

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 8, 2011 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, Brian Edwards at 6:30p.m.

Achenbach- present

Atkins-present

Edwards- present

Quamme- present

Forsythe-present

Rutherford-present

Ruskey- arrived at 6:40 p.m.

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Motion by Joe Atkins seconded by Mark Forsythe to move VIII 10. Student Travel (b) 8th Grade Trip up on agenda before IV consent agenda with all in favor. Motion carried.

Motion by Joe Atkins seconded by Tina Ruskey to approve 8th grade trip 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. July 11, 2011 Regular Board Meeting
 - b. July 13, 2011 Special Board Meeting
 - c. July 26, 2011 Special Board Meeting
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 Chet Knutson
 - b. Approval of Resignation Lori Schwarz and Cindy Atkinson
 - c. Approval of Nancy Trautsch contract (\$20,000 contracted for approximately 70 days, no additional benefits)
 - d. Approval of Co-Curricular Coaches
 - I. Paul Morovits- Assistant Varsity Football Coach
 - II. Brad Gillitzer- Freshman Football Coach
 - III. Shauna Leutenburg- Assistant Volleyball Coach
 - IV. Chelsie White- Assistant Volleyball Coach
 - V. Leah Mathison-Head Girls Golf Coach
 - e. Approval of Fund 80 Coaches
 - I. Todd Steffen- Football Coach
 - II. Sarah Boxrucker- 5th grade Volleyball Coach
 - III. Bridget Wright- 6th grade Volleyball Coach
 - IV. Paula Check- 8th grade Volleyball Coach

Motion by Lonnie Achenbach seconded by Joe Atkins to approve all items above with all in favor. Motion carried.

4. Continuing Contracts (if any)
 - a. Borrowing and Investment Program (Peoples State Bank)

Motion by Lonnie Achenbach seconded by Joe Atkins to approve short term borrowing up to 1 million dollars from Peoples State Bank with all in favor. Motion carried.

CITIZEN PARTICIPATION

NONE

CORRESPONDENCE/INFORMATION ITEMS (action if appropriate)

1. Upcoming Meetings and Board Items
 - a. September 12, 2011 School Board Meeting (ACT data/school start update)
2. Information Items
 - a. August 8, 2011 School District Registration 12:00 p.m. - 7:00 p.m.
 - b. August 15, 2011 School District Registration 12:00 p.m. - 7:00 p.m.
 - c. August 22, 2011 WASB Special Summer Seminar "Contending with the 2011-13 State Budget" @ CESA #3 in Fennimore from 1:00 p.m. to 4:00 p.m.
 - d. August 22, 2011 Joint "Meet and Confer" Committee Meeting on Insurance, BV Library 6:30 p.m.
 - e. September 1, 2011 1st Day of School
 - f. September 5, 2011 tentative Board Closed session for Administrator's evaluation
 - g. October 4, 2011 WASB Fall Regional Meeting 6:30 p.m. at SWTC
 - h. October 5, 2011 Project Lead the Way Symposium @ SWTC from 5:30 p.m. – 8:30 p.m.
3. Set date/time for Board Planning Meeting and Administrative evaluations-**will be set after Sept. Meeting**
4. Set date/time for Special Board Meeting to discuss/possibly approve Employee Handbook at Peoples State Bank 5:00 p.m. –**Sunday 8/14/11 at 6:00 p.m. at PSB , Hardees burgers at 7:00.**
5. Do we want to host regional School Board Summit on September 8, 2011, or at later time, at City Hall?

REPORTS AND DISCUSSION (action if appropriate)

1. Superintendent/Building Administrator's Report/presentation
 - a. Explore, Plan, and AP Results-**power point presentation**
 - b. Central Courtyard update-**final walkthrough 3rd or 4th week of August**
 - c. Bluff View Fields project update-**all marked, waiting on construction company**
 - d. High School A/C plan update-**wait on everything else. H.S. downstairs computer lab will come before library.**

Motion by Mark Forsythe seconded by Ron Quamme for the Building and Grounds committee to look at options for H.S. Office and Little Theatre. Have Kim from HSR write up specs to replace unit Air Handler for Office and Chilled Air for Little Theater and H.S. Office 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. Approval of Management contract for Lara Bosley 40 hours per week- 1 year contract (after closed)
4. Peggy Bauer will work w/ Food Service Confidential Free/Reduced lunch applications
5. Discussion on hours to be worked by Support staff vs. offering insurance etc. Specific issue is we are short due to resignations and this shortage can be filled internally, but one support staff person may go over the 30 hours.

