

# 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 **December 12, 2016** in the City Hall Council Chambers, 214 East 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

II.

*Meeting was called to order by Duane Rogers at 6:30 p.m.*

Present BOE Members:

*Nick Gilberts*

*Cassie Hubanks*

*Kyle Kozelka*

*Lynn O'Kane*

*Duane Rogers*

*Devan Toberman*

Absent BOE Members:

*Christine Panka*

III. PLEDGE OF ALLEGIANCE

IV. ADOPTION OF AGENDA

*Motion by Devan and seconded by Kyle to accept agenda; passed unanimous with all in favor.*

- V. SPECIAL GUEST SPEAKERS: HSR Associates to seek board approval of the bidding documents with modifications as discussed at the special board meeting on 11/28; timeline is that bid packages will be released on 1/3/17

- A. School Board to approve plan changes as presented

*Motion by Kyle and seconded by Devan to accept the minor changes as presented (cooling kitchen area at BAK, replace rooftop unit on 88 addition at BAK, BV shift of parking to north pickup visitor zone, HS adding gym divider curtain, HS location of cooling unit into Art storage, RFP for theater seating); passed unanimous with all in favor.*

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 Payment

(The Prairie du Chien Board of Education does hereby accept and agree to pay invoices for the last month as presented, included are dated bills to avoid late charges.)

- B. Approval of Minutes

1. 11.14.2016 Finance Committee Meeting
  2. 11.14.2016 Regular Board Meeting
  3. 11.28.2016 Policy Committee Meeting
  4. 11.28.2016 Special Meeting
  5. 11.29.2016 Professional Educator Compensation Advisory Committee
- C. Personnel
1. Approval
    - a) Kaila Adkins Aide BV
    - b) Sarah Knight Sub Teacher
  2. Resignation
    - a) Roger Konichek Custodial
- D. Youth Options (if any)

*Motion by Cassie and second by Kyle to accept consent agenda items; passed unanimous with all in favor.*

VII. CITIZEN PARTICIPATION

VIII. CORRESPONDENCE/INFORMATION ITEMS (These are listed for reference, but will not be read off at meeting to expedite the agenda)

A. Upcoming Meetings and Board Items

1. 12/26/2016 Building and Grounds Committee Meeting 5:00 p.m. High School Library Conference Room
2. 12/26/2016 Policy Committee Meeting 6:00 p.m. High School Library Conference Room
3. 1/09/2017 Finance Committee Meeting 6:00 p.m. City Hall Council Chambers
4. 1/09/2017 Regular Board Meeting 6:30 p.m. City Hall Council Chambers
5. 1/23/2017 Building and Grounds Committee Meeting 5:00 p.m. High School Library Conference Room
6. 01/23/2017 Policy Committee Meeting 6:00 p.m. High School Library Conference Room

B. Information Items

1. 12/23/2016 Deadline for Incumbents to File Notice of Noncandidacy (5:00 p.m.)
2. 1/3/2017 Candidate Deadline for Filing All Documents Needed to Establish Eligibility to Appear on the Ballot (5:00 p.m.)
3. 1/9/2016 Drawing of Lots for Ballot Order; Certify Ballot Eligibility to County Clerk(s)
4. 1/18/2017-1/20/2017 96th WI State Education Convention 2017 Milwaukee
5. 2/23/2017 WASB 2016 Legal & Human Resources Conference Wis Dells

IX. REPORTS AND DISCUSSION (action if appropriate)

A. Superintendent/Building Administrator's Report/Presentation

1. Community Connections and Celebrations

- a) Bev Pozega will begin her read to the dogs program with 2nd graders
- b) Walmart donated \$50 for Victoria Breuer reading center and she purchased 2 video rocker chairs.
- c) Pizza Hut for the Book It program
- d) Papa Murphy's for the Cookie Dough
- e) Mr. Quick and his Tech Ed class: Built a CWD testing drop off point hut for the Wisconsin DNR.
- f) Mrs. Kirchman's and Mrs. Feye's organized holiday greetings and cards to Camp Courage, a group that sends care packages to soldiers stationed in the Middle East, they sent out 415 cards/ letters. All grades participated

- g) 3rd grade Turkey Trot (can goods donated)
- h) Middle school student council coordination with local Vets for the Veterans Program
- i) Bluff View Band Counts and 6th Grade Choir will be performing at Bluff Haven on Friday, Dec. 23. 35 seventh and eighth grade band students and 10 sixth Grade choir students will be performing for the residents Christmas music. Mr. Slaman and Mr. Amweg will be directing the groups. 10am performance
- j) Chinese New Year on Saturday, January 7th. 10:00am - 2:00pm at the high school gym and cafeteria.
- k) Farm to School presentations
- l) MPC just dropped off a donation of coats, snow pants, gloves, and hats.
- m) Lisa Rogers made 2 batiks for United Methodist Church for a fund raiser they are having.

