

BOARD OF EDUCATION  
PARDEEVILLE AREA SCHOOL DISTRICT  
Pardeeville, WI

MINUTES  
REGULAR BOARD MEETING  
November 21, 2011

The meeting was called to order at 7:00 p.m. by Board Vice President, Ms. Pufahl. Roll call was taken with the following board members present: Mr. Balsiger, Ms. Ives, Ms. Levzow, Ms. Pufahl, Mr. Skaar and Ms. Walker. Absent were Ms. Davel and Ms. Paige Hauge, student representative to the board. Also present at this meeting were Mr. Knitt, Ms. Kamrath, Mr. LeMay, Mr. Lenz, Ms. McElroy, Mr. Knapp, Ms. Clemmons, Mr. Neal James, Mr. Joe Rataczak, Ms. Helen Rawson, Ms. Holly Downs, Mr. Chris Lindert, Ms. Lynn Bradley and Mr. David Drews.

Open Forum

There were no open forum items presented.

Administrative Team Reports

Ms. Kamrath submitted a report informing the board about elementary activities. Parent/Teacher Conferences were held on October 25<sup>th</sup> and 26<sup>th</sup>. There were 327 individual conferences held out of 333. The conferences that were not held are being rescheduled. WKCE testing has started for grades 3 and 4. Math Night took place on November 3<sup>rd</sup> with 71 families in attendance. Student Council had a food drive the last week of October and PTO also had families bring a food item for the Halloween Dance. Over 800 items were collected between the two events. A Veterans program and breakfast was held on November 22<sup>nd</sup>. There were 254 out of 261 students that attended You Deserve It Day. Qualifications for this program were based on completion of work, school and bus behavior and tardiness.

Mr. Lenz provided a report on middle school. WKCE testing is done. Citizenship grades have been established for middle school students based on attitude, effort and dependability. Mr. Lenz gave the board members the percent of middle school students that qualified for academic honor roll, citizenship honor roll and incentive awards. Since the beginning of the school year teachers have been posting their weekly plans and assignments on the school web page. Two students entered the Columbia County Land and Water Conservation's "Forests for People" contest and one of these students placed 2<sup>nd</sup> in the county. A section of the Read Now program was added for additional reading support for fifth grade students.

Mr. LeMay submitted a report on the high school. The fall sports season is done. A fall choir concert was held on October 25<sup>th</sup>. Mr. LeMay took six juniors to a Youth Leadership workshop in Portage. This workshop focused on volunteering. Parent/Teacher conferences went smoothly. Mr. LeMay met with senior class officers to discuss graduation and some ideas they have. First quarter report card grades were available online. No paper report cards were sent unless asked for by the parent/guardian. WKCE testing for sophomores on November 9 and 15 went well. Only sophomores attended school those two days. With the extra hour they had on November 15<sup>th</sup>, students were broken up into three groups and rotated through speakers who discussed technical colleges, four year universities and the National Guard. Ms. Downs administered the Youth At Risk Survey to all high school students on November 7<sup>th</sup>. The high school/middle school held a joint Veterans' Day Assembly on November 11<sup>th</sup>. After the assembly the veterans were invited to stay for a Thanksgiving dinner. Student Kemal Kirchmeier who serves as the WASC Region 5 President, gave a short speech at a press conference sponsored by the DPI on November 10<sup>th</sup> about the effects the state budget has on students and public education.

The Drama Club will be presenting *A Christmas Carol* on December 2, 4, 9 and 10. Staff members involved in the High School Steering Committee met on November 7<sup>th</sup> and decided that student hall monitors would be a useful addition to the high school. With the addition of the new AP and Dual Credit courses, Pardeeville High School offers as many, if not more advanced courses for its students than many of its neighboring school districts.

Ms. McElroy reported on Technology in the district which included the following: **Equipment:** A new virtual server and VLAN are being set up for the new door access control system that will be installed after Thanksgiving for 2 doors at the high school. Everyone with current access cards will need new cards when this project is complete. The Tech department is working with Smart Technologies to get the Smart Response clickers working at the elementary school as the newest software upgrade has caused problems with setting up classrooms.