6. Special Education van to be put in service at BAK (to replace Van #8 which will be sold)-
Fillback \$25,679 vs. Sut Hill \$26,179
7. Future bussing contract- current contract runs through 2011-2012 (after closed session)
8. Goal Setting (strategic management)-**Joe spoke about the “The key work of School Boards” will put on September regular board meeting agenda.**
9. Approval of Part V- Co-Curricular Staff Employee Handbook (see attached policy)
10. Student Travel (if any)
 - a. High School Band Trip- Memphis & Nashville, June 5-9, 2012
 - b. 8th Grade Class Trip- Chicago, IL, May 29-30, 2012
 - c. Bluff View/High School band travel to UW-Whitewater to state marching band championships- October 15, 2011
 - d. High School Band travel to UW Badger Football game on 9-24-2011 for the UW Band Day

Motion by Lonnie Achenbach seconded by Tina Ruskey to allow Administration to increase hours over 30 without insurance with all in favor. Motion carried.

Motion by Joe Atkins seconded by Mark Forsythe to approve bid to Sut Hill for \$25,679 with all in favor. Motion carried.

Motion by Lonnie Achenbach seconded Joe Atkins to approve Part V-Co-Curricular Staff Employee Handbook with revised change under the Letter of Assignment by taking out the line “However, under no circumstances shall a Board member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis)” with all in favor. Motion carried.

Motion by Joe Atkins seconded by Ron Quamme to approve all student travel with all in favor. Motion carried.

Motion by Lonnie Achenbach seconded by Joe Atkins to go into closed session at 8:05 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. Future Bussing Contract-current contract runs through 2011-2012
- b. Management contracts

RETURN TO OPEN SESSION

Motion by Mark Forsythe seconded by Joe Atkins to come out of closed session at 8:30 p.m. with all in favor. Motion carried.

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

Motion by Tina Ruskey seconded by Lonnie Achenbach to approve Lara Bosely to Management with same hourly rate of pay as what she would have received as support staff in 2011-12, with same benefits (no change in benefits) with all in favor. Motion carried.

Motion by Lonnie Achenbach seconded by Tina Ruskey to bid out bussing, with bids due in November with all in favor. Motion carried.

ADJOURNMENT

Motion by Tina Ruskey seconded by Lonnie Achenbach to adjourn the meeting at 8:55 p.m. with all in favor. Motion carried. Meeting adjourned.

Notes taken by Vicki Waller

Brian Edwards, President

**PART V –
CO-CURRICULAR STAFF**

SECTION 1. ATHLETIC AND ACTIVITY ASSIGNMENTS

Letter of Assignment

Employees shall assume responsibility for the supervision of the extra-curricular activities that are included in their letters of assignment. Such activities shall be governed according to the following guidelines:

- A. Activity assignments will be offered to the individual who, in the sole discretion of the District, is the most qualified applicant. ~~However, under no circumstances shall a Board member work as a coach, assistant coach, advisor, or assistant advisor to an extra-curricular activity (on either a paid or a volunteer basis).~~
- B. The stipend for extra-curricular activities shall be specified in the letter of assignment.
- C. The letter of assignment shall not be deemed a contract, and individuals holding extra-curricular positions are at-will employees.

Payments

Payments for extra-curricular activities shall be made in accordance with District payroll procedures. However, wages earned shall be paid at least monthly, with no longer than 31 days between pay periods.

Work Schedule

Extra-curricular assignments may occasionally occur during part of an employee's regular workday in his/her other position(s) with the District (e.g., as a teacher). In such cases, the employee shall consult with the supervisor of his/her regular assignment to determine the appropriate course of action. In the supervisor's sole discretion, the employee may be (1) required to work a flexible schedule to make up time lost during his/her regular workday; (2) relieved from the requirement to make up the time lost; (3) required to re-schedule the extra-curricular activity; or (4) required to take any other action that the supervisor deems reasonable.

