

BOARD OF EDUCATION  
PARDEEVILLE AREA SCHOOL DISTRICT  
Pardeeville, WI

MINUTES  
REGULAR BOARD MEETING  
May 20, 2013

The meeting was called to order at 7:00 p.m. by Board President, Ms. Pufahl. Roll call was taken with the following board members present: Mr. Balsiger, Ms. Ives, Ms. Levzow, Mr. Smith and Ms. Pufahl. Ms. Morrison and Ms. Walker arrived following roll call. Absent was A.J. Sterlavage, Student Representative. Also present at this meeting were Mr. Knitt, Ms. Kamrath, Mr. Lenz, Mr. LeMay, Mr. Knapp, Ms. Clemmons, Ms. Taya Smith and Mr. Dan Evans.

Open Forum

No items discussed.

Administrative Team Reports

Ms. Kamrath submitted a report on the Elementary School. Over 150 moms joined their children for “Muffins for Moms” day. Results of two weeks of MAP testing for Kindergarten- 4<sup>th</sup> grade students will be given to parents in their children’s report cards showing individual growth throughout the year. A PTO Bike Rodeo was held on 5/18/13. “Doughnuts for Dads” will be held on 6/2/13. Approximately 170 students will be attending summer school. There will also be remedial reading and math classes for summer school. A School Carnival will be held on 6/5/13 to celebrate the wonderful school year. An awards ceremony will take place on 6/6/13. A BOGO book fair will be held May 28-31.

Mr. Lenz provided a report on Middle School. President’s Awards for Outstanding Academic Excellence, the President’s Awards for Academic Achievement and the American Citizenship Awards will be given out during the 8<sup>th</sup> grade promotion ceremony on 6/7/13. Fifth graders will be going to the Beaver Dam Outdoor Expo for a field trip. Fifth grade Dare graduation will be held on 5/24/13. Middle school students will go to Mt. Olympus for their end of the year incentive trip. The school will pay for half the cost for students who earned all their Bulldog Tracker points for the 3<sup>rd</sup> quarter. Sixth graders will be taking a field trip to the Milwaukee Public Museum on 6/6/13.

Mr. LeMay submitted a report on the High School. The junior prom was held at the Wyocena Community Center on 4/27/13 and went well. The Student Council sponsored Cancer Run/Walk raised over \$15,000 for the Wisconsin Carbone Cancer Center. There are 29 students taking 51 AP tests this year. The band and choir department put on a great concert on 5/13/13. Awards night was held on 5/16/13 and over \$125,000 was given to deserving students. The high school is running a test group with the Bring Your Own Device (BYOD) initiative starting on 5/20/13 for grades 10-12 and hopefully this will help work out the kinks to be ready for the start of the 2013-14 school year. Pardeeville is hosting a Regional track meet on 5/20/13. The senior class trip will be to the Kalahari on 5/23/13. Graduation will be held on 5/25/13. The baseball team won the Conference championship. Remedial summer school classes will run June 11-July 3. Ms. Downs is identifying students that need these classes and has been in contact with parents and students. Mr. LeMay completed his duties as Trailways Conference President for the 2012-13 school year. Mr. LeMay sent the final high school newsletter out to parents. He has gotten great feedback from parents about the newsletter and next year he will try to get the staff to highlight more of what they’re doing in their classes.

Ms. McElroy reported on Technology in the district which included the following: **Equipment:** The IBS cabling is finished except for a few items. Fiber has been run between the district main closet and both the elementary and Balliet buildings. On 5/25/13 the paging system will be connected to the Mitel phone system so select staff members can make pages directly from their telephones. **Workstation updates:** 20 more Chromebooks were purchased through common school funds for LMC support at the high school/middle school. **Software and projects:** The Technology Steering Committee met to review, edit and give their approval to the Pardeeville Information and Technology Plan. The plan will be submitted to the school board for final approval on 5/20/13 and then it will be submitted to the DPI. MAP testing has been set up and is being done in elementary and middle school through 5/31/13. IXL Math was set up for all Kindergarten-4<sup>th</sup> grade students. Ms. Kamrath is asking teachers to get their students started on the program before the end of the school year so they continue to practice math during the summer. She will be creating some type of incentive program to encourage students for this. The new Xerox copier was installed in the middle school. Each staff member enters a code to make copies and the district will be able to see a usage report. The Tech Department and office staff are working on CWCS reporting to the state and preparing all student records for end of the year reporting.

