

BOARD OF EDUCATION  
PARDEEVILLE AREA SCHOOL DISTRICT  
Pardeeville, WI

MINUTES  
REGULAR BOARD MEETING  
May 19, 2014

The meeting was called to order at 7:00 p.m. by Ms. Pufahl, Board President. Roll call was taken with the following board members present: Mr. Balsiger, Ms. Ives, Ms. Levzow, Ms. Morrison, Mr. Smith, Ms. Walker, and Ms. Pufahl. Absent was John Walton, student representative. Also present at this meeting were Mr. Knitt, Ms. Kamrath, Mr. Lenz, Mr. LeMay, Ms. McElroy, Mr. Krueger, Ms. Clemmons, Ms. Barbara Hein, Ms. Angie Engelmann, Ms. Kimberly Bue, Ms. Amanda Manthey, Ms. Cass Brouette and Ms. Carol Wirth and Mr. Brandon Wirth from Wisconsin Public Finance Professionals.

Open Forum

There were no open forum items.

Community Involvement

Ms. Angie Engelmann talked about several ideas for school/community improvement including grant opportunities to provide after school programs, tutor help for students, more involvement with the community, school partnerships with local businesses, links on our school website to other helpful websites and better access to school gyms. She also said some schools hire a family coordinator and hold monthly meet and greet sessions for parents.

Administrative Team Reports

Ms. Kamrath submitted a report on the elementary school. There were 425 muffins served at Muffins for Moms on 5/9/14, Doughnuts for Dads will be held on 5/30/14. A lot was learned from piloting the Smarter Balanced testing. MAP testing will be May 4-May 23. Ms. Kamrath and 3 teachers interviewed 5 candidates for the elementary guidance counselor position. Teachers went through the Step 2: Overview Online Training Module, part of the Educator Effectiveness model during the May late start time. All teachers need to complete this model before the start of the 2014-2015 school year. Ms. Kamrath went to a Curriculum Companion workshop on 5/12/14. The elementary school partnership with Grande Cheese in Wycocena is going great. Grande employees would like to help out with projects in our school.

Mr. Lenz submitted a report on the middle school. MAP testing for grades 5-8 is finished. End of the year field trips have been set. An 8th grade semi-formal dance was held on 5/17/14. A middle school talent show will be held on 5/23/14. The 8th grade promotion ceremony will be held on 6/6/14. Middle school summer school will run from 6/16/14 to 7/17/14 with remedial classes in math and English. During the 5/14/14 late start time teachers went through step one and two of Educator Effectiveness training. Components for a middle school Mentoring program were given to the Board.

Mr. LeMay submitted a report on the high school. Graduation is on 5/24/14. The senior class trip will be to Devil's Lake on 5/22/14. There are 29 students taking a total of 51 AP tests this year. Results of the AP tests will be available this summer. The 2014 Junior Prom held on 4/26/14 went well. Junior class advisors were Ms. Houslet and Ms. Wartman. Awards night was held on 5/8/14 with over \$291,800 in monies given to deserving students. \$51,000 of this came from local scholarships. The music department put on a spectacular show on 5/13/14 featuring band and choir students from grades 5-12. Mr. Evans and Ms. Larson used movie theme songs for this show. Pardeeville is hosting the Conference track meet on 5/20/14 and the Regional track meet on 5/27/14. The Landscaping class made presentations to Mr. LeMay about their projects for this semester. The show choir and jazz band had a Spaghetti Dinner on 5/19/14 with a small performance after the dinner. High school summer school will run from June 10 to June 27 for remedial classes. The student council sponsored Cancer Run/Walk on 5/3/14 raised over \$21,000 for the Wisconsin Carbone Cancer Center. Mr. LeMay conducted interviews for both the physical education position and the high school counselor position. The names of both candidates will be submitted for approval at tonight's meeting. Student Council celebrated Teacher Appreciation Week on May 5-9. The new Trailways Commissioner is Rich Fronheiser, who lives in Columbus. Mr. LeMay gave recognition to special ed teacher Ms. Laura Wartman-Bloker who received her doctorate at UW-Madison on May 16<sup>th</sup>.