Evaluation of Extra-Curricular Assignments

Individuals holding extra-curricular assignments shall be evaluated in the manner and frequency that their supervisor deems appropriate. When determining the manner and frequency of evaluations, the supervisor may take into account such factors as (1) the individual's experience with the particular activity; (2) input received from participants, parents, and other stakeholders; (3) the extent to which an individual needs additional guidance or oversight; and (4) any other consideration that a supervisor, in his/or reasonable discretion, deems appropriate.

Volunteers

Upon approval from the head coach/advisor and the athletic director or principal, an individual may serve as a volunteer coach/advisor for an extra-curricular activity. The following guidelines apply to volunteers:

- A. They will not be eligible for salary/wages, stipend, or benefits;
- B. They will be covered by the District's general liability insurance policy while acting as a volunteer coach for the District. However, there is no coverage under the District's liability insurance policy for claims made against volunteers by other volunteers or District employees;
- C. They will be responsible for their own personal injuries (i.e., ineligible for worker's compensation);
- D. They must consent to a background check and agree to have a tuberculin skin (TB) test;
- E. They must follow all District activity and athletic policies and procedures and other District policies as applicable;
- F. They accept direct and indirect supervision of the head coach; and,
- G. They may be dismissed at any time without cause.

Extra-Curricular Pay Schedule

Activity	Position	Pay
Football	Head	\$4,225
	Assistants	\$2,641
Basketball	Head	\$4,225
	Assistants	\$2,641
	Jr. High	\$100/week
Wrestling	Head	\$4,225
	Assistant	\$2,641
	Jr. High	\$100/week
Volleyball	Head	\$3,521
	Assistants	\$2,641
	Jr. High	\$100/week
Baseball	Head	\$3,345
	Assistant	\$2,289
Softball	Head	\$3,345
	Assistant (must drive)	\$125
	Assistant	\$2,289
Golf	Head	\$2,641
Soccer	Head	\$2,711
Gymnastics	Head	\$4,225
	Assistant	\$2,641
	Jr. High	\$100/week
Cross Country (B/G)	Head	\$2,817
	Jr. High (combined B/G)	\$100/week
Track (B/G)	Head (combined B/G)	\$3,873
	Assistant	\$2,289
	Jr. High (combined B/G)	\$100/week
Cheerleaders	Fall (HS)	\$1,056
	Winter (HS)	\$2,113
Dance	Fall (HS)	\$750
	Winter (HS)	\$750
Music	Choral (HS)	\$1,200
	Instrumental 7-8 /HS	\$4,000

	Instrumental K-4/6	\$1,000
	Vocal K-4/6-8	\$340
	Jazz (MS)	\$700
Yearbook	High School	\$1,514
Forensics	High School	\$1,232
	Jr. High	\$792
Drama	HS Head (per production)	\$3,169
	HS Assistant (per production)	\$1,761
	Jr. High Head (per production)	\$1,761
	Jr. High Assistant (per production)	\$1,056
FFA	Advisor	\$775
Student Council	HS Advisor	\$1,232
	Jr. High	\$300
Nat'l Honor Society	HS Advisor	\$775
Skills USA		\$1,232
Poli-Sci		\$704
Mock Trial		\$704
Dibels/Homebound/STARRS		\$27.00/hour
Summer AG/FFA	10 days	\$750
	20 days	\$1,500
Summer Band	10 days	\$750
	20 days	\$1,500

Any sport wishing to pool and redistribute the coaching pay for that sport may do so under the following conditions:

1. All coaches in that sport must voluntarily agree to the changes.
2. If any coach in that sport disagrees, then all coaches return to the pay specified in the Extra-Curricular Pay Schedule.
3. The agreed to changes must be presented in writing to the Business Administrator's office prior to the start of that sports season.
4. The agreement must be signed by all coaches in that sport.

ADDITIONAL PAYMENTS FOR EXTRA DUTY ASSIGNMENTS

Assignment	Position	Pay
Game Manager/Clerk of Course		\$40
Line Judge		\$25
Event workers		\$20
Special Track Meets	(Regional, Sectional, Conference, PDC Relays & Invitational)	\$40