

BOARD OF EDUCATION
PARDEEVILLE AREA SCHOOL DISTRICT
Pardeeville, WI

MINUTES
REGULAR BOARD MEETING
July 16, 2012

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, Ms. Morrison, Mr. Smith, Ms. Walker and Ms. Pufahl. Also present at this meeting were Mr. Knitt, Ms. Kamrath, Mr. Lenz, Mr. LeMay, Ms. McElroy, Mr. Knapp, Ms. Clemmons, Ms. Barb Allen, Ms. Tammy Wolf, Ms. Kari Johnson, Mr. Donn Johnson, and several parents.

Open Forum

Ms. Barb Allen reported to the Board on why some of the sixth grade students did not go on the Washington, D.C. trip. Ms. Allen said she has organized the trip for ten years. She will be taking a year off from organizing this trip. Tammy Wolf as well as some other parents of incoming sixth graders at this meeting expressed their concern that they thought the trip may be cancelled.

Administrative Team Reports

Ms. Kamrath submitted a report on the Elementary School. On June 20 and 21 a team of elementary teachers went to a meeting entitled, "Preventing Reading Difficulties in the Primary Grades". The team will work on in-servicing the staff on what they learned. This workshop has three more follow up meetings in October and January. Ms. Kamrath has been working on the 2012-2013 schedules for staff and support staff. She has also been working on a school wide schedule for implementation of PBIS (Positive Behavior Intervention Systems) for the start of the school year. "Kids at Work" is the elementary school theme for the 2012-2013 school year. Summer cleaning of the building and construction of the windows and outside panels has gone well. Around 40 students are signed up for the August Reading and Math summer school. Ms. Kamrath will be working with Smith Bus to get the 4K transportation pickups and drop offs set for the start of the school year.

Mr. Lenz provided a report on Middle School. Final touches are being put on the new middle school schedule. The number of study halls has been reduced and middle school students will be traveling to the high school to a much lesser extent. The 5th grade will only go to the high school for band/chorus and library. This year the 5th and 6th grade students are required to take either band or chorus. Plans are in place to in-service staff on Curriculum Companion which will be used to align our local math and language arts curriculum with common core standards. Mr. Lenz has been working to expand the scope of our bully prevention program. Procedures will be built in for students to easily report bullying and get it immediately dealt with by an adult. Middle School is set to hit the ground running with Response to Intervention (RtI) this fall. There will be two interventionists with one period each day freed up to work with kids struggling in math and reading.

Mr. LeMay submitted a report on the High School. Work on the roof continues at the high school. Inside there is painting going on. The doors in the high school are being repainted so they will match and Mr. LeMay and Ms. Downs painted the Guidance offices. Those offices will also be getting new carpeting due to the damage done by the leaking roof.

Most of the items in the tech ed classroom have been gone through and items that could be used in the future will be boxed and stored. Mr. Knapp and the custodial/maintenance crew have been a big help in getting things cleaned out of the tech ed room so Mr. LeMay and Ms. Reigel could get in and paint it before school begins. The High School English department met to start entering curriculum and aligning things with the common core state standards. Mr. LeMay and Mr. Hulberg interviewed nine candidates for the Phy Ed position. There were around 20 applications. Over 20 students were serviced by the summer school program. Those students were able to recover credits they did not earn during the school year. This will help keep these students on track for graduation and not fall further behind. Mr. LeMay and Ms. Reigel have been working on getting forms and other information ready for the start of the 2012-2013 school year. They are making a push to have more forms available online and parents can have them already filled out when they come for registration. Fall sports will soon be underway and we are still in need of a head volleyball coach since the departure of Ms. Kielty. Mr. LeMay provided the results of Advanced Placement tests that our students took and the results were very good.

Mr. Knapp submitted a report on the Custodial/Maintenance Department. Main referendum projects including the elementary school windows and exterior panels, and the high school roof are proceeding as expected. The Balliet building playground is finished except for the installation of basketball posts, hoops and nets. On July 5th with extreme heat there was a breakdown of the air conditioning unit which cools the school's computer server room, leaving it without the very necessary cooling in that room and leaving the servers vulnerable to overheating and damage. Ms. McElroy immediately shut down the servers and a portable air conditioning unit was installed to cool the space until the air conditioning unit could be repaired or replaced. Unfortunately while Johnson Controls was repairing the compressor unit, the compressor coolant tank burst from the excessive heat on the roof. It was determined that the extent of the damage to this unit which was 12 years old was too great for cost effective repairs with no guaranty that it would work properly again so a new heavy duty unit was installed in its place. The server room is now at the proper temperature and the computer servers are safe. Cleaning by the custodial staff is proceeding even with the added problems caused by the excessive heat and working around the construction in the two main buildings. Our district maintenance technicians are busy with building work orders, repairs and remodeling projects, repainting doors and window frames in the high school, cleaning refrigerant units and working on classrooms which are going to be used for new purposes. Mr. Knapp has been watching the progress of the building projects, keeping informed as to what is taking place and how the scheduled work is going, watching for safety issues, working with the contractors, resolving and reporting any problems encountered to Mr. Knitt, keeping an eye on our building's mechanical systems during the excessive heat and calling in contractors when repairs have been necessary. Simplex was on site for our annual fire system testing and MacNeil Environmental came for their semi-annual safety check.

