

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 November 15, 2011 in the Prairie du Chien High School Learning Lab, 800 East Crawford Street, Prairie du Chien, Wisconsin, 6:30 p.m.

CALL TO ORDER

Meeting was called to order by President, Brian Edwards at 6:30p.m.

Achenbach- present

Atkins-present

Edwards- present

Quamme- arrived 6:35 p.m.

Forsythe-present

Rutherford-present

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Motion by Lonnie Achenbach seconded by Joe Atkins to adopt agenda 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. October 10, 2011 Regular Board Meeting
 - b. October 24, 2011 Special Board Meeting
 - c. October 25, 2011 Annual Budget Hearing
2. Financial Report: Approval of Payment Request Retreat
(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 Substitute Teacher Bradley Gillitzer, Erin Wickre and Geralyn Russell
 - b. Approval of Tyler Keister as Girls Varsity Reserve Basketball Coach
 - c. Resignation of freshman girls basketball coach Leah Mathison and hiring freshman girls basketball coach Jeff Nack
 - d. Resignation of Frankie Mezera
4. Early Graduates (if any)
5. Youth Options for Spring (if any)
6. Continuing Contracts (if any)

Motion by Mark Forsythe seconded by Lonnie Achenbach 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. November 16, 2011 11th Annual School Law Seminar, Alliant Energy Center Madison, WI
 - b. November 16, 2011 2011 China Town Hall, Dubuque's Carnegie Stout Library @ 6:00 p.m.
2. Information Items
 - a. December 2, 2011 2011 WASB Educator Effectiveness & Compensation Seminars in Madison, WI

- b. December 10, 2011 Holiday Gathering for School Board and Staff at Superintendent Johnson's home, rsvp by 11/30/2011 to Bridget Wright and sign-up for dish to pass, details to be e-mailed

REPORTS AND DISCUSSION (action if appropriate)

1. Superintendent/Building Administrator's Report/presentation
 - a. Report Progress on RTI
 - b. Global Language and Culture: Chinese and Spanish
 - I. Continue in Guest Teacher Program with College Board for 2012-2013
 - II. Apply for 3 Guest Teachers to expand Chinese into grades 5 to 8 (this year we have 2 Chinese teachers)-agenda New Business
 - III. Continue the Exploratory offerings of Spanish and Chinese in K to 4 Encore rotations
 - IV. Students in grades 5 to 8 will have either Spanish or Chinese (not both). Future goal is to have students be prepared for level III in a foreign language by 8th grade promotion
 - V. High School level continue to offer classes as needed to fill class sign-up needs in both Spanish and Chinese.
 - VI. Anticipated to continue to need 3 Spanish and 3 Chinese Instructors into future years to offer full dual Global Language and Culture programs

PowerPoint presentation by Mr. Johnson.

OLD BUSINESS

1. Ratify the Pupil Nondiscrimination Report done by CESA #3. This is a federal requirement
2. Based on input from meeting on schedule ideas; there will be no major (start/end) student day schedule changes for 2012-2013. Parents voiced clearly that school times for any level before 8:00 a.m. would not work.
3. Sign Language Interpreter is requesting employee status: (after closed session)

Motion by Lonnie Achenbach seconded by Brian Edwards to ratify the Pupil Nondiscrimination Report with all in favor. Motion carried.

NEW BUSINESS (action if appropriate)

1. Grants & Donations read into record and approved (if any)-**NONE**
2. Any items removed from Consent Agenda for further discussion-**NONE**
3. Vacant School Board Position. This position will run until April 2012. Board may vote to fill the position as follows:

17.26(1) (1) In a common, union high or unified school district, by appointment by the remaining members.

Candidates that applied by deadline:
 - a. Jamie Wagar
 - b. Tracy Morovits-Feye
 - c. Lynn O'Kane

Motion by Lonnie Achenbach seconded by Joe Atkins to wait and have the school district residents elect the positions at April election (4th lowest vote would get the 1 year position; Top 3 votes would get 3 year positions) with all in favor. Motion carried.