X. OLD BUSINESS (action if appropriate)

- A. Possible Class Night change to Senior Awards Dinner
- B. Site administrator contracts

*Tabled to next policy committee meeting*

- C. Approve final bid documents from HSR
- D. Policy Committee recommendation to hire WASB to write a policy for Fundraising and Naming Rights Policies; link for documents:  
[https://drive.google.com/drive/u/0/folders/0B\\_-5T0bR06MjOEEdEdUJ4VkZtUTQ](https://drive.google.com/drive/u/0/folders/0B_-5T0bR06MjOEEdEdUJ4VkZtUTQ)

*WASB representative will be coming to January meeting*

XI. NEW BUSINESS (action if appropriate)

- A. Any items removed from Consent Agenda for further discussion
- B. Review Line of Credit renewal through Peoples State Bank. The rate will remain at 0.95% for the 1 year. Our current Line of Credit will expire on 1/4/17.

*Motion by Nick and second by Lynn to approve line of credit; passed: 5 yes, 1 absent, Duane abstained*

- C. Open retirement window for teachers same as past and for support staff @ \$90.00 per day x 120, maximum 10,800.

*Motion by Lynn and second by Cassie to open retirement window for teachers at 150 per day of banked sick leave maximum 18000, support staff at 90 per day of banked sick leave maximum 10800; passed unanimously with all in favor.*

- D. Contract breakage fee for teacher contracts.

*Table to next policy meeting*

- E. Marketing for Open Enrollment Period

*Discussion was to keep the same as past years*

- F. Administration recommended Handbook Change: Change Bereavement Leave section to clarify; remove language strikethrough below, and add underlined language below; this change will be retroactive to 7/1/2016.

**SECTION 13. BEREAVEMENT LEAVE**

13.01 Bereavement/Funeral Leave for a Death in the Immediate Family In the event of death in an employee's immediate family, the employee shall be allowed per occurrence 5 day(s) off work with pay. Immediate family includes the spouse, children, parents, father-in-law, mother-in-law, immediate-step parents, and immediate step-children.

13.02 Bereavement/Funeral Leave for a Death of an Individual Outside of the Immediate Family Employees shall be granted 2 day(s) with pay and 3 day(s) additional leave without pay (or PTO may be used and if PTO is exhausted may use sick leave bank) per occurrence to attend funerals of brother, sister, grandchildren, grandparent, ~~step-relatives of the same relationship as provided herein of the employee and his or her spouse.~~ step brother, step sister, step grandchildren, step grandparent, brother-in-law, sister-in-law, spouse's grandchildren, spouse's grandparents.

*Motion by Lynn and second by Devan to approve rewording of handbook bereavement policy as presented; passed unanimously with all in favor.*

- G. Grants & Donations read into record and approved (if any)
1. \$2,000 donation from the City of PdC in support of Arts Midwest World Fest Partnership.
- H. Student Travel (if any)
1. FFA Leadership Conference Jan 12-14, 2017

*Motion by Nick and second by Devan to approve overnight for FFA; passed unanimously with all in favor.*

- I. Committee Meeting Reports by Board members (action if appropriate)
1. Marketing Committee: Website, Community events, Open Enrollment, marketing plan
  2. Policy Committee
  3. Building & Grounds
  4. Finance

*Motion by Lynn and second by Kyle to approve financials as reviewed in Finance; passed unanimously with all in favor.*

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. CLOSED SESSION**

Be it resolved that the Prairie du Chien Board of Education moves to go into Closed Session in which may be convened pursuant to Statute 19.85 of Sub-Chapter of the Open Meetings Law exemptions: sub (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; (e) Deliberating or conducting other specific public business whenever competitive or bargaining reasons require a closed session. Closed Session in which may be

convened pursuant to Statute 19.85 of Sub-Chapter of the Open Meetings Law exemptions: sub (1) (a) and (1) (f) which allow a meeting to be closed to the public when a government body is going to deliberate concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body, or where the governmental body considers financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration or specific personnel problems or the investigation of charges against specific persons except where Section 19.85 (b) applies, which, if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data or involved in such problems or investigations.

- A. Individual employee request on compensation
- B. Decision related to Volunteer matter.
- C. Negotiations concerning a vendor contract
- D. Discuss possible future purchase/negotiations

*Motion by Devan and seconded by Cassie to go into closed session at 7:18 p.m.; passed 6-0 by roll call*

*Roll call of BOE Members:*

*YES: Nick Gilberts*

*YES: Cassie Hubanks*

*YES: Kyle Kozelka*

*YES: Lynn O'Kane*

*YES: Duane Rogers*

*YES: Devan Toberman*

*Absent: Christine Panka*

### XIII. RETURN TO OPEN SESSION

*Motion by Devan and seconded by Lynn to go into open session at 8:25 p.m.; passed unanimously with all in favor.*

### XIV. ACTION TAKEN, IF APPROPRIATE, AS A RESULT OF CLOSED SESSION (if any).

*Motion by Nick and second by Kyle to create a new club, "Asian Society" with HS line to be 1232 and MS/JH line to be 792, to be added on Extra-Curricular Pay Schedule for 2016-2017; passed unanimously with all in favor.*

### XV. ADJOURNMENT

*Motion by Kyle and seconded by Nick to adjourn meeting at 8:28 p.m. Passed unanimously with all in favor. Meeting Adjourned.*



*President*