Mr. Knapp submitted a report on the Custodial/Maintenance Department. The last few weeks the buildings and grounds department was busy with concert setups, awards ceremony setups, art shows, athletic banquets, etc. Outside work has included athletic field preparation, getting our grounds equipment ready for the summer season, cleaning up debris from last fall and winter, adding mulch to the playgrounds, etc. Maintenance techs have been working on electrical, lighting and plumbing issues. They will also soon be installing a fence around the trash and recycle containers to make the high school look better. Mr. Knapp has been talking to electrical contractors and getting costs for replacing the wiring that will be needed for the new bleachers that will be installed in the high school gym. Mr. Knapp has identified a few more roofing problems in the high school that will need to be attended to after school is out. The week of June 10 will be the week of the demolition of the old bleachers in the high school.

### Committee Reports

Buildings and Grounds—has not met.

Curriculum Committee—met on 5/16/13 to discuss MATC compass test scores, graduation requirements, geometry books and a reading component to alternative education program. New geometry books recommended are from CPM which follows the series that the middle school is using.

Finance Committee—met on 5/6/13 to review financial updates on the referendum, 2012-2013 Fund 10 budget and 2011-12 Fund 10 Budget.

Negotiations Committee—met on 5/9/13 for the purpose of conducting negotiations with members of the PEA.

Personnel Committee— met tonight to discuss an update on employee handbooks, a groundskeeper job description, 2013-14 administrator salaries, 2013-14 support staff salaries, and buildings and grounds personnel issues. Ms. Pufahl said the Personnel Committee needs to make sure all job descriptions get updated.

Policy Committee— has not met.

### Student Representative Report

No report given.

### Board Member Committee Assignments

Board members will remain on the same committees as they were on last year:

Buildings & Grounds Committee: Ms. Lezow (Chairperson), Ms. Ives and Ms. Morrison

Curriculum Committee: Mr. Balsiger (Chairperson) and Ms. Lezow

Finance Committee: Ms. Ives (Chairperson), Ms. Pufahl and Ms. Walker

Personnel Committee: Ms. Pufahl (Chairperson), Mr. Balsiger and Mr. Smith

Policy Committee: Ms. Walker (Chairperson), Ms. Morrison and Mr. Smith

### Landscaping Projects

Mr. LeMay said this year students from the landscaping class gave detailed presentations to him about landscaping projects they are planning to do on school grounds including the cost for the project and a timeline for completion. There were no real expensive projects this year. Most of the plants were grown in the school's greenhouse and some items were donated. The projects focused on beautification of the grounds and replacement of dead and/or neglected shrubs and plants. Each project had to be approved by Mr. LeMay.

### High School Math and English Curriculum

Mr. LeMay gave a power point presentation to the board members on the math and English curriculum work they are working on in the high school.

### High School Handbooks

Mr. LeMay presented a revised high school handbook to the school board for review. He said there were not a lot of changes from the previous year. He made the high school handbooks more uniform with the elementary and middle school's handbooks. This will be on the agenda for approval at the next board meeting.

### Board Member Concerns

Ms. Lezow said the middle school/high school spring concert was excellent; however, she did receive some concerns about the length of the concert.

Ms. Pufahl said four school board members took time to go into Mr. Kamrath's classroom recently to respond to letters the students wrote to the Board about things they would like to see changed in the school. Writing letters to the superintendent and to school board members was a class project that Mr. Kamrath had the students do.

### Approval of Minutes Dated 5/6/13

One correction was made to the 5/6/13 minutes to reflect that Mr. Knitt called the meeting to order rather than Ms. Pufahl due to the election of officers item that was at the beginning of that meeting. A motion was made by Ms. Lezow to approve the minutes dated 5/6/13 with the revision. The motion was seconded by Ms. Ives. Motion carried 6-0-1. Ms. Morrison abstained.

### Approval of Receipts/Expenditures

A motion was made by Ms. Morrison to approve the receipts/expenditures as presented. The motion was seconded by Ms. Walker. Motion carried 7-0. Check numbers submitted and approved included checks 49303-49401, 10283-10295, 43013A, 49074-49091, 49173-49254, and 4900001030-4900001031.