4. Homecoming date for 2012- September 7th first choice-**Table until January 2012 mtg.**
5. Apply to College Board for three (3) guest teachers for Chinese Language and Culture in 2012-2013
6. Arm Cameras for the School busses-**include in RFP for bus bid contract**
7. City of Prairie du Chien items/ requests
 - a. Crossing Guards-city is asking school to share costs

- b. Summer Swimming Lessons City bill for 2010 (2011 has been paid, but city realized that 2010 was not billed and is requesting back payment after books are closed)
8. Change for Co-Curricular Participation (underlined verbiage)

Regulations for Co-Curricular Participation

Academic Standards

- *Participation in co-curricular is a privilege, which is given to those who attain a minimum of 1.5 grade point average with no failures. All courses taken during such grading period will be used to evaluate the grade point average.*
- *Progress Reports will be made available to parents and students at the third and sixth week of each quarter. A student may become ineligible on the third day after grades/progress reports are due at the 6th week and/or the end of the quarter.*
- *If a student is ineligible at the end of a quarter or 6 week mark, he/she will be ineligible for the following fifteen school days. He/she will be able to regain eligibility on the calendar day following the fifteenth school day of suspension provided the student has at least a 1.5 G.P.A. with no failures.*
 - *Provision for Non-WIAA sanctioned activities: Students participating in Non-WIAA sanctioned activities that occur within the grade period checks will be determined by administration. The student will be ineligible for not less than one third of the determined activity. Students participating in one day event activities will be required to miss the entire event.*
- *A student's grades in the 4th quarter will determine that student's eligibility for the following year.*
- *A student who takes a summer school class may be allowed to use one summer school grade to substitute for one grade from the 4th quarter towards their academic eligibility.*

9. Paid Vacation (clarification to make sure language is as desired by board)

PAID VACATION

Notice

Each employee shall monitor his/her own leave days in AESOP.

Calendar Year (two hundred and sixty one (261) scheduled work days) Full-Time and Part-Time Employees

Paid Vacation will be provided to Calendar Year Full-time and Calendar Year Part-time employees according to the following schedule:

<i>Years in District</i>	<i>Vacation Days Earned</i>
<i>First (1) year of service</i>	<i>5 days</i>
<i>(2-9) years of service</i>	<i>10 days</i>
<i>(10+) years of service</i>	<i>15 days</i>

Employees in their first year of service earn a pro-rated amount of vacation based upon the number of months worked. For example, an employee hired on October 1, would be eligible to earn nine-twelfths (9/12) of the employee's vacation allotment. This would entitle the employee to 9/12 5 days or 3.75 days. This provision is not retroactive.*

Vacation days unused at the end of each year (June 30) can be cashed out at 75% of hourly rate or carried into next year at the rate of 75% of the remaining unused days carrying forward into next years.

Employees that were at the 20 days of vacation level on June 30, 2011 will be grandfathered at that level if they choose. However, no cash value or carryover provisions will apply. Once out of the 20 day category employees may not return.

"Years of Service" as set forth in this Article refers to years of service in the District in a position that is eligible for vacation under Part III. Eligible employees in the District shall receive the preceding vacation depending on years of service as measured each July 1st. For calculation purposes vacation is earned based upon the prior year's service. For part-time employees, vacation pay shall be pro-rated based on the average number of hours worked per week during the previous year. Employees who work less than two hundred and sixty (260) days, will not receive vacation.

Scheduling of Vacation

Vacation time may be taken in full day, or in half day increments. Requests for vacation time shall normally be made and approved at least five (5) working days prior to taking such leave, however, vacation time requested with less than five (5) working days notice may be approved by the District Administrator and/or his/her designee. No employee may be denied the ability to take all of his or her accrued vacation during a 12-month period, but the District Administrator and/or his/her designee shall have the right to schedule vacations on a first-come, first-served basis, as necessary to accomplish work objectives. All vacations shall be taken during the school vacation months except by special arrangement with the immediate supervisor or his/her designee. In order to be eligible for vacation, an employee must work the employee's scheduled workdays immediately preceding and following the vacation, unless the employee is on an excused absence with pay which has been approved by the District Administrator and/or his/her designee.

The cash value of the unused vacation must be set aside by the district in a designated account on June 30 of each year to guarantee that no future unfunded liability is created.

10. Bereavement language-Current language does not cover in-laws: there is a request to add in father-in-law and mother-in-law

BEREAVEMENT LEAVE

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, and immediate step-children.

