

BOARD OF EDUCATION
PARDEEVILLE AREA SCHOOL DISTRICT
Pardeeville, WI

MINUTES
REGULAR BOARD MEETING
August 23, 2011

The meeting was called to order at 7:00 p.m. by Board President, Ms. Davel. Roll call was taken with the following board members present: Mr. Balsiger, Ms. Ives, Ms. Levzow, Ms. Pufahl, Ms. Walker and Ms. Davel. Mr. Skaar was absent. Also present at this meeting were Mr. Knitt, Ms. Kamrath, Mr. LeMay, Mr. Lenz, Ms. McElroy, Mr. Knapp, Ms. Clemmons, Ms. Barb Allen, Mr. Tim Kath, Mr. Dan Evans, Ms. Taya Smith, Ms. Elizabeth Gust, Ms. Joan Killoran, Ms. Amy Brodie, Ms. Helen Rawson, Mr. Joe Rataczak, Mr. Neal James and Mr. Dave Davidson.

Open Forum

Mr. Dave Davidson asked the school board whether the fifth grade students were losing music opportunities because of the move to the Middle School. Mr. Lenz, Middle School Principal, responded with the changes made to the music program for fifth grade students. Mr. Lenz also said he has had discussions with Mr. Evans on the possibilities of starting band in fifth grade. Additional information that Mr. Davidson requested will be looked into and answered by Mr. Knitt.

Ms. Elizabeth Gust also addressed the Board with a concern about less music offered for the fifth grade students this year.

Administrative Team Reports

Ms. Kamrath submitted a report informing the board about elementary activities. Registration was held on August 10th and 11th and was very successful. The Response to Intervention committee met on 8/3/11 and developed a time line for implementation. Open House is scheduled for 8/25/11 with the PTO providing a hot dog supper for this event. Support staff and kindergarten teachers met with Ms. Kamrath and Ms. Housett for iPad and iPod training. Ms. Kamrath copied the school board with the in-service agenda for elementary. Elementary goals this year will be to focus on the writing curriculum and implementation of the Response to Intervention program. They will continue to work on using the Daily Five and CAFÉ strategies in reading and math boxes in math to strengthen their curriculums. Ms. Kamrath is working with Smith Bus to fine tune bus routes for elementary families and especially for the 4K learners.

Mr. Lenz provided a report on middle school. He has met some of the staff so far and is looking forward to the in-service meetings and first day of school. Initial contacts were made to move playground equipment from Marcellon to the space behind the Balliet building. His long term goals for the area pending funding and approval include picnic tables, an outdoor classroom and an asphalt basketball court. Mr. Lenz's goals will be to restructure the master schedule to encompass several key elements including: True grade level teams that teach all the students in their grade, a language arts class made of 2 class periods and includes reading and English, and a schedule that has the entire middle school core subjects taught before lunch. He plans to work closely with the high school principal and staff throughout the year and have the schedule changes ready to go for the 2012-2013 school year.

Mr. Lenz has been working at making the fifth grade transition to the Balliet building in middle school as smooth as possible. He has gone over the fifth grade schedules again and again to make sure the services that the students were receiving in the elementary school are carried over or are adapted to middle school.

Mr. LeMay submitted a report on the high school. He sent out an invitational letter to all high school staff asking them to stop in and visit with him. All high school positions have been filled. The four new high school teachers had in-service meetings on August 16-18 and each one has been assigned a mentor. Fall sports are underway. Registration was held on August 10 and 11 and was an overall success. Some minor modifications will be made to improve the registration process for next year. Mr. LeMay could not attend the student council cookout that was held on August 9th, however, he plans on attending student council's first regular meeting to hear all about their ideas for the upcoming year. Mr. LeMay attended his first Trailways Conference AD/Principal meeting. The 2011-2012 first semester schedule has been set after a few tweaks and room reassignments were made. Forty-one students took AP exams. Eleven students took the AP U.S. History test with all scoring a 3 or above and those students will receive college credits. Fourteen took the AP English Literature exam and six of those will get college credit. Eight took the AP Calculus AB exam and 3 will get credit. Ms. Ribar has been asked to score AP English exams again for the second year and Ms. Viking has been asked to score AP Math tests.

