

SCHOOL BOARD OF EDUCATION MEETING

MONDAY, OCTOBER 14, 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, October 14, 2013 at 7:30 pm (following the Annual Meeting) 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 Julie Strenn, seconded by Jane Wesely, to approve the agenda for the October 14, 2013 meeting of the Pittsville School Board of Education. Motion carried.

V. Public Comments - No Public Comments

VI. Consent Agenda Items

- A. Minutes of the Regular Meeting of September 9, 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.

VII. Reports

A. High School Principal

B. Elementary Principal

Mr. Weddig and Mrs. Fischer provided information to the School Board concerning the State Report Card. They explained the rating scale and what their plans were to provide continuous growth in the scores in the future.

VIII. District Administrator Report

A. First Reading of Policy 526 Personnel Records

The Board reviewed and accepted the first reading of Policy 526: Personnel Records.

B. First Reading of Policy 528 Staff-Student Relations

The Board reviewed and accepted the first reading of Policy 528: Student-Staff Relations.

C. SEP Update

Mr. Reynolds met with five School Groups in China last week: Hangzhou Greentown School, Fuyang High School, Guangzhao Lingnab Education Group, Shanghai - Shanghai United International School, and Tianjin Bao Di #1 High School. His group will now be reviewing the school requests and developing proposal for each of the schools for their review and consideration.

D. Central Wisconsin School Board Meeting

The next CWSB meeting is on October 21 at Tri-County Schools.

E. Legislative Update

Mr. Reynolds discussed various legislative bills which could impact the District.

IX. Adjourn

Motion was made by Connie Potter, seconded by Julie Strenn, to adjourn at 8:28 p.m. Motion carried.

Connie Potter, Clerk

SPECIAL SCHOOL BOARD OF EDUCATION MEETING
WEDNESDAY, OCTOBER 16, 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, October 16, 2013 at 5:30 p.m. in the Conference Center.

II. Establish Quorum

Members present: Jane Wesely, Connie Potter, Lisa Schulz, Robert Wolff. Julie Strenn excused. Administration present: Terry Reynolds, District Administrator; Mark Weddig, High School Principal.

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 Connie Potter, seconded by Jane Wesely, to approve the agenda for the October 16, 2013 Special Meeting of the Pittsville School Board of Education. Motion carried.

V. The Board will move into Closed Session as per Wisconsin State Statute 19.85 (1)(f)

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 Wolff directed the Clerk to take a roll call vote:

Robert Wolff	Yes	Lisa Schulz	Yes	Julie Srrenn	Absent
Jane Wesely	Yes	Connie Potter	Yes		

Purpose: Expulsion Hearing

VI. Move out of Closed Session

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

VII. Act upon Closed Session

Motion was made by Lisa Schulz, seconded by Jane Wesely, to approve action on motions made in Closed Session (Vote 3-0 with one abstain). Minutes are withheld as confidential. Motion carried.

VII. Adjourn

Motion was made by Lisa Schulz, seconded by Connie Potter, to adjourn at 6:45 p.m. Motion carried.

Connie Potter, School Board Clerk

**SPECIAL SCHOOL BOARD OF EDUCATION MEETING
MONDAY, OCTOBER 28, 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 Monday, October 28, 2013 at 7:00 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; 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 Jane Wesely, seconded by Connie Potter, to approve the agenda for the October 28, 2013 Special Meeting of the Pittsville School Board of Education. Motion carried.

V. Approve 2013-2014 Budget Adoption and Tax Levy Certification

Motion was made by Jane Wesely, seconded by Julie Strenn, to approve the 2013-2014 School District of Pittsville tax levy at \$2,980,710.00 and to approve and adopt the 2013-2014 School District of Pittsville budget totaling \$8,604,593.53. Motion carried.

VI. Adjourn

Motion was made by Lisa Schulz, seconded by Connie Potter, to adjourn at 7:06 p.m. Motion carried.

Connie Potter, School Board Clerk

SCHOOL DISTRICT OF PITTSVILLE
BALANCE SHEET- Nov 05, 2013 - GENERAL FUND (Date: 11/2013)

12:12 PM

11/05/13

ACCOUNT NUMBER	FUNCTION	Beginning Balance		November 2013-14		November 2013-14		2013-14		2013-14		Ending Balance
		Balance	Debits	Debits	Credits	YR Debits	YR Credits	YR Debits	YR Credits			
Grand Asset Totals		2,341,481.12	48,264.93	187,196.68	5,349,661.57	3,888,857.08	3,802,285.61					
Grand Liability Totals		-472,818.53	255,189.12	327,766.07	3,725,996.89	3,735,706.05	-482,527.69					
Grand Equity Totals		-1,868,662.59	217,297.78	5,789.08	2,189,868.84	3,640,964.17	-3,319,757.92					
Grand Totals		0.00	520,751.83	520,751.83	11,265,527.30	11,265,527.30	0.00					

Number of Accounts: 74

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

ACCOUNT NUMBER	FUNCTION	Beginning Balance	October 2013-14 Debits	October 2013-14 Credits	2013-14 YR Debits	2013-14 YR Credits	Ending Balance
Grand Asset Totals		37,860.53	31,751.90	26,120.87	42,984.18	41,112.41	39,732.30
Grand Liability Totals		-37,860.53	20,785.83	26,416.86	37,321.83	39,193.60	-39,732.30
Grand Equity Totals		0.00	433.00	433.00	433.00	433.00	0.00
Grand Totals		0.00	52,970.73	52,970.73	80,739.01	80,739.01	0.00

Number of Accounts: 34

***** End of Report *****

ACCOUNT NUMBER	FUNCTION	Beginning Balance		October 2013-14		October 2013-14		2013-14		Ending Balance
		Balance	Debits	Credits	YR Debits	YR Credits	YR Debits	YR Credits		
Grand Asset Totals		86,278.62	19,796.58	19,661.90	61,463.72	63,703.59	84,038.75		84,038.75	
Grand Equity Totals		-86,278.62	31,118.36	31,253.04	57,961.74	55,721.87	-84,038.75		-84,038.75	
Grand Totals		0.00	50,914.94	50,914.94	119,425.46	119,425.46	0.00		0.00	

Number of Accounts: 55

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

Fd Func	2011-2012 FY Activity	2012-2013 Budget	2012-2013 Thru 6/30/2013	2013-14 Original Budget	ACTIVITY TO DATE	2013-14 PYTD %
Grand Revenue Totals	8,914,173.27	8,743,763.56	8,585,211.85	8,433,303.00	3,873,434.02	45.93

Number of Accounts: 76

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

Fd Func	2011-2012 FY Activity	2012-2013 Budget	2012-2013 Thru 6/30/2013	2013-14 Original Budget	ACTIVITY TO DATE	2013-14 FYTD %
---------	--------------------------	---------------------	-----------------------------	----------------------------	---------------------	-------------------

Grand Expense Totals	8,814,090.73	8,743,763.56	8,425,779.57	8,499,843.53	2,144,646.47	25.53
----------------------	--------------	--------------	--------------	--------------	--------------	-------

Number of Accounts: 1151

***** 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	127,193.74	-4,355.00	120,693.20	243,531.94
21	DONATIONS	-5,316.61	0.00	5,316.61	0.00
27	SPECIAL EDUCATION FUND	0.00	-7,694.96	7,694.96	0.00
50	FOOD SERVICE FUND	-4,440.31	0.00	4,440.31	0.00
60	AGENCY FUND	0.00	0.00	0.00	0.00
***	Fund Summary Totals ***	117,436.82	-12,049.96	138,145.08	243,531.94

***** 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: November 12, 2013

**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: November 11, 2013