

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 September 12, 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

PLEDGE OF ALLEGIANCE

ADOPTION OF AGENDA

Motion by Ron Quamme seconded by Joe Atkins to adopt agenda with all in favor. Motion carried.

SPEAKER

1. Farm to School request for funds for the 2011-2012 school year \$2,450.00 – Jane Schaaf

Kate Maxwell and Kathleen Hein spoke for Farm to School

Motion by Joe Atkins seconded by Ron Quamme to approve request for \$2,450.00 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. August 8, 2011 Regular Board Meeting-**Change New Business #6 bid prices were reversed for Sut Hill vs Fillback**
 - b. August 14, 2011 Special Board Meeting
 - c. August 24, 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 Resignation Krystal Forde
 - b. Approval of resignation of Board Member Tina Ruskey
4. Continuing Contracts (if any)

Motion by Lonnie Achenbach seconded by Joe Atkins 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. September 19, 2011 tentative Meet and Confer meeting on insurance
 - b. October 4, 2011 WASB Fall Regional Meeting 6:30 p.m. at SWTC
 - c. October 5, 2011 Project Lead the Way Symposium @ SWTC from 5:30 p.m. – 8:30 p.m.
 - d. October 10, 2011 School Board Meeting

- e. October 14, 2011 2011 WASB School Law Seminar, Alliant Energy Center- Madison , WI
 - f. November 5, 2011 WASB Legislative Advocacy Conference, Chula Vista Resort- Wisconsin Dells
 - g. November 14, 2011 Regular School Board Meeting
2. Information Items
- a. Set annual meeting date/time: possible October 24, 2011 @ 5:00 p.m. Business Office- **Change to October 25, 2011 @ 5:00 p.m.**
 - b. Set date/time Goal Setting (strategic management) Meeting
-\$1200-\$1400 per 2 hour session including 2 hours of prep work, milage and travel time
-Drew suggest that a topic per regular board meeting be discussed (6-8 topics total) first before we have WASB come in to present, so that we are better prepared for the strategic Planning Session.
-We need to dig out the strategic plan from 3-4 years ago.

REPORTS AND DISCUSSION (action if appropriate)

- 1. Superintendent/Building Administrator's Report/presentation
 - a. ACT data/school start update-**Two years in a row we are above state average starting next year, 100% of classes will take it, so results may decrease.**
 - b. Bluff View Fields project update-**Dirt work done, next culvert and then electrical, no decision on seeding vs. sod. Where will soccer in Spring 2012 be at? Aaron Amundson is getting bids on seeding vs. sod (\$11,000/field for sod).**
- 2. Future Building and Grounds
 - a. Bluff View grease trap-**Normal Maintenance item.. no board action**
 - b. Final walk through for High School Central Courtyard project- last week of September
 - c. Final walk through for BAK Exterior Projects-**Would the Chamber of Commerce come for Grand opening of H.S. and BAK project completion?**
 - d. In October we will again ask all staff for input toward a new building/grounds priorities list
 - e. Building envelope study-possible consultant-**no cost right now for a consultation of what our buildings need.**
- 3. Finance Committee- Set date/time to review audit report from 2010-2011 and set designated Fund Balance amounts.-**Vicki will let Finance Committee know what the anticipated date is for the finalized audit report. Date/time will be set at that time.**

OLD BUSINESS

- 1. Possible future HRA Program to supplement on top of current plan
- 2. Set a Special meeting to discuss potential energy projects
- 3. Set Special Meeting date/time for in depth discussion on high school air conditioning scope and sequence options-**September 22, 11 @ 7:00 a.m. HS bldg. and Grounds and Committee of Whole**
- 4. Request to change Bereavement Leave in employee handbook by striking language as follows:
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. ~~Such days shall be deducted from the employee's accumulated sick leave bank time if available.~~ 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, step-relatives of

the same relationship as provided herein of the employee and his or her spouse. ~~Such days shall be deducted from the employee's accumulated sick leave bank time if available.~~

Motion by Lonnie Achenbach seconded by Joe Atkins to go ahead with HRA program as presented, making sure staff is education and notified on the program with all in favor. Motion carried.

Motion by Joe Atkins seconded by Ron Quamme to approve both Bereavement language, striking the sentence in each as indicated above with all in favor. Motion carried.

NEW BUSINESS (action if appropriate)

