

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 January 14, 2013 in the City Hall Council Chambers, 214 West Blackhawk Avenue, Prairie du Chien, Wisconsin, 6:30 p.m.

CALL TO ORDER

Meeting was called to order by President, Joe Atkins at 6:30p.m.

Achenbach- present

Atkins-present

O’Kane- present

Quamme- present

Forsythe-present

Rutherford- present

Panka-present

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Motion by Christine Panka seconded by Ron Quamme to move up VII 1.(b) Bullying discussion to after IV adopt the agenda with this change with all in favor. Motion carried.

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)

1. Approval of Minutes
 - a. December 10, 2012 Regular Board Meeting
 - b. December 19, 2012 Policy Committee Meeting
 - c. January 2, 2013 Special Board Meeting
2. Financial Report: Approval of Payment
 - a. (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.)
3. Personnel
 - a. Approval of signed Final Retirement Agreements for Meredith Gentes and Linda Hulst
 - b. Approval of Substitute Katie Hertrampf

Motion by Lonnie Achenbach seconded by Mark Forsythe to approve all items above with all in favor. Motion carried.

CITIZEN PARTICIPATION

NONE

CORRESPONDENCE/INFORMATION ITEMS (action if appropriate)

1. Upcoming Meetings and Board Items
 - a. January 31, 2013 Board Planning Meeting at Peoples State Bank 5:00 p.m., discussion on long-term planning and Administrator Evaluation Review-**change to Special Board Meeting with closed session**
 - b. February 11, 2013 Regular Board Meeting
 - c. March 11, 2013 Regular Board Meeting
 - d. Board Planning Meeting; April 15, 2013, Peoples State Bank Meeting room 5:30 p.m., discussion on long-term planning and goals
2. Information Items

- a. January 16, 2013 Pre-registration meeting for parents/students of incoming High School Freshman-**changed to February 6th, 2013**
 - b. January 23-25, 2013 State Education Convention in Milwaukee, Wisconsin
 - c. February 4-April 30, 2013 window to apply for Open Enrollment if anyone has questions please contact Bridget Wright at 608-326-3711 or wrightbr1@pdc.k12.wi.us
 - d. April 2, 2013 Spring Election
 - e. April 22, 2013 New School Board Members Take Office
 - f. Rescheduling School Safety meeting, as it was cancelled due to weather in December
- **Friday, Jan. 18, 2013 Speakers Bureau Meeting with Rotary Club , Joe Atkins will be present.**
 - **February 25th, 2013 at Huckleberry's at 5:30 p.m. Joe Atkins will be presenting another Speakers Bureau Meeting for the Women's Civic Group.**
 - **February 15, 2013 WASB Legal and Human Resource Conference in Stevens Point**

REPORTS AND DISCUSSION (action if appropriate)

- Superintendent/Building Administrator's Report/Presentation
 - Final audit for 2011-2012 school year **-has been handed out last month. If anyone has any questions please contact Drew Johnson or Vicki Waller**
 - Bullying update; presentation by Elaina Knoble-Janney and Jennifer Gallagher- **Presented handout detailing the \$1,615 that they would like to spend. Already approved to spend up to \$5,000 at a prior meeting**

NEW BUSINESS (action if appropriate)

1. Any items removed from Consent Agenda for further discussion-**NONE**
2. Grants & Donations read into record and approved (if any)-**NONE**
3. Request to have a Wauzeka-Steuben bus stop within our school district borders
Proposed policy change:
Prairie du Chien School District allows the Wauzeka-Steuben School District to make one bus stop within the borders of Prairie du Chien School District if the Wauzeka-Steuben School District allows the Prairie du Chien School District to also have the choice of one stop within the borders of the Wauzeka-Steuben School District.-
Lonnie asked what Drew recommends: Drew doesn't recommend changing.
4. Clerk will draw for Ballot Order for spring 2013 Election, Tracy Morovits-Feye, Lynn O'Kane, Kristine Rutherford, Robert Saddler-**1. Lynn O'Kane, 2. Kristine Rutherford, 3. Robert Saddler, 4. Tracy Morovits-Feye**
5. Homeless policy 928 (1st reading); this is required as part of the federal McKinney/Vento Homeless Assistance Act
6. Homeless information to be added as an addendum to parent/student handbooks
7. Potential project to increase safety at schools-
 - **Quality Door and Hardware for BAK and Bluff View is around \$8263.00**
 - **Key Fob by exit doors outside Bluff View Gym is \$5000.00**
 - **Key Fob discussion deferred to Building and Grounds Committee**
8. Student Travel (if any)-**NONE**

Motion by Lonnie Achenbach and seconded by Ron Quamme to deny the request to have a Wauzeka-Steuben bus stop within our school district borders with all in favor. Motion carried.

Motion by Christine Panka seconded by Ron Quamme to wave the 2nd reading and approve the Homeless Policy 928 tonight with all in favor. Motion carried.