Mr. Knapp submitted a report on the Custodial/Maintenance Department. The Balliet building contract work has been completed and the custodial/maintenance staff has just a few detail projects to complete in the Balliet building. Cleaning of the school district buildings is almost complete and will be finished before September 1st. Gym floors in the high school and middle school have been refinished. Updating our access control system in the high school is being looked into. The system is very outdated and has become a big problem especially when creating new swipe cards. The Balliet building fire system passed its inspection and is now operational and monitored. The new fan/coil unit for the elementary computer lab will be installed in August. The Marcellon School move to the Balliet building was completed successfully on August 15th. Inspection of the school district fire system has been completed. The Buildings and Grounds building is in better shape. Both the garage and maintenance shop have been cleaned and several loads of metal hauled away. The district will receive a check for the metal once this work has been completed. Work is being done on the athletic fields on a weekly basis with grass mowing and relining of the football fields.

Ms. McElroy reported on Technology in the district which included the following: **Equipment** –Projectors were installed in a Kindergarten room with a Smartboard, elementary art room, middle school English room and Middle School Social Studies room. Projectors were replaced in the high school computer lab, a high school English room and Ag room. Lightening hit the network line buried between the Buildings and Grounds office and high school. It damaged 2 switches in the data cabinet and Mr. Knapp's computer. Two lightening protectors will be installed to each end of this cable which will be grounded to the outside of the buildings. Electronic equipment between 7-20 years old was picked up by a recycling company certified by the DNR. All hard drives were erased or shredded and there was no charge for this service. Our telephone system was upgraded to use a digital phone line and now all callers share a group of digital lines coming into the district phone system. Analog lines will be maintained for our fax machines, fire/security systems and elevators and 2 phone lines were added to support the new fire alarm system at the Balliet building. All technology equipment is set up and ready for students in the Balliet building. **Network & Software:** Parents now have a new single sign on feature for accessing their children's grades for grades 5-12. Coursework Completion System state reporting has been completed by all 3 offices. The offices are gearing up for an upgrade to PowerSchool. All 4 high school labs were re-imaged this summer with Windows 7 and are ready for school to begin.

Committee Reports

A Policy Committee meeting was held on 8/23/11. The committee discussed NEOLA 2000 and 7000 series policies and the Use of Facilities by the Public Policy 901.3.

School Board Meeting Dates

The board members discussed upcoming board meeting dates and decided to hold the first September board meeting on Tuesday, September 6th and future meetings will go back to the first and third Mondays of each month.

Washington, D.C. Trip Fund Raising

The school board stated again their position that fund raising money for the Washington, D. C. trip should be used for student costs only and that a steering committee of parents should be formed if they wished to do fund raising for their costs. According to school policy, a maximum of three fund raisers can be used per organization per school year. Ms. Allen said the three fund raisers used to raise money for the Washington, D.C. trip are selling entertainment books, Seroogy candy bars and homemade pizzas.

Attendance at WASB Fall Regional Meeting on 10/5/11

The fall regional WASB meeting will be held in Baraboo on October 5, 2011. Board members that indicated they plan to attend were Ms. Levzow, Ms. Ives, Ms. Walker, Ms. Davel and Ms. Pufahl along with Mr. Knitt. Ms. Clemmons will process the registrations.

Approval of Bid Process for Marcellon School

Mr. Knitt will be sending copies of the legal documents we have for the Marcellon School property to our attorney, Lathrop & Clark.

Approval of Minutes Dated 8/1/11

A motion was made by Ms. Pufahl to approve the minutes dated 8/1/11 as printed. Ms. Levzow seconded the motion. Motion carried 5-0-1. Ms. Ives abstained.

Approval of Special Meeting Minutes Dated 8/9/11

A motion was made by Ms. Levzow to approve the special meeting minutes dated 8/9/11 as printed. Ms. Walker seconded the motion. Motion carried 5-0-1. Ms. Ives abstained.

Ms. Ives left the school board meeting at this time.

Approval of Receipts/Expenditures

A motion was made by Ms. Levzow to approve the receipts/expenditures. Ms. Pufahl seconded the motion. Motion carried 5-0. Check numbers submitted and approved included 45438-45446, 45486-45520, and 45546-45628.