Ms. McElroy reported on technology in the district. **Equipment & Network:** Projectors were added to the elementary and middle school principal offices for professional development and parent consults. The Tech Steering Committee discussed a replacement plan for Chromebooks and Windows computers in the coming years. A systems engineer has been working at updating and repairing the Windows 7 images on our servers and other main server software updates that are needed. All Windows XP computers will be updated to Windows 7 in the next month. **Software and Professional Development:** Ms. McElroy attended the Wiscnet Future Technologies conference on May 1 & 2. 2014-2015 purchases of Technology approved by the administrative team and the Tech Steering Committee include: a cart of 30 Chromebooks for Elementary, a cart of 30 Chromebooks for the Balliet Building, a \$400 Nexus tablet for the Phy Ed department, and an additional projector to be installed in the World Language/Waldinger classroom. A professional development opportunity is being developed by the Tech Steering Committee and facilitated by Mr. Knitt and Ms. Huck for up to 10 certified staff to provide an incentive to integrate technology.

Mr. Krueger reported on custodial/maintenance items. He worked on bids with contractors for the boilers at the elementary school. Projects for the custodial/maintenance department included replacing 2 uni-vent motors with 3 speed motors at the elementary school, having the LP tanks emptied and removed, taking scrap metal to Alter metal for salvage, setting up for concerts, getting ball diamonds and discus/shot put areas ready for events, making a coat rack for the baseball home dugout, setting up a new PA system in the softball press box, spring service to the lawn mowers, replacing the A/C compressors clutch on the school lunch van, replacing a broken tongue jack on the trailer with a good one that we had in storage, framing out and installing a new insulated door on the greenhouse, etc. and working on 26 L4L work orders.

### Committee Reports

Buildings and Grounds Committee—met tonight on 5/19/14 to discuss locker bids, boiler bids, restoration of the high school exterior, and colors for the bathroom stalls, shower stalls and epoxy flooring.

Curriculum Committee—met on 5/15/14 to discuss the tech ed program, a teacher request for leave of absence and the 2014-2015 middle school/high school schedule. Regarding the teacher request for leave of absence, administration proposed elimination of 1 course and hiring a half-time language arts position. This committee's next meeting will be in the fall.

Personnel Committee—met on 5/12/14 to discuss the Educational Assistant job description, Special Education Assistant job description, co-curricular schedule and support staff and administrator 2014-2015 salaries.

Finance Committee—needs to meet on June 2, 2014.

#### Student Representative Report

No report was given.

#### Landscaping Projects

Mr. LeMay explained the projects that the students in the Landscaping Class have planned. Students had to create a power point and present their plans to Mr. LeMay explaining what they planned to do along with whether the plants were perennials or annuals and why they chose those particular plants. Projects this year included repurposing of plants, splitting hasta plants, cleaning and weeding beds and adding new mulch along with adding some new benches.

#### Wellness Committee Report

Mr. Knitt said per the Board Wellness Policy #8510, that this policy should be reviewed every 3 years. A nursing intern working with our school from the UW-Madison Nursing program took the Wellness policy on as a project. A committee including administration, the nursing intern, school nurse, students and Mr. Smith from the school board was formed to review the Wellness policy. Mr. Knitt said the biggest issue is with the changes coming forward in the hot lunch program. We have to compare our Wellness Policy with the Federal and State proposed changes. The Wellness policy will be referred now to the Policy Committee to make changes.

#### School Board Committee Assignments

Board committee assignments for the 2014-2015 school year were made as follows:

Buildings & Grounds Committee—Ms. Levzow (Chair), Ms. Ives and Mr. Smith.

Curriculum Committee—Mr. Balsiger (Chair) and Ms. Levzow.

Finance Committee—Ms. Ives (Chair), Ms. Walker and Ms. Morrison.

Personnel Committee—Ms. Pufahl (Chair), Mr. Balsiger and Mr. Smith.

Policy Committee—Ms. Walker (Chair), Ms. Morrison and Mr. Smith.