**Network & Software:** Ms. McElroy is gathering data for wireless and security camera proposals. The Symantec Backup software was updated on the server. Windows updates are being delivered out to workstations monthly in the evening when staff members are most likely gone. Work is continuing on changing Windows 7 workstation policies. Ms. McElroy and Ms. Houslet attended a 2-day Google Summit on November 3<sup>rd</sup> and 4<sup>th</sup>. They would like to start a pilot using Google Apps at Pardeeville Schools. Using Google Apps would allow students and staff access to their documents from any computer both within and outside the network. Students could share assignments with their teacher and each other. Teachers could add comments to the document and then share immediately with the student.

Mr. Knapp submitted a report on the Custodial/Maintenance Department. This department has been winterizing areas of the school district most affected by the weather and making sure heating systems and snow plowing equipment are ready for the winter. Mr. Knapp is working on a Life Safety program to enhance safety concerns for the wellbeing of all persons, students, staff and visitors who use the school buildings. Detailed fire equipment inspections and training on the use of equipment will be enhanced, inspections of hot water heating systems with monthly flushing of the systems to enhance safety and prolong the life of the equipment will be done and further training on bio-hazard and hazmat will be priorities. Mr. Knapp has been attending WASBO conferences with other Facility Management Professionals from around the state to get a better understanding of what we need to do in this challenging economic climate with budgets shrinking, energy costs, etc. Mr. Knapp will also be attending workshops that deal with water safety within the state and federal guidelines. The Marcellon School still needs to be heated to protect the HVAC systems and plumbing in the building. The maintenance department is seeking proposals for badly needed building renovation projects that will hopefully take place this summer.

### Committee Reports

The Buildings and Grounds Committee met on October 24, 2011 to discuss a new entrance to the baseball and softball fields and an offer made for school property. Their next meeting will be on 11/28/11 at 5:15 p.m. to discuss sale of school property located in the Village of Pardeeville, projects funded through the referendum and appraisal of Marcellon School.

The Curriculum Committee met on November 17, 2011 to discuss changes in band and chorus programs, the middle school schedule, high school schedule and technical education course outline. Their next meeting will be held on January 12, 2012 at 8:00 a.m.

The Personnel Committee met on October 3, 2011 to discuss the district administrator evaluation, administrator job descriptions and the procedure for administrator salary increases. Their next meeting will be on December 5, 2011.

The Policy Committee will be meeting on 11/28/11 at 6:00 p.m. to review the draft of the new policy book from NEOLA and review the Use of Facilities by the Public Policy 901.3.

#### Student Representative Report

No report was given.

#### Board Member Attendance and Reservations for WASB Annual Convention

Board members who indicated they plan to attend the WASB annual convention in January were Mr. Balsiger, Ms. Ives, Ms. Lezvow, Ms. Pufahl and Ms. Walker along with Mr. Knitt, Superintendent. They will attend the convention on January 18 and 19, 2012, but only needing room reservations on the night of January 18<sup>th</sup>.

#### Middle School Schedule

Approval of the 2012-2013 middle school schedule will be put on the agenda for board approval in December.

#### High School Schedule

Mr. LeMay and Ms. Downs gave a proposal for the 2012-2013 high school schedule. Positives of the proposal included common planning time for core teachers, less conflict for the middle school schedule with the high school schedule, allows for two year planning of courses, teachers and budgets with a clear rotation of course offerings, reduces changes to schedules, asks students to be more accountable for their choices and promotes long-term planning, allows staff to know what classes they will be teaching, and cuts down on manual scheduling that guidance has to do. The 2012-2013 high school schedule will be on the 12/5/11 agenda for further discussion and on the 12/19/11 agenda for approval.

#### Approval of Minutes Dated 11/7/11

A motion was made by Ms. Lezvow to approve the minutes dated 11/7/11. Mr. Balsiger seconded the motion. Motion carried 6-0.

#### Approval of Receipts/Expenditures

A motion was made by Ms. Walker to approve the receipts/expenditures. Mr. Balsiger seconded the motion. Motion carried 6-0. Check numbers submitted and approved included 45919-45949, 46055-46097, and 46126-46215.

#### Approval of Bus Transportation for Open Enrollment Students to Cambria-Friesland School District

At the last school board meeting on November 7, 2011, the board members were presented with requests from three families that open enroll their children to Cambria-Friesland to allow the Cambria-Friesland School District buses to continue picking their children up within the Pardeeville School District boundaries. The Board referred again to the application for Open Enrollment which states that transportation is the parents' responsibility and the Wisconsin State Statutes that says a school board may not provide transportation for a nonresident pupil to or from a location within the boundaries of the school district in which the pupil resides unless the school board of that school district approves. The board members said they were just recently made aware that Cambria-Friesland has been picking these students up and they told the families that they had never approved this.