Approval of Washington, D.C. Trip

Ms. Barb Allen asked the Board to approve the Washington, D.C. trip leaving on May 6, 2012 and returning on May 12, 2012. She told them she would like to add an extra day this year so the students can see the Flight 93 Memorial in Pennsylvania. This memorial will be dedicated on September 11, 2011. Students would miss four days of school. Ms. Allen said there is some money left in the account that could be used to offset the cost for the additional day. She also asked the Board to approve having students from St. John's School join our school on this trip. A motion was made by Ms. Pufahl to approve the Washington, D.C. trip on May 6-12 with the understanding that funds raised be for students only and a steering committee of parents be formed to formulate their own fund raising independent from students. Excess funds raised by students cannot be used to supplement parent/chaperone costs. The motion was seconded by Ms. Levzow. Motion carried 5-0. The board members also indicated it was okay for St. John's School to go with Pardeeville Schools on this trip. In addition, the school board said they would like a report back to the Board after the first Washington, D.C. trip meeting when parents are made aware of the steering committee requirement for parent fund raising.

Approval of Band & Chorus Trip

Mr. Dan Evans, Band teacher, and Ms. Taya Smith, Chorus teacher, submitted detailed information for a trip to New York City with a proposed agenda to the school board and asked them for approval. The tentative date for the trip would be April 2-7. Students would miss two days of school. A motion was made by Ms. Levzow to approve the band trip to New York City. The motion was seconded by Ms. Pufahl. Motion carried 5-0.

Approval of Donations

A donation from Mr. Robert Klinger was submitted to the Board for approval. The donation included a Yamaha EMX 88s 300 Watt Power Mixer Amplifier with two 12 inch model 112 International FC Precision Transducer speakers. A motion was made by Mr. Balsiger to approve the donation of this equipment. The motion was seconded by Ms. Walker. Motion carried 5-0.

Approval of Special Education Aides

Administration recommended hiring Ms. Kim Peterson for the elementary special education aide position and Ms. Sarah Millard for the temporary aide position in the elementary school. A motion was made by Ms. Levzow to approve hiring Kim Peterson for the special education aide position and Sarah Millard for the temporary elementary aide position. The motion was seconded by Mr. Balsiger. Motion carried 5-0.

Approval of Certified Staff

Mr. Knitt recommended hiring Ms. Margaret Waldinger for a 37.5% position to teach AP U.S. History and yearbook. A motion was made by Ms. Pufahl to approve the administrator's recommendation to hire Margaret Waldinger for AP U.S. History and yearbook. The motion was seconded by Mr. Balsiger. Motion carried 5-0.

Approval of 66.0301 Agreement with Portage

A motion was made by Ms. Levzow to approve the 66.0301 agreement with Portage Schools. The motion was seconded by Ms. Walker. Motion carried 5-0.

Approval of First Reading of NEOLA 2000, 6000 & 7000 Series

Mr. Knitt went through the policies submitted for approval of first reading. A motion was made by Ms. Levzow to approve the first reading of NEOLA 2000, 6000 and 7000 series policies. The motion was seconded by Ms. Walker. Motion carried 5-0.

Approval of First Reading of Revised Use of Facilities by the Public Policy 901.3

Mr. Knitt explained the revisions made to the Use of Facilities by the Public policy. A motion was made by Ms. Levzow to approve the first reading of policy 901.3. The motion was seconded by Mr. Balsiger. Motion carried 5-0.

Approval to Close the Home Economics Activity Account and transfer Money into High School Student Council Activity Account

Mr. Knitt recommended the school board approve closing the Home Economics activity account and transferring any money remaining in that account to the high school student council activity account. A motion was made by Mr. Balsiger to close the Home Economics activity account and transfer the money into the high school student council activity account. The motion was seconded by Ms. Walker. Motion carried 5-0.

Approval of Title I Math Support Position

Mr. Knitt told the school board that we have Title I money available for the 2011-2012 school year and, therefore, he recommended the Board approve a math support position in the elementary school. A motion was made by Mr. Balsiger to approve the recommendation for the Title I math support position in the elementary school. The motion was seconded by Ms. Walker. Motion carried 5-0.

Agenda Items for Next Meeting

The next regular school board meeting will be held on September 6, 2011 beginning at 7:00 p.m. in the high school library. Agenda items will include: Establish Board Committee Meeting Dates, Advanced Placement Test Results, ACT Test Results, Report on Firth Grade Music Program, Report from Lathrop & Clark on Marcellon School, Approval of Minutes Dated 8/23/11, Approval of Additional Volunteer Coaches, Approval of AED Donation, Approval of Second Reading of NEOLA 2000, 6000 and 7000 Series Policies, and Approval of Second Reading of Revised Use of Facilities by the Public Policy 901.3.

Adjournment

A motion to adjourn was made by Ms. Levzow. The motion was seconded by Mr. Balsiger. Motion carried 5-0.