Motion by Lonnie Achenbach seconded by Mark Forsythe to approve Quality Door purchase of materials with all in favor. Motion carried.

OLD BUSINESS (action if appropriate)

NONE

Motion by Ron Quamme seconded by Christine Panka to go into closed at 7:15 p.m. with all in favor. Motion carried.

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. Site Administration Evaluations (all site Administration must attend)
- b. Goals of District and goals for district Administration; Admin. Evaluation (Drew and Board only)

Motion by Lonnie Achenbach seconded by Ron Quamme to go past 10:00 p.m. and go until 10:15 p.m. with all in favor. Motion carried.

RETURN TO OPEN SESSION

Motion by Lonnie Achenbach seconded by Ron Quamme to come out of closed session at 10:14 p.m. with all in favor. Motion carried.

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

NONE

ADJOURNMENT

Motion by Ron Quamme seconded by Christine Panka to adjourn the meeting at 10:15 p.m. with all in favor. Motion carried. Meeting adjourned.

Joe Atkins, President

Notes taken by Vicki Waller and Drew Johnson

HOMELESS STUDENTS – Board Policy**POLICY STATEMENT:**

The Prairie du Chien Area School District shall provide an educational environment that treats homeless students with dignity and respect, and that is in accordance with the McKinney-Vento Homeless Assistance Act. Homeless students shall be provided with equal access to educational programs provided to other students, have an opportunity to meet state and district academic achievement standards to which all students are held and are not segregated or discriminated against on the basis of their homeless status. This commitment to the educational rights of homeless children and youth applies to all services, programs, and activities provided or made available.

DEFINITION OF HOMELESS CHILDREN AND YOUTH:

The McKinney-Vento Act (McKinney-Vento Homeless Assistance Act, 42 U.S.C. ss11431-11436, sec. 25), defines homeless children and youth as “individuals who lack a fixed, regular, and adequate night-time residence.” The term includes children and youth who:

- are living with other persons due to the loss of housing, economic hardship, or a similar reason, including children and youth living doubled-up with family or friends;
- are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative, adequate accommodations;
- are living in emergency or transitional shelters;
- are abandoned in hospitals;
- are temporarily housed while awaiting foster care placement;
- have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings;
- are migratory children who qualify as homeless because they are living in circumstances described above.

RIGHTS OF HOMELESS STUDENTS

The McKinney-Vento Act requires school districts to remove all barriers to enrollment, attendance, and academic success that may be faced by students experiencing homelessness. Consequently, eligible homeless students in the Prairie du Chien Area School District have the following rights and are eligible for the following services and supports:

- Immediate enrollment, even if lacking documents normally required at the time of enrollment. The district will work with the parent/guardian or unaccompanied youth to later obtain required documents and records;
- Right to continue attending the school of origin (even if it is in a different district than the district in which the students is temporarily residing);
- Transportation to the school of origin when feasible and in the best interests of the student, upon the request of the parent/guardian or unaccompanied youth;
- Immediate enrollment in free school meals program;
- School supplies;
- Fee waivers;
- Before/After school programs;
- Tutoring programs;
- Referral to community and social services, including but not limited to housing, food, clothing, medical, and mental health;
- Preschool programs;
- Title I services

LEGAL REF.:

Sections 118.13 Wisconsin Statutes
McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et. seq.)

HOMELESS STUDENTS – Handbook Additions

(1) IDENTIFICATION

- (a) Information regarding the education of homeless students will be posted in every school in the district.
- (b) In collaboration with school personnel and community organizations, the district homeless liaison will identify homeless children and youth in the district, both in and out of school. Those who are not currently enrolled in school will be provided with enrollment services.
- (c) Each principal shall identify a staff member to serve as the building homeless contact. The name of the homeless contact shall be given to the district liaison annually. The homeless contacts will coordinate their schools' compliance with this policy and will receive training from the district liaison annually.
- (d) The district homeless liaison will determine if the child or youth qualifies as homeless. If a student qualifies, the district homeless liaison will forward the information to the appropriate persons to ensure correct entering into the student database(s).
- (e) Homeless status continues until the student is in stable housing. If the student continues to be homeless the following school year, he/she must be re-identified.
- (f) The district homeless liaison will ensure that the following groups have appropriate training and/or communication on a regular basis to improve identification and services:
 - i. Building Homeless Contacts
 - ii. Administrators
 - iii. Professional Staff
 - iv. Support Staff
 - v. Secretarial Staff
- (g) Training and/or communication topics may include:
 - i. students' rights under the McKinney-Vento Act,
 - ii. indicators of homelessness,
 - iii. sensitivity in identifying families and youth as homeless,
 - iv. who to contact if you believe a student is homeless,
 - v. services available to homeless families and unaccompanied youth,
 - vi. compliance with Prairie du Chien policies and procedures regarding homeless students