The board members said they were not in favor of approving this transportation because they felt it would set precedence for other school districts to do the same. The Board discussed allowing the families to have some time to adjust so they can make other arrangements for transporting their children. A motion was made by Ms. Levzow to allow the busing to continue until December 31, 2011. The motion was seconded by Ms. Ives. Motion carried 6-0.

#### Approval of Entrance to Athletic Complex

The Bulldog Foundation has been working with the school district on creating a new entrance off Schwantz Road to the back of the athletic complex. Mr. Knitt said it is important from an emergency perspective that we have an entrance to the back of the complex. Proposals for this new entrance were given to the board members including a quote for a new culvert from Contech for \$308,04 and excavation/installation proposals from Falk Trucking, Terry Kohn Excavating and Larry Barden Excavating. The proposal from Falk Trucking for \$4,100 was recommended. A motion was made by Ms. Ives to approve the proposal for the entrance to the athletic complex. Ms. Levzow seconded the motion. Motion carried 6-0.

#### Approval of Co-Curricular Advisors

Mr. Knitt explained to the Board that approval of co-curricular advisors was not something that had been approved each year in the past but that this should be formally approved each year. The list included: Elizabeth Baus—FBLA (split), Cal Bouwkamp—FFA, Bruce Brey—Sophomore Class Advisor, Molly Carlson—Sophomore Class Advisor, Holly Downs—Homecoming Coordinator (split), Student Council (Split) and Freshman Class Advisor, Dan Evans—Band and Junior Class Advisor, Lorrie Fundingsland—Drama Club Advisor, Fall Play Advisor, and Spring Play Advisor, Chad Hineman—National Honor Society, Rebecca Hineman—FBLA (split), Amber Houslet—Freshman Class Advisor, Phil Kamrath—Activities Director, Jeani Kerrigan—Senior Class Advisor, Tamra Kielty—Junior Class Advisor, Ruth Ann Kingsland—Senior Class Advisor, Chris Lynch—Homecoming Coordinator (split), Student Council (split), Rodney Osterhaus—Skills USA, Joy Ribar—Forensics, Taya Smith—Chorus, Louis John Ribar—Forensics Assistant, Margaret Waldinger—Yearbook, Amber Denure—Middle School Forensics, Ruth Ann Kingsland—Earth Club, John Lindquist—Middle School Student Council and Yearbook, and Amber LaFave—Newspaper Club. A motion was made by Mr. Balsiger to approve the co-curricular advisors for the 2011-2012 school year. Mr. Skaar seconded the motion. Motion carried 6-0.

#### Approval of Additional Winter Coaches

Dance coaches were submitted for approval. A motion was made by Mr. Skaar to approve Margaret Waldinger for Assistant Dance Coach and Carrie Berlin for Varsity Dance Coach. Ms. Levzow seconded the motion. Motion carried 6-0.

#### Approval of Referendum Consultant Contract

Mr. Knitt recommended hiring Carol Wirth of Wisconsin Public Finance Professionals to help prepare for the referendum next April. A motion was made by Ms. Ives to approve the referendum consultant contract with Wisconsin Public Finance Professionals. The motion was seconded by Mr. Balsiger. Motion carried 6-0.

#### Approval of Second Reading of Revised Use of Facilities by the Public Policy 901.3

This policy will be discussed at the Policy Committee meeting on 11/28/11.

Agenda Items for Next Meeting

The next regular school board meeting will be held on December 5, 2011 beginning at 7:00 p.m. in the high school library. Agenda items will include: Continuation of Distance Learning Lab, Discussion on 2012-2013 High School Schedule, School Board Meeting Dates for January, Marcellon Appraisal, Report on WASB Seminar, Approval of Minutes Dated 11/21/11, Approval of New High School Music Classes, Approval of Out-of-State Overnight Trip for High School Student Council, Approval of Middle School Special Ed Aide, and an executive session under 19.85(1)(c) to approve Executive Meeting Minutes dated 11/7/11 and to discuss District Administrator evaluation.

Adjournment

A motion to adjourn was made by Mr. Balsiger. The motion was seconded by Ms. Walker. Motion carried 6-0.

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Becky Levzow, Clerk