1. Grants & Donations read into record and approved (if any)
 - a. Wal-Mart donation of school supplies (2 boxes full)
2. Any items removed from Consent Agenda for further discussion-**NONE**
3. September 15 is the deadline for submitting proposed resolutions to be considered by the Policy and Resolutions Committee for advancement to the 2012 Delegate Assembly.-**Nothing is recommended by our board.**
4. Approval of lead band instructor bonus system
5. Possible lift handicapped vehicle Discussion only: Should we start process to ask for grant aid to help purchase a van and get proposals on a handicap lift van? We could possibly get a sizable portion, to possibly all, of costs covered by special education grant funds. We presently have a handicap van with lift that was used sporadically as needed. For example, last year we used it about 4 months of the school year. Currently we have no need, but we could have a need arise at any time. The reason that there is a question now is that the 1997 GMC lift van is getting old and we have taken it out of special education road service and loaned it food service to haul food between the schools. Last year food service used the 1993 GMC maintenance truck. Estimated cost for a new van with lift is \$35,000 (Sut Hill promises an estimate today).-**See what grants are available and then decide at a later date.**
6. Possible RFP for mower- Discussion only: Should we start a process to get proposals on replacement of the 1978 mower? What is being requested is to possibly purchase a new front/wide area with snow-blower and sweeper attachments for the Bluff View school grounds and move the BV implements to BAK to replace the 1978 mower in operation there. The current set at Bluff View is about 11 years old, but still in decent condition. Estimated cost for the mower with blower and sweeper loosely based on what the PdC City recently purchased is \$80,000.-**Look at all current equipment over \$5,000 original cost and project estimated life and replacement cost.**
7. Finalize bus contract RFP for 2012-2013 through 2017-2018, set due date of October 26-**Drew will finalize RFP and e-mail to Board members before publicizing. Need to add in "in-town" bussing".**
8. Student Travel (if any)
 - a. 5th Grade Class Trip to Fort Crawford Museum on September 16, 2011
 - b. 5th Grade Class Trip to Sugar Creek Bible Camp for Crawford County Conservation Day on September 22, 2011
9. School Board Member Vacancy
Wisconsin Statutes 17.26
17.26 Vacancies in school boards; how filled. Except as provided in s. 9.10, vacancies in a school board shall be filled as follows:

17.26(1)

(1) In a common, union high or unified school district, by appointment by the remaining members. Each appointee shall hold office until a successor is elected and takes office under s. 120.06 (4) or 120.42 (2). When a vacancy occurs in the office of a board member who is in the last year of his or her term, or when a vacancy occurs after the spring election but on or before

the last Tuesday in November in the office of a board member who is not in the last year of his or her term, the successor shall be elected at the next spring election. When a vacancy occurs after the last Tuesday in November and on or before the date of the next spring election in the office of a board member who is not in the last year of his or her term, the successor shall be elected at the 2nd following spring election. - **Will get a legal opinion on how to proceed. If there are people willing to fill the position, Board would like to do so before the Spring election.**

Motion by Ron Quamme seconded by Lonnie Achenbach to approve Wal-Mart donation of school supplies with all in favor. Motion carried.

Motion by Lonnie Achenbach seconded by Mark Forsythe to approve of lead band instructor on the bonus system as a “pilot” with all in favor. Motion carried.

Motion by Lonnie Achenbach seconded by Ron Quamme to go into closed session at 7:55 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. Negotiations plan on base salary only. School boards are now prohibited from negotiating with a collective bargaining unit containing general municipal employees with respect to any subject, fringe benefit, or condition of employment other than total base wages. The Union has desired to wait until the **Wisconsin Employment Relations Commission (WERC)** has published the final rules on what the cpi cap is and how the base salary is to be distributed. The estimates for the cpi are 1.63%. WERC representatives had stated earlier that they will publish the rules in August or September.
- b. Closed session with only District Administration for Annual evaluation
 - a) Evaluation discussion
 - b) Review Administration and Management Goals
 - c) Review Administration and Management Compensation Levels
 - d) If time, start Handbook section for Administration and Management

Motion by Lonnie Achenbach seconded Ron Quamme to extend meeting beyond 10:00 p.m. with all in favor. Motion carried.

RETURN TO OPEN SESSION

Motion by Lonnie Achenbach seconded by Mark Forsythe to come out of closed session at 10:05 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 Lonnie Achenbach to approve Management employees per adjusted salary schedule (attached) with all in favor. Motion carried.

Internal Policy only- Deposits should be made 24 hours except on weekend. All bills paid within 15 days from when invoice is received and never over 30 days. Age report on bills over 15 days must be made to Superintendent on the 10th of each month. Age report over 30 days must have full written explanation as to why it is late.

ADJOURNMENT

Motion by Joe Atkins seconded by Lonnie Achenbach to adjourn the meeting at 10:15 p.m. with all in favor. Motion carried. Meeting adjourned.

Notes taken by Vicki Waller

Brian Edwards, President

| 2008-2009 | Position | Contract | Hourly Wage | Salary | FICA | WRS | POS Hlth Ins. | Dental | Life | LTD | Total Comp. Pkg |
|-------------|---------------------|----------|-------------|--------|--------|--------|---------------|---------|------|-------|-----------------|
| | | | | | 7.65% | 11.0% | \$2,084.88 | \$92.32 | | 0.45% | |
| Heilmann, D | Dir of Food Service | 200 | 48.38 | 29,405 | -2,249 | -3,235 | -22,143 | -1,132 | -108 | -132 | 58,404 |
| Lucas, C | HS Head Custodian | 261 | 47.57 | 36,694 | -2,807 | -4,036 | -22,143 | -1,132 | -72 | -165 | 67,046 |
| Schauf P | Payroll Supervisor | 261 | 45.72 | 32,823 | -2,511 | -3,611 | -22,143 | -1,132 | -72 | -148 | 62,440 |
| Stoehr, J | BV Head Custodian | 261 | 47.07 | 35,651 | -2,727 | -3,922 | -22,143 | -1,132 | -48 | -160 | 65,783 |
| Wright, B | District Secretary | 261 | 42.50 | 18,985 | -1,452 | -911 | --- | --- | --- | --- | 21,349 |
| Waller, V | District Bookkeeper | 261 | 48.14 | 37,876 | -2,898 | -4,166 | -22,143 | -1,132 | -12 | -170 | 68,398 |

