.
- V. Public Comments - No Public Comments**
- VI. ATV Trail on School Property Request**
Jeff Masephol was present, requesting four wheeler access on school property along walking trail on north end of the school property. The Board agreed to direct the district's insurance company to draft an agreement to allow the ATV access on School property but not during restricted times during the day when students will be coming and leaving school.
- VII. Consent Agenda Items**
A. Minutes of the Regular Meeting of August 12, 2013
B. General Fund Invoices
Motion was made by Julie Strenn, seconded by Jane Wesely, to approve the items on the Consent Agenda. Motion carried.
- VIII. Financial**
A. Financial Status of the District
A handout of the financial status of the District was discussed with the Board.
- IX. Reports**
Mr. Weddig discussed the ACT testing results and reported increase AP class offerings for the 2013-2014 school year. Mrs. Fischer updated the Board on upcoming assessment activities.
- X. District Administrator Report**
A. Annual Meeting Planning - The Board discussed preparations for the upcoming Annual meeting and Budget Hearing, which will be held on October 14, beginning at 7:00 p.m.
B. Legislative Update - The Board was updated on new laws impacting education and new legislation currently being proposed.

C. **SEP Update** - Pittsville and Mercer School District Administrators and SEP consultants have been asked to travel to the Hangzhou Greentown Yuhua School in China to further discuss the SEP project at their school(s). Expenses for this meeting will be paid by Hangzhou Greentown.

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

Motion was made by Lisa Schulz, seconded by Julie Strenn, to move into Closed Session as per Wisconsin State Statute - 19.85(1)(c). President Strenn directed the Clerk to take a roll call vote:

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

Purpose: 1) Ratify PEA Negotiations

XII. Move out of Closed Session

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

XIII. Act upon Closed Sessions

1) Motion was made by Lisa Schulz, seconded by Julie Strenn, to approve the 2.07% 2013-2014 base salary negotiation agreement with the PEA. Motion carried.

XIV. Adjourn

Motion was made by Jane Wesely, seconded by Julie Strenn, to adjourn at 8:45 p.m. Motion carried.

Connie Potter, Clerk

UNOFFICIAL BOARD MINUTES

FUND SUMMARY

| <u>FUND</u> | <u>DESCRIPTION</u> | <u>BALANCE SHEET</u> | <u>REVENUE</u> | <u>EXPENSE</u> | <u>TOTAL</u> |
|-------------|-------------------------|----------------------|----------------|----------------|--------------|
| 10 | GENERAL FUND | 281,832.18 | 0.00 | 146,569.34 | 428,401.52 |
| 21 | DONATIONS | -9,921.52 | 200.00 | 9,721.52 | 0.00 |
| 27 | SPECIAL EDUCATION FUND | 0.00 | -7,364.72 | 7,762.25 | 397.53 |
| 50 | FOOD SERVICE FUND | -11,100.68 | 0.00 | 11,100.68 | 0.00 |
| 60 | AGENCY FUND | 0.00 | 0.00 | 0.00 | 0.00 |
| *** | Fund Summary Totals *** | 260,809.98 | -7,164.72 | 175,153.79 | 428,799.05 |

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

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

PERSONNEL

GENERAL PERSONNEL POLICIES

PERSONNEL RECORDS

526

A personnel file shall be maintained for each School District of Pittsville employee. To the extent required by applicable law, employee medical records shall be maintained separately from the employee's other personnel records.

An employee shall have the right, upon request and consistent with the timelines and content limitations specified in state law, to review the contents of his/her personnel file, while in the presence of the administrator or his/her designee. The employee shall be entitled to have a representative accompany him/her during such review. This examination must be accomplished in the presence of the person officially charged by the District Administrator with custody of those files. The removal of this file from the safekeeping place will be done by the official personnel file custodian. The employee's personnel file or any part of it may not be removed from the visual presence of the official custodian. An employee shall have the right, upon request, to receive copies of documents contained in the personnel file upon payment of the actual cost for making such a copy. An employee shall not have the right to review the contents of or receive copies of the following items:

- Records relating to the investigation of possible criminal offenses committed by that employee.
- Letters of Reference for that employee.
- Any portion of a test document, except that the employee may see a cumulative total test score for either a section of the test document or for the entire test document.
- Materials used by the employer for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for the employer's planning purposes.
- Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the others person's privacy.
- Records relevant to any other pending claim between the employer and the employee which may be discovered in a judicial proceeding.

Personnel records shall be released to third parties only in accordance with relevant law.

LEGAL REFERENCES:

Wisconsin Statutes

| | |
|-----------------------------|-----------------------------------|
| Chapter 19, Chapters II, IV | [Access to public records] |
| Section 103.13 | [Records open to employee] |
| Section 146.81-.84 | [Patient health records] |
| Section 252.15 | [Restrictions of use of HIV test] |

Federal Statute

Americans with Disabilities Act of 1990
Health Insurance Portability and Accountability

1st Reading: October 14, 2013

2nd Reading and Approval:

**SCHOOL DISTRICT OF PITTSVILLE
BOARD POLICY**

PERSONNEL

GENERAL PERSONNEL POLICIES

STAFF-STUDENT RELATIONS

528

All District personnel shall recognize and respect the rights of students, as established by local, state, federal law, and by Board policies. As such, employees must, at all times, maintain a professional relationship and exhibit a professional demeanor in their interactions with students. Furthermore, employees shall refrain from engaging in any verbal or physical conduct of a sexual nature directed toward a student, including, but not limited to, sexual advances, activities involving sexual innuendo, or requests for sexual favors or sexually-explicit language or conversation. Employees shall not form inappropriate social or romantic relationships with students, regardless of whether or not the student is 18 years old. Employees must not use profane or obscene language or gestures in the workplace, whether or not students are present.

CROSS REFERENCES:

- Policy 512 [Harassment (Including Sexual Harassment)]
- Policy 522 [Staff Conduct]
- Policy 522.7 [Staff Use of Information Technology and Communication]

1st Reading: October 14, 2013

2nd Reading and Approval: