

Prairie du Chien Area School District

Innovation for Success™

REGULAR MEETING OF THE PRAIRIE DU CHIEN BOARD OF EDUCATION

Public notice is hereby given as required by law that a Meeting of the Prairie du Chien Board of Education will convene on **August 11, 2014** in the City Hall Council Chambers, 214 West Blackhawk Avenue, Prairie du Chien, Wisconsin, 6:30 p.m. This meeting will follow the Finance Committee Meeting at 6:00 p.m. Matters to be taken up, discussed and acted upon at this meeting are as follows:

I. CALL TO ORDER

Meeting was called to order by Christine Panka at 6:30 p.m.

Present BOE Members:

<i>Lonnie Achenbach</i>	<i>Kyle Kozelka</i>	<i>Lynn O'Kane</i>
<i>Christine Panka</i>	<i>Ron Quamme</i>	<i>Devan Toberman</i>

II. PLEDGE OF ALLEGIANCE

III. ADOPTION OF AGENDA

Motion by Lonnie A and seconded by Ron Q to accept agenda; passed unanimous with all in favor.

IV. Recognition of Joe Atkins Years of Service

V. SPECIAL GUEST SPEAKERS

A. Energy Saving Program Representative CESA #10 Heather Feigum

VI. CONSENT AGENDA ITEMS

(The School Board may approve all items with one motion or any Board Member can simply request to remove certain items for later discussion)

A. Approval of Minutes

1. Policy Committee Meeting 7.28.2014
2. Finance Committee Meeting 7.14.2014
3. Regular Board Meeting 7.14.2014
4. Special Board Meeting 7.28.2014

B. Personnel

1. Patrick Klein Head Track Coach

C. Youth Options (if any)

Motion by Ron Q and second by Kyle K to accept consent agenda items; passed unanimous with all in favor.

VII. CITIZEN PARTICIPATION

VIII. CORRESPONDENCE/INFORMATION ITEMS (action if appropriate)

A. Upcoming Meetings and Board Items

1. August 25, 2014 Building and Grounds Meeting 5:00 p.m. High School Library Conference Room
2. August 25, 2014 Policy Meeting 6:00 p.m. High School Library Conference Room
3. Sept. 8, 2014 Finance Committee Meeting 6:00 p.m. City Hall Council Chambers
4. Sept. 8, 2014 Regular Board Meeting 6:30 p.m. City Hall Council Chambers
5. Sept. 22, 2014 Building and Grounds Committee Meeting 5:00 p.m. High School Library Conference Room
6. Sept. 22, 2014 Policy Committee Meeting 6:00 p.m. High School Library Conference Room
7. Oct 13, 2014 Finance Committee Meeting 6:00 p.m. City Hall Council Chambers
8. Oct. 13, 2014 Regular Board Meeting 6:30 p.m. City Hall Council Chambers
9. Oct. 27, 2014 Building and Grounds Committee Meeting 5:00 p.m. High School Library Conference Room
10. Oct. 27, 2014 Policy Committee Meeting 6:00 p.m. High School Library Conference Room

B. Information Items

1. Sept. 19-20, 2014 WASB Economics for Opinion Leaders Stevens Point
2. Oct. 14, 2014, Legal roles and Responsibilities of School Boards Workshop, 4:00 p.m. Niehaus Banquet Hall 1096 Lincoln Avenue
3. Oct. 14, 2014, Regional Meeting and Workshop 6:00 p.m. Niehaus Banquet Hall 1096 Lincoln Avenue
4. Nov 20, 2014 School Law Seminar 8:30am-3:30 p.m. Exhibition Hall at the Alliant Energy Center, Madison
5. City Joint Meeting to be planned for fall as summer schedule conflicts did not allow for selection of a meeting date.
- 6.

IX. REPORTS AND DISCUSSION (action if appropriate)

A. Superintendent/Building Administrator's Report/Presentation

1. AP date and award listing
2. Community Connections and Celebrations
 - a) BV Garden Summary

b) The Campfire Committee is working with us to build the Dugouts and Little League is helping to get involved

X. OLD BUSINESS (action if appropriate)

XI. NEW BUSINESS (action if appropriate)

A. Any items removed from Consent Agenda for further discussion

B. Eliminate section 800 Negotiations

Tabled until WASB completes policy review

C. Approval of Staff complaint procedure

Motion by Lonnie A and seconded by Lynn O to approve complaint procedure in employee handbook; passed unanimous with all in favor.

D. Approval of Change Policy Field Trip Application Exhibit 975 and 976.1 to Remove the Superintendent's and BOE Signatures.

Motion by Kyle K and seconded by Devan T to approve change exhibit 975 and 976.1; passed unanimous with all in favor.