#### Update on Technology Education program

Mr. LeMay reported on the Technology Education program that will begin second semester in the 2014-2015 school year. He talked about surveying local businesses to find out what skills they are looking for in hiring students. Mr. LeMay has been in contact with Ms. Juanita Comeau from MATC. Ms. Comeau is looking for someone to come and teach our students. There is also a CTE test certificate that students can earn. Mr. LeMay

said the new high school guidance counselor we are hiring has some experience with the CTE certificate requirements.

#### Results of High School/Middle School Music Concert Survey

Surveys of middle school parents and high school parents were conducted to get their input regarding whether to have separate middle school and high school music concerts due to the length of the concerts. Results of the surveys were given to the Board. Information from the band and choir teachers regarding the concerts was also given to the Board. Ms. Ives requested input from the students. Mr. Lenz said he will get that information. Mr. Knitt said he will meet with his administrators on this issue and will put a plan together for this fall.

#### 2014-2015 High School/Middle School Schedule

Mr. Knitt presented a proposed bell schedule for middle school/high school for the 2014-2015 school year. The increase in time is to make sure there are enough hours in the school year to avoid having to make adjustments due to snow/cold days. The school day for middle school and high school students would begin at 7:40 a.m. and end at 3:05 p.m. This schedule will be on the agenda for approval at the 6/2/14 board meeting.

#### Board Member Concerns

Ms. Pufahl thanked the Pardeeville Bulldog Support Foundation for their work on the beautiful new entrance to the athletic complex.

#### Approval of Minutes Dated 5/5/14

A motion was made by Ms. Morrison to approve the minutes dated 5/5/14. The motion was seconded by Ms. Ives. Motion carried 7-0.

#### Approval of Receipts/Expenditures

A motion was made by Ms. Walker to approve the receipts/expenditures. The motion was seconded by Ms. Levwow. Motion carried 7-0. Check numbers submitted and approved included 51232-51299, 10404-10413, DD0414, AMEX0064-AMEX0070, 51021-51043, 51045-51056 and 51137-51182.

#### Approval of Resolution Authorizing the Issuance and Awarding the Sale of \$800,000 General Obligation Promissory Notes

Ms. Carol Wirth from Wisconsin Public Finance Professionals explained to the Board about the sale of the \$800,000 in promissory notes. The final interest rate is 2.72%. A motion was made by Ms. Levwow to approve a resolution authorizing the issuance and awarding the sale of \$800,000 general obligation promissory notes. The motion was seconded by Ms. Walker. Motion carried 7-0. Board members thanked Ms. Carol Wirth and Mr. Brandon Wirth for their efforts in handling this sale.

#### Approval of Dental Insurance

Mr. Knitt explained that there are currently two dental plans for staff—one for teachers with a limit of \$2,000 and the other for support staff and administrators with a \$1,000 limit. Combining the dental plan together for teachers, support staff and administrators for the same limit of \$2,000 would be a 9% increase. A motion was

made by Ms. Morrison to approve combining the dental plan into one group with an increase of 9%. The motion was seconded by Ms. Ives. Motion carried 7-0.

#### Approval of Volunteer Middle School Baseball Coach

A motion was made by Ms. Ives to approve Mr. Pat Brodie as a volunteer middle school baseball coach. The motion was seconded by Ms. Walker. Motion carried 7-0.

#### Approval of 2014-2015 Calendar

A motion was made by Mr. Smith to approve the 2014-2015 school calendar. The motion was seconded by Ms. Levzow. Motion carried 6-1.

#### Approval of Elementary Guidance Counselor

Five people were interviewed for the elementary guidance counselor position. A motion was made by Mr. Smith to approve hiring Mr. Ryan Schmidt for the elementary guidance counselor position. The motion was seconded by Ms. Levzow. Motion carried 7-0.

#### Approval of High School Guidance Counselor

Nine people were interviewed for the high school guidance counselor opening. A motion was made by Ms. Ives to approve hiring Ms. Crystal Huset for the high school guidance counselor position. The motion was seconded by Mr. Smith. Motion carried 7-0.