Ms. McElroy report on Technology in the district which included the following: **Equipment:** Ms. McElroy's report also included information about the breakdown of the air conditioning unit in the server room. Two Smartboards were ordered using the Middle School fundraiser monies for one fifth grade classroom and one 7th grade classroom. A wiring plan is being worked on for the district for wireless, paging/bells, video surveillance needs. The tech department will share technology consultant proposals with the Buildings and Grounds Committee on 7/16/12.

Network & Software: Software is being installed and added to labs to get ready for fall classes. The Fortinet internet filter is being set up to replace Lightspeed which has been used since 2008. All district computers have received antivirus updates to Microsoft Forefront. The email archive for staff email has been switched over to Gaggle.net which will also filter all student school Gmail accounts. Parents will be asked to sign new consent forms at the August 14th registration.

Committee Reports

The Buildings and Grounds Committee met tonight to review the bid for the installation of lock hardware and rekeying the school district buildings, review the bids for constructing 4 concrete pads located at the west entrance of the high school, review bids for new carpet in the high school guidance offices and new flooring for two classrooms in the elementary school, discuss fall building projects, and to present a request for proposal for wiring proposal and ask for approval to send out the request for proposal for bids to wiring contractors.

Board Member Retreat Date

The board member retreat date will be September 24, 2012 at 6:30-8:30 p.m.

Washington, D. C. Trip

Mr. Lenz, Middle School Principal, gave a power point presentation about the Washington, D.C. trip. The 2012 trip to Washington, D.C. was for 7 days and 6 nights. Students missed 4 days of school. Twenty-five out of 66 students didn't attend the trip. Five cited money concerns, 4 cited a choice not to go, 5 missed 2 incentives, 7 were school behavior issues and 4 were grade issues. Mr. Lenz said kids left behind see this as just another thing they are excluded from. When students are gone on the trip, curriculum is not being taught. There is a concern with meeting common core standards and the new teacher evaluation system partially evaluates teachers on student progress. Eighth grade curriculum ties in better with this trip as it deals with U.S. history and government, where 6th grade deals with ancient civilizations. The focus of concern on discipline issues with sixth graders tends to be about losing the trip rather than being concerned about the student's grades and behavior. Mr. Lenz said he is not against the trip; he is only against taking time away from the curriculum to take it. He said as we move forward with common core standards, we can't afford to take a week away from the curriculum. His recommendation would be to take 2 years off and offer the trip to the 8th grade in 2014-2015. No class would miss the trip. Another recommendation would be to offer the trip during the summer or other time when school is not in session. The possibility of building the trip into the school calendar so fewer days would be missed was also mentioned.

Annual Report for Reading Recovery

A report was given on the results of the Reading Recovery program in the Elementary School for the 2011-2012 school year. Mr. Smith asked whether he could get more detailed information about where the students went in at and where they came out. Ms. Kamrath will get the details on that.

Pupil Non-Discrimination Self-Evaluation Report

Mr. Knitt told the board members that the DPI requires school districts to do a non-discrimination self-evaluation every five years and he shared with them the findings of this report.

Wrestling Co-op Update

Mr. Knitt said he didn't have much to report on at this point because Portage Schools is busy with other things at this time. He will keep the families posted. A potential co-op would be for the 2013-2014 school year.

Construction Update

Mr. Knapp gave an update on the construction projects going on this summer. The elementary panels are up and the windows will soon be installed. The roof project on the high school building is going well. The custodial staff has been impressed with how clean the Gunderson workers have been with everything. The middle school playground project is progressing.

Approval of Minutes Dated 6/18/12

One correction was recommended for a misspelled word. A motion was made by Ms. Levzow to approve the minutes dated 6/18/12 with the correction. The motion was seconded by Ms. Morrison. Motion carried 6-0-1. Ms. Ives abstained.

Approval of Special Meeting Minutes Dated 6/25/12

A motion was made by Ms. Morrison to approve the special meeting minutes dated 6/25/12. The motion was seconded by Mr. Smith. Motion carried 4-0-3. Ms. Levzow, Ms. Ives and Ms. Walker abstained.

Approval of Receipts/Expenditures

A motion as made by Ms. Levzow to approve the receipts/expenditures as presented. The motion was seconded by Mr. Balsiger. Motion carried 7-0. Check numbers submitted and approved included checks 47384-47396, 47496-47587, 47596, and 47600-47649.

Approval of First Reading for Revised Policies Series 0000, 3000, 4000, 5000, 6000, 7000, 8000 and 9000

The board members received a packet of revised policies along with a description of what was being revised. The Policy Committee reviewed these policies and recommended approval of first reading. A motion was made by Mr. Balsiger to approve the first reading for the revised policies. The motion was seconded by Ms. Walker. Motion carried 7-0.

Approval of Overnight Trip for Dance Camp

The Board was presented with a request to approve an overnight trip for Ms. Waldinger and Ms. Berlin to take 8 students to the CWDC Dance Camp on July 24 and 25. A motion was made by Ms. Morrison to approve the overnight trip for dance camp. The motion was seconded by Ms. Ives. Motion carried 7-0.