(2) SCHOOL SELECTION

- (a) A homeless child or youth has the right to remain at his or her school of origin (the public school that the child or youth attended when permanently housed, or the public school in which the child or youth was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend. A student is eligible to attend a school only if the student meets the requirements of the school and there is a seat available.
- (b) In the case of an unaccompanied youth, the district homeless liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied youth. The school placement shall be made regardless of whether the homeless child or youth lives with the parents or guardian or is temporarily living elsewhere.
- (c) Homeless children and youth shall remain at their school of origin to the extent feasible, unless it is against the parent/caregiver or youth's wishes. Feasibility shall be a child-centered determination, based on the needs and interests of the particular student and the parent/caregiver or youth's wishes. Required services, including transportation to and from the school of origin and services under federal and other programs, shall not be considered in determining feasibility. Potential feasibility considerations include:
 - i. safety of the student;
 - ii. continuity of instruction;
 - iii. likely area of family or youth's future housing;
 - iv. time remaining in the academic year;
 - v. anticipated length of stay in temporary living situation;
 - vi. school placement of siblings;
 - vii. whether the student has special needs that would render the commute harmful;
 - viii. length of commute.

- (d) Students may remain at their school of origin the entire time they are homeless and until the end of any academic year in which they become permanently housed. The same applies if a child or youth becomes homeless between academic years.
- (e) When a student is placed at a school other than the school of origin against the parent's caregiver's wishes, the parent/caregiver will be notified in writing of the reason for the placement. This written explanation will also include information regarding the process for disputing the decision. This letter will come from, and be kept on file by, the district homeless liaison.

(3) ENROLLMENT

- (a) Homeless students must be enrolled immediately (within one school day). Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment.
- (b) Unaccompanied youth must also be immediately enrolled in school. They may either enroll themselves or be enrolled by a non-parent caretaker, older sibling, or district liaison/designee. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment.
- (c) The terms "enroll" and "enrollment" are defined as "attending school and participating fully in school activities."
- (d) Once permanent housing is found, the family has a choice to stay in the school or origin until the end of the school year or attend the public school for which they are eligible where they have found housing. Out of region and cross-district transportation will not be available once the family is in stable housing.

(4) SCHOOL SERVICES

- (a) Each homeless child or youth shall be provided school services comparable to services offered to housed students. School personnel must inform parents/caregivers of all educational and related opportunities available to homeless children and provide parents/caregivers with meaningful related opportunities to participate in the homeless children's education. Services include but are not limited to:
 - i. free breakfast and lunch,
 - ii. school supplies and books,
 - iii. preschool programs,
 - iv. transportation services (see details below),
 - v. educational services for which the child or youth meets eligibility criteria such as special education services or programs for English Language Learners,
 - vi. programs for "at risk" students,
 - vii. vocational and technical education programs,
 - viii. Title I services,
 - ix. waiver of school fees,
 - x. tutorial programs,
 - xi. before- and after-school programs;
 - xii. referrals to community based agencies and services.

(5) TRANSPORTATION

- (a) Homeless students who live within the school's busing region will receive the same transportation services (in or out of town) as other students living within the school's busing region.
- (b) When the school or origin and current residence are in different school districts, the two districts will agree on a method for transportation and share costs.
- (c) If a family chooses to stay in the school of origin after permanent housing has been found, transportation will no longer be provided by the school of origin district, nor will the cost be shared by the district of permanent residence. Permanent housing is defined as any signed lease or long-term stable living situation. Self-paying day to day in a motel and transitional housing are not considered permanent housing.

(6) COORDINATION/LEA

- (a) The district homeless liaison will be the Local Educational Agency (LEA) liaison for homeless children and youth. The district homeless liaison, building homeless contacts and building administration will coordinate services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

- (b) The district homeless liaison, or designee, shall coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the pupil transportation department, liaisons in neighboring school districts, and other organizations and agencies. Coordination will include providing community outreach, professional development and/or communication, and participating in community collaboration.
- (c) The district homeless liaison, or designee, will keep data required by the State Department of Public Instruction and the United States Department of Education.
- (d) The district homeless liaison, or designee, will coordinate with other federal program administrators in delivering services to homeless students.

(7) SCHOOL SELECTION AND ENROLLMENT DISPUTES

- (a) If a homeless child is eligible to attend a school and is denied placement, the parent/caregiver or youth has a right to dispute that placement (refer to section 2, paragraph a). The homeless child or youth shall be immediately admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student has the right to all appropriate educational services, in region transportation, free meals, and Title 1 services and is eligible to receive all McKinney-Vento services while the dispute is pending.
- (b) The district shall provide the parent/caregiver or unaccompanied youth with a written explanation of its placement decision, the right to dispute this decision, and how to file a dispute. The district homeless liaison shall resolve the dispute as expeditiously as possible. The parent/caregiver or unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of the dispute. The district homeless liaison shall keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth in transition.
- (c) The parent/caregiver or unaccompanied youth may appeal the liaison's decision by filing a complaint with the State Superintendent of Public Instruction, in accordance with the Wisconsin Department of Public Instruction Complaint Resolution and Appeals Process.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
 McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et. seq.)