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 per occurrence to attend funerals of brother, sister, grandchildren, grandparent, father-in-law, mother-in-law, and step-relatives of the same relationship as provided herein of the employee and his or her spouse.

Part-time Employee

Part-time employees will receive bereavement leave on a pro-rated basis.

11. Jury duty (this language matches with human resources current practice)

JURY DUTY LEAVES

Jury Duty Leave

Subject to the provision on "Payment for Time Out on Jury Duty" (see below), a non-accumulative paid leave for as much time as is required will be provided to an employee to serve on a jury for which he or she is summoned by the court when such duty occurs during the employee's work hours. No paid leave will be provided for jury duty that occurs outside of the employee's regular work hours or work days.

Employee Notice

An employee must notify his or her immediate supervisor as soon as notice of jury duty is received. Also, the employee is expected to contact his or her immediate supervisor immediately upon termination of jury duty or when temporarily relieved of jury duty.

Payment for Time Out on Jury Duty

An employee who is unable to report for work because of jury duty will be paid the regular hours he or she is scheduled to work. The employee will send a copy of the check received and a copy of the payment stub from serving on the jury to the District Administrator and/or his/her designee and the employee will issue a personal check or money order to the school district for the amount of the salary gained from being on jury duty.

The employee will not suffer any loss of benefits that would be accrued during this time (i.e. leave, health insurance, vacation, etc.) or loss of any salary adjustment to which the employee is entitled. The time required for any employee to serve on jury duty will not be deducted from leave or vacation time the employee has earned or will earn in the future.

12. A group of parents want to form a committee to explore possible options for building more school and community activity space.
 - a. Recommendation that the School Board sanctions this group as an approved school committee
 - b. The chair of this committee is Mark Oehler
13. Student Travel (if any)

Motion by Lonnie Achenbach seconded by Joe Atkins to wait and have the school district residents elect the positions at April election (4th lowest vote would get the 1 year position; Top 3 votes would get 3 year positions) with all in favor. Motion carried.

Motion by Joe Atkins seconded by Mark Forsythe to table to the Finance Committee on sharing the cost of the Crossing Guards with the city pending City's action at the meeting tonight with all in favor. Motion carried.

Motion by Lonnie Achenbach seconded by Joe Atkins to approve payment of Summer swimming Lessons City bill for 2010 with all in favor. Motion carried.

Motion by Mark Forsythe seconded by Ron Quamme to approve changes for Co-curricular Participation above with all in favor. Motion carried.

Motion by Ron Quamme seconded by Mark Forsythe to approve Paid Vacation by keeping same language allowing carrying over 5 days but no cash-out or go to maximum of 3 weeks but can cash-out at 75% hourly rate or carry over 75% of days with all in favor. Motion carried.

Motion by Joe Atkins seconded by Ron Quamme to add Father-in-law and Mother-in law to outside of immediate family and add step parents to immediate family and add can use PTO under Bereavement Leave in Employee Handbook with all in favor. Motion carried.

Motion by Lonnie Achenbach seconded by Ron Quamme to approve language of Jury Duty with all in favor. Motion carried.

Motion by Ron Quamme seconded by Lonnie Achenbach to approve a new committee to explore the possible options for building more school and community activity space (clarify to Mark and Committee that they need to abide by Open meeting laws) with all in favor. Motion carried.

Motion by Mark Forsythe seconded by Joe Atkins to go into closed session at 9:17 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. Interpreter Request (Old Business #3)
- b. Administrative Evaluations/Written Contracts
- c. Management Evaluations

RETURN TO OPEN SESSION

Motion by Ron Quamme seconded by Lonnie Achenbach to come out of closed session at 9:47 p.m. with all in favor. Motion carried.

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

Motion by Mark Forsythe seconded by Joe Atkins to approve Management raise of 1.64% for Patti Schauf and Vicki Waller with all in favor. Motion carried.

ADJOURNMENT

Motion by Lonnie Achenbach seconded by Ron Quamme to adjourn the meeting at 9:48 p.m. with all in favor. Motion carried. Meeting adjourned.

Brian Edwards, President

Notes taken by Vicki Waller