E. Approval of Change to Fundraising Policy #464.(1)(b).1 to remove Superintendent's Signature.

Motion by Lonnie A and seconded by Ron Q to approve change policy 464.(1) (b); passed unanimous with all in favor.

F. Request for PTO payout-Jon and Elaina Boyle

Motion by Kyle K and seconded by Lynn O to deny request; passed unanimous with all in favor.

G. Award performance energy savings contract

Add to agenda of special meeting.

H. WASB-policy and resolutions contribution for upcoming 2015 WASB State convention

Motion by Devan T and seconded by Lynn O to submit resolution on AP flexibility law change and give Christine P ability to represent the school district; passed unanimous with all in favor.

I. Meal and Travel Reimbursement Section 7 COMPENSATION AND EXPENSE REIMBURSEMENT APPLICABLE TO ALL DISTRICT EMPLOYEES

Proposed Language:

7.01 Expense Reimbursement

All employees are required to enter requisitions in Skyward and receipts must be attached.

Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall not receive reimbursement for travel, meals, lodging, and registration unless prior approval has been received. The District reimbursement schedule is listed below. Employees will be reimbursed at the following rates, or actual cost, whichever is less.

Breakfast	\$8.00	Lunch	\$10.00	Dinner	\$12.00
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Meals are not allowed if included in the cost of registration fees or included in the cost of hotel/motel or airfare. To be allowed reimbursement for breakfast, the employee must leave PdC before 6:00 am; lunch, departure must be before 10:30 am and return after 2:30 pm; dinner, return must be after 7:00 pm to PdC.

Lodging	Administrative Approval
Registration	Administrative Approval
In Town Mileage	IRS Rate
Out of District Mileage	50% of IRS Rate (unless no school vehicles are available)

No travel time is paid for professional or salaried staff.

Pre-Temporary Language:

~~7.01 Expense Reimbursement~~

~~Forms to be used to report mileage shall be available in all buildings offices and on district website at http://www.pdc.k12.wi.us/dist_expensereport.cfm.~~

~~Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall not receive reimbursement for travel, meals, lodging, and registration unless prior approval has been received to exceed the amounts. The District reimbursement schedule is listed below. Employees will be reimbursed at the following rates, or actual cost, whichever is less.~~

Breakfast	\$5.00	Lodging	Administrative Approval
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Lunch	\$6.00	Registration	Administrative Approval
Dinner	\$12.00	In Town Mileage	IRS Rate

~~Out of District Mileage 50% of IRS Rate (unless no school vehicles are available)~~

~~No travel time is paid for salaried staff.~~

~~Temporary Language (summer 2014 only):~~

~~SECTION 7. COMPENSATION AND EXPENSE REIMBURSEMENT~~

~~7.01 Expense Reimbursement~~

~~Employees required, or approved, by the District to attend conferences, seminars, and in-service training sessions shall not receive reimbursement for travel, meals, lodging, and registration unless prior approval has been received to exceed the amounts. The District reimbursement schedule is listed below. Employees will be reimbursed at the following rates, or actual cost, whichever is less.~~

~~All employees are required to enter requisitions in Skyward and receipts must be attached. Mileage chart is available on the district staff resource web page.~~

~~Lodging Administrative Approval~~

~~Registration Administrative Approval~~

~~Meal In-State Out-State~~

~~Breakfast \$8.00 \$10.00~~

~~Lunch \$10.00 \$15.00~~

~~Dinner \$20.00 \$25.00~~

~~Meals are not allowed if included in the cost of registration fees or included in the cost of hotel/motel or airfare. To be allowed reimbursement for breakfast, the employee must leave home before 6:00 am; lunch, departure must be before 10:30 am and return after 2:30 pm; dinner, return must be after 7:00 pm to home or headquarters city, whichever is earlier.~~

~~Travel time for teachers is paid at \$27.00 per hour based on Google Maps travel time.~~

Motion by Lonnie A and seconded by Lynn O to approve language change; passed unanimous with all in favor.

G. Grants & Donations read into record and approved (if any)

1. 3M \$8070.27 in product donations

Send thank you card.

2. Crawford County Dairy Promoters pledged a \$1000.00 donation for Milk machine.

Send thank you card.

- H. Student Travel (if any)
- I. Committee Meeting Reports by Board members (action if appropriate)
 1. Marketing Committee: Website, Community events, Open Enrollment, marketing plan

Studer Group "what's right in education" meeting.

2. Policy Committee
3. Building & Grounds
4. Finance
5. Legislative Advocacy

- J. Parking Lot (FROM PAST MEETINGS-items that arise during the meeting that aren't on the agenda, but which may need follow-up)

XII. ADJOURNMENT

Motion by Lonnie A and seconded by Ron Q to adjourn meeting at 7:45 p.m. Passed unanimously with all in favor. Meeting Adjourned.



President

Notes taken by Drew Johnson