#### Approval of High School Physical Education Teacher

Seven candidates were interviewed for the high school physical education teacher opening. A motion was made by Ms. Ives to hire Mr. Luke Standiford for the high school physical education teacher position. The motion was seconded by Ms. Walker. Motion carried 7-0.

#### Approval of Middle School Handbook

Mr. Lenz presented the 2014-2015 Middle School Handbook to the Board for approval indicating changes made from last year's handbook. A motion was made by Ms. Levzow to approve the 2014-2015 Middle School Handbook. The motion was seconded by Mr. Balsiger. Motion carried 7-0.

#### Approval of Locker Bids

Locker bids were discussed by the Buildings and Grounds Committee. Ms. Levzow recommended approving the bid from Marshfield Book and Stationery for the lockers in the amount of \$45,295. The color chosen for the lockers was royal blue. Tear-out and disposal of the existing lockers will be done by school staff. A motion was made by Ms. Levzow to approve the bid from Marshfield Book and Stationery for \$45,295 for locker room lockers. The motion was seconded by Mr. Smith. Motion carried 7-0.

#### Approval of Boiler Bids

Boiler bids were discussed at the Buildings and Grounds Committee meeting. Ms. Levzow recommended approving the bid from Johnson Controls for \$185,535 plus adding Option 2 (Heat exchanger to replace

domestic hot water boiler \$7,167.00) and Option 3 (Additional demo of stack and piping \$3,214.00) for a total bid of \$195,925.00. These 3 new boilers will replace all of the existing boilers in the elementary building making the whole heating system in that building new. A motion was made by Ms. Levzow to approve the boiler bid from Johnson Controls for \$195,925.00. The motion was seconded by Mr. Balsiger. Motion carried 7-0.

#### Agenda Items for Next Meeting

The next regular school board meeting will be held at 7:00 p.m. on Monday, June 2, 2014. Agenda items will include 2013-2014 General Fund Budget, 2014-2015 General Fund Budget, Set July Board Meeting Date, 2014-2015 Music Concert Dates, Board Member Concerns, Approval of Minutes Dated 5/19/14, Approval of 2014-2015 Leave of Absence Request, Approval of Elementary Staff Handbook and Family Handbook, Approval of 2014-2015 Middle School/High School Schedules, Approval/Denial of 2014-2015 Open Enrollment Applications, Approval of Educational Assistant Job Description—First Reading, Approval of Special Educational Assistant Job Description—First Reading, Approval of Out-of-State/Overnight Trip for FFA, Approval to Purchase Equipment from 2013-2014 Budget, and an executive session to approve the executive session minutes dated 5/19/14 and to hear end-of-the-year reports from administrators.

#### Action on Items from Executive Session

##### Approval of One-time Additional Pay for 2013-2014 for District Administrator

A motion was made by Mr. Balsiger to approve a one-time additional pay for 2013-2014 for the district administrator. The motion was seconded by Mr. Smith. Motion carried 7-0. This one-time pay is for additional duties assumed during the 2013-2014 school year.

##### Approval of 2014-2015 Support Staff Wage Increase

A motion was made by Ms. Walker to approve the 2014-2015 support staff wage increase as proposed. The motion was seconded by Mr. Balsiger. Motion carried 7-0. The percent approved ranged from 0.63% to 3.75%.

##### Approval of 2014-2015 Certified Staff Salary Increase

A motion was made by Ms. Levzow to approve the 2014-2015 certified staff salary increase. The motion was seconded by Mr. Balsiger. Motion carried 7-0. The percent approved was 1.46%.

##### Approval of 2014-2015 Administrator Salary Increase

A motion was made by Ms. Walker to approve the 2014-2015 administrator salary increase as proposed. The motion was seconded by Mr. Balsiger. Motion carried 7-0. The percent approved ranged from 1.46% to 2.83% plus 5-10 additional days added to contract.

#### Adjournment

A motion was made by Mr. Balsiger to adjourn. The motion was seconded by Ms. Levzow. Motion carried 7-0. The meeting was adjourned at 9:55 p.m.

---

Lynette Ives, Clerk