#### Approval of Florida Trip for Band and Choir

Mr. Evans and Ms. Smith presented their plans to take band and choir students to Florida March 9-15, 2014. Part of the trip will include the students performing at Disney parks and at a children's wellness type facility. A motion was made by Ms. Levzow to approve the band and choir trip to Florida. The motion was seconded by Ms. Ives. Motion carried 7-0.

#### Approval of Spanish Trip

Mr. Knitt recommended that the school board make an exception to the male chaperone policy requirement for the Spanish trip. A motion was made by Ms. Morrison to approve the 2014 Spanish trip and grant an exception to the chaperone requirement. The motion was seconded by Mr. Balsiger. Motion carried 7-0.

#### Approval of Youth Options Application

Mr. Knitt recommended approval of a youth options application as long as the student remains attending Pardeeville High School. A motion was made by Ms. Levzow to approve the youth options application as long as the student continues enrollment at Pardeeville High School. The motion was seconded by Ms. Ives. Motion carried 7-0.

#### Approval of Elementary Handbook

A motion was made by Mr. Balsiger to approve the 2013-2014 elementary school handbook. The motion was seconded by Ms. Levzow. Motion carried 7-0.

#### Approval of Middle School Handbooks

Mr. Lenz told the Board that he made one more revision to the middle school handbook since they reviewed the changes at the last meeting. He said he changed the middle school dress code for length of dresses/skirts to read the same as the high school handbook. A motion was made by Ms. Walker to approve the 2013-2014 middle school handbook. The motion was seconded by Mr. Smith. Motion carried 7-0.

#### Approval of Resignation by Certified Staff

Ms. Amber DePetro, middle school English teacher, submitted a letter of resignation effective at the end of the 2012-2013 school year. A motion was made by Ms. Morrison to approve the resignation from Ms. Amber DePetro. The motion was seconded by Ms. Ives. Motion carried 7-0.

#### Approval of New Elementary Certified Staff

Ms. Kamrath recommended hiring four elementary teachers for the 2013-2014 school year: Megan Smedema, Kelly Carlson, Jacob Henke and Joshua Hemmerich. A motion was made by Ms. Levzow to hire the four teachers as recommended. The motion was seconded by Ms. Ives. Motion carried 7-0.

#### Approval of School District Technology Plan

An updated Technology Plan was shown to the school board at their May 6<sup>th</sup> board meeting. A motion was made by Mr. Balsiger to approve the Technology Plan. The motion was seconded by Mr. Smith. Motion carried 7-0.

#### Approval of PTO Donation to Elementary School

A \$6,000.00 donation from the PTO for the elementary school to use for technology was submitted for approval. A motion was made by Mr. Smith to approve the \$6,000 donation from the PTO to purchase technology equipment with a letter of thanks. The motion was seconded by Ms. Walker. Motion carried 6-0-1. Ms. Morrison abstained.

#### Agenda Items for Next Meeting

The next regular school board meeting will be held at 7:00 p.m. on Monday, June 3, 2013. Agenda items will include Fourth Grade Counselor Conference Results, Bike Rodeo, Health Insurance Update, 2012-13 General Fund Budget, July School Board Meeting Dates, Board Member Concerns, Approval of Minutes Dated 5/20/13, Approval of Early Graduation Requests, Approval of Overnight Trip for Student Council on August 22-23, 2013, Approval of Summer School Contracts, Approval of High School Handbook, Approval/Denial of 2013-14 Open Enrollment Applications, Approval of 2013-14 Co-Curricular Contracts, Approval of 2013-14 Coaches, Approval of Daily Start Times and End Times for the 2013-14 School Year, Approval of CESA 5 Contracts, Approval of CESA 6 Contract, and an executive session to approve the executive session minutes dated 5/20/13 and to discuss 2013-14 support staff and administrative salaries and elementary principal year-end report.

#### Executive Session

At 9:35 p.m. an executive session was held under 19.85(1)(c) of the Wisconsin State Statutes to approve the executive meeting minutes dated 5/6/13 and to discuss buildings and grounds personnel items. At 11:13 p.m. the Board went back into open session.

#### Action on Items from Closed Session

A motion was made by Ms. Levzow to accept the resignation of Mr. Knapp. The motion was seconded by Mr. Smith. Motion carried 7-0.

#### Adjournment

A motion was made by Ms. Morrison to adjourn. The motion was seconded by Mr. Balsiger. Motion carried 7-0.

The meeting was adjourned at 11:16 p.m.

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Lynette Ives, Clerk