| 2009-2010 | Position | Contract | Hourly Wage | Salary | FICA | WRS | POS Hlth Ins. | Dental | Life | LTD | Total Comp. Pkg | % Pkg Inc. |
|-------------|---------------------|----------|-------------|--------|--------|-------|---------------|---------|------|-------|-----------------|------------|
| | | | | | 7.65% | 11.0% | \$1,845.26 | \$94.32 | | 0.45% | | |
| Heilmann, D | Dir of Food Service | 200 | 19.61 | 31,368 | 2,400 | 3,450 | 22,143 | 1,132 | 108 | 141 | 60,742 | 4.00 |
| Lucas, C | HS Head Custodian | 261 | 18.65 | 38,945 | 2,979 | 4,284 | 22,143 | 1,132 | 72 | 175 | 69,730 | 4.00 |
| Schauf P | Payroll Supervisor | 261 | 16.72 | 34,918 | 2,671 | 3,841 | 22,143 | 1,132 | 72 | 157 | 64,934 | 4.00 |
| Stoehr, J | BV Head Custodian | 261 | 18.13 | 37,860 | 2,896 | 4,165 | 22,143 | 1,132 | 48 | 170 | 68,414 | 4.00 |
| Wright, B | District Secretary | 261 | 42.50 | 18,985 | -1,452 | -911 | --- | --- | --- | --- | 21,349 | --- |
| Waller, V | District Bookkeeper | 261 | 19.24 | 40,175 | 3,073 | 4,419 | 22,143 | 1,132 | 12 | 181 | 71,135 | 4.00 |

| 2010-2011 | Position | Contract | Hourly Wage | Salary | FICA | WRS | POS Hlth Ins. | Dental | Life | LTD | Total Comp. Pkg | % Pkg Inc. |
|-------------|---------------------|----------|-------------|--------|--------|--------|---------------|--------|------|-------|-----------------|------------|
| | | | | | 7.65% | 12% | 1962.52 | 98.4 | | 0.45% | | |
| Heilmann, D | Dir of Food Service | 200 | 20.02 | 32,025 | 2,450 | 3,715 | 23,550 | 1,181 | 108 | 144 | 63,173 | 4.00 |
| Lucas, C | HS Head Custodian | 261 | 19.09 | 39,865 | 3,050 | 4,624 | 23,550 | 1,181 | 72 | 179 | 72,521 | 4.00 |
| Schauf P | Payroll Supervisor | 261 | 17.10 | 35,695 | 2,731 | 4,141 | 23,550 | 1,181 | 72 | 161 | 67,530 | 4.00 |
| Stoehr, J | BV Head Custodian | 261 | 18.55 | 38,740 | 2,964 | 4,494 | 23,550 | 1,181 | 48 | 174 | 71,151 | 4.00 |
| Wright, B | District Secretary | 261 | 45.25 | 23,165 | -1,772 | -1,181 | --- | --- | --- | --- | 26,118 | --- |
| Waller, V | District Bookkeeper | 261 | 19.70 | 41,135 | 3,147 | 4,772 | 23,550 | 1,181 | 12 | 185 | 73,982 | 4.00 |
| Mezera, F | Activities Director | 225 | 15.00 | 20,250 | -1,549 | -1,033 | --- | --- | --- | --- | 22,832 | --- |

| 2011-2012 | Position | Days | Hourly Wage | Salary | FICA | WRS | POS Hlth Ins. | Dental | Life | LTD | Total Comp. Pkg | % Pkg Inc. |
|-------------|---------------------|------|-------------|--------|------|-----|---------------|--------|------|-----|-----------------|------------|
| Heilmann, D | Dir of Food Service | 200 | 20.34 | 32,547 | | | | | | | | |
| Lucas, C | HS Head Custodian | 261 | 19.40 | 40,515 | | | | | | | | |
| Schauf P | Payroll Supervisor | 261 | 17.10 | 35,695 | | | | | | | | |
| Stoehr, J | BV Head Custodian | 261 | 18.86 | 39,371 | | | | | | | | |
| Wright, B | District Secretary | 261 | 15.50 | 23,542 | | | | | | | | |
| Waller, V | District Bookkeeper | 261 | 19.70 | 41,135 | | | | | | | | |
| Bosley, L | Child Care | | | | | | | | | | | |
| Mezera, F | Activities Director | 225 | 15.24 | 20,580 | | | | | | | | |

those with strikethrough have already been adjusted