Approval of Parent Transportation Contracts for Pardeeville Resident Students Attending St. Mary's and St. John's Schools in Portage

Parent transportation contracts for Pardeeville resident students who attend St. Mary's School and St. John's School in Portage were submitted for approval. A motion was made by Ms. Morrison to approve the parent transportation contracts. The motion was seconded by Ms. Levzow. Motion carried 7-0.

Approval of Physical Education Teacher

Mr. LeMay said he received approximately 20 applications for the Phy Ed position and 9 were interviewed. He recommended hiring Ms. Paige Theiler for the position. A motion was made by Ms. Levzow to hire Ms. Paige Theiler for the physical education position. The motion was seconded by Ms. Ives. Motion carried 7-0.

Approval of Open Enrollment Exceptions

Mr. Knitt explained two open enrollment exception applications which are for students who reside in the Pardeeville School District that are applying to go to other schools. He recommended approving these two applications. A motion was made by Ms. Morrison to approve the two open enrollment exceptions. The motion was seconded by Ms. Ives. Motion carried 7-0.

Approval of Bid for Installation of Lock Hardware and Rekeying of School District Buildings

The Buildings and Grounds Committee met earlier tonight and discussed the installation of lock hardware and rekeying the school district buildings project which was part of the referendum. Mr. Knapp listed the reasons why this project is necessary and gave the specifications for the new hardware and rekeying. He recommended approving the bid from Gappa Security Solutions. Gappa's proposal was for approximately \$38,122.87 which was \$11,377.13 less than the approved referendum estimate for this project. A motion was made by Ms. Levzow to approve the bid from Gappa Security Solutions for installation of lock hardware and rekeying of school district buildings. The motion was seconded by Mr. Balsiger. Motion carried 7-0.

Approval of Bids for Constructing 4 Concrete Pads Located at West Entrance of High School Building

The Buildings and Grounds Committee reviewed proposals for constructing 4 concrete pads located at the west entrance of the high school building to support picnic tables which will be used by students during their lunch and study times. The committee recommended approving the bid from Gunderson Construction for \$3,565.00. A motion was made by Ms. Levzow to approve the bid from Gunderson Construction for \$3,565.00 to construct 4 concrete pads at the west entrance of the high school building. The motion was seconded by Mr. Balsiger. Motion carried 7-0.

Approval of Bids for New Carpet in High School Guidance Offices and New Tile Flooring for Two Classrooms in Elementary School

The Buildings and Grounds Committee reviewed 3 bids for carpeting the high school guidance area, tiling two classrooms and floor tile repair. The committee recommended approving the bid from Canales Flooring for \$11,829.55. A motion was made by Ms. Levzow to approve the bid from Canales Flooring for \$11,829.55 for new carpet in the guidance office and new tile in two classrooms. The motion was seconded by Ms. Ives. Motion carried 7-0.

Approval to Send Out the Request for Proposal for Bids to Wiring Contractors

The Buildings and Grounds Committee met tonight and discussed with Ms. McElroy two technology consultant proposals for the wireless, paging/bells, and video surveillance project. These consultants will create a Request for Proposal (RFP) which contractors can respond to with pricing. Ms. McElroy recommended hiring KM Technology Design. A motion was made by Ms. Levzow to approve the proposal from KM Technology Design. The motion was seconded by Mr. Balsiger. Motion carried 7-0.

Approval of 2012-13 Budget

Mr. Knitt handed out a budget analysis for 2012-2013 with two proposals for the Board. A motion was made by Ms. Morrison to approve proposal #2 with revenues of \$9,636,409 and expenditures of \$10,559,614 for the 2012-13 budget . The motion was seconded by Ms. Walker. Motion carried 7-0.

Approval of 2013-14 Budget Guidelines

Mr. Knitt asked the Board to approve guidelines for a balanced budget for the 2013-14 school year with revenues equaling expenses. A motion was made by Mr. Smith that the first budget the school board sees for the 2013-14 school year will be a balanced budget. 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 6:30 p.m. on Monday, August 6, 2012 in the High School Library. Agenda items will include September Meeting Dates, Report on AP Test Results, Approval of Minutes Dated 7/16/12, Approval of Part-Time Phy Ed Teacher, Approval of Resignation of Special Ed Aide, Approval of Support Staff, Approval of Milk Bid, Approval of Bread Bid, Approval of Johnson Controls Contract, Approval of Open Enrollment Exceptions, Approval of Fall Coaches, Approval of Fall Coaches, Approval of Extra Curricular Handbook, Approval of Washington D.C. Trip, Approval of Canopy Over Door #5, Approval of Increase in Hot Lunch/Breakfast Prices, Approval of Art Teacher Resignation and Approval of 2nd Reading for Revised Policies Series 0000, 3000, 4000, 5000, 6000, 7000, 8000 and 9000.

Executive Session

The executive session to approve the executive meeting minutes dated 6/18/12 and receive end of year report from the District Administrator was cancelled.

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 10:15 p.m.

Lynette Ives, Clerk