

MINUTES OF BOARD MEETING
Manitowoc Board of Education
September 13, 2016

A regular meeting of the Board of Education was called to order by Board President Keith Shaw at 7:00 p.m. Members present were: Ms. Linda Gratz, Ms. Elizabeth Williams, Mr. Dave Nickels, Ms. Catherine Shallue, and Mr. Keith Shaw. Also present were Superintendent Mark Holzman and Board secretary Rebecca McLafferty.

Members absent: Ms. Barbara Herrmann, Ms. Karen Rohrer

The meeting began with the Pledge of Allegiance. Board members were logged into BoardBook.

A motion was made by Catherine Shallue, seconded by Elizabeth Williams, and unanimously carried (5-0), to approve the minutes of the August 9, 2016, regular meeting and the August 23, 2016, special meeting.

Board President Keith Shaw acknowledged correspondence received from the City of Manitowoc regarding a petition for direct annexation. On motion by Catherine Shallue, seconded by Elizabeth Williams, the Board accepted the correspondence for petition.

Buildings and Grounds Committee Chairperson Dave Nickels reported on the July 12, 2016, meeting. He indicated that the committee discussed the possible upgrade/purchase of a district facility scheduling and calendar program called R-school. The software would benefit both the school district and community.

In the absence of Finance and Budget Committee Chairperson Karen Rohrer, Business Services Director Ken Mischler reported on the meetings of August 9, 17, and 29, 2016. Ongoing discussions at each meeting concerned 2016-2017 budget issues of revenue limit, fund balance, tax levy, etc. At the August 29 meeting, ten policies were approved to go forward for first reads: Policy 3440 – Job-Related Expenses; Policy 4440 – Job-Related Expenses; Policy 6111 – Internal Controls; Policy 6112 – Cash Management of Grants; Policy 6114 – Cost Principles – Spending Federal Funds; Policy 6116 – Time & Effort Reporting; Policy 6325 – Procurement – Federal Grants/Funds; Policy 7300 – Disposition of Real Property; Policy 7310 – Disposition of Surplus Property; and Policy 7450 – Property Inventory. Policy 6110 – Federal Funds was not approved to move forward at this time.

Personnel Committee Chairperson Linda Gratz reported on the August 24, 2016, meeting. The following handbook changes were approved by committee to go forward for Board approval: Tax Shelter Annuity Payment wording and listing of Administrator positions and salary levels (in the Administrator Handbook); Compensation/Call-in Pay (in the Non-Teacher Handbook); and Stipend Agreement for Additional Assignment (Overload).

In the absence of Curriculum Committee Chairperson Barbara Herrmann, Director of Elementary and Secondary Education Debby Shimanek reported on the September 1, 2016,

meeting. Topics included mental health services provided for students; McKinley Academy's reallocation of funds to provide for a 0.5 FTE school counselor; an approximate increase of 0.5 FTE in school counseling services added to Riverview Early Childhood Center, for a total of 1.0 FTE School Counselor for Riverview; and an inquiry regarding the Youth Risk Behavior survey. Policy #8451 Treatment of Pediculosis (Head Lice) was presented and approved by committee to go to the full Board for first read. An overview of the Professional Learning Community process was also presented at the committee meeting.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Linda Gratz, seconded by Elizabeth Williams, and unanimous (5-0) carried to approve voucher #708 totalling \$2,816,548.95 and voucher #711 totalling \$2,416,164.60, for a total of \$5,232,713.55. Financial reports for the months ending June 30, 2016; July 31, 2016; and August 31, 2016, were reviewed.

Human Resources Director Joyce Greenwood-Aerts presented the Personnel Report consisting of three resignations, ten support appointments, lane movements, and extra-curricular stipends. Motion was made by Catherine Shallue, seconded by Elizabeth Williams, and unanimously (5-0) carried to approve the Personnel Report as presented.

Superintendent Holzman acknowledged the MPSD Directors Report. Board members were encouraged to contact Directors with any questions. Board members commented favorably on receiving the newly established monthly report.

Superintendent Holzman indicated that with school beginning September 1 and having the third Friday enrollment count on September 16, it is difficult to have an enrollment count at this time. Enrollment numbers will be available at the next Board meeting. Tentatively, the District is seeing an increase in early elementary numbers.

On motion by Elizabeth Williams, seconded by Linda Gratz, Lincoln High School Principal Luke Valitchka was again designated as the District's Youth Options Coordinator (4-1, Shallue opposed).

Board members were encouraged to register for the WASB 2016 Fall Regional Meeting and Workshop in Kiel, WI on October 26, 2016: pre-regional workshop (optional 4:3-6:00 p.m.) and/or Regional meeting (6:00 registration/6:30 dinner/7:30-9:00 p.m. program). Also announced was the 2016 WSAA/WASB Employment and School Law Seminar to be held at the Kalahari Resort in Wisconsin Dells on October 13-14, 2016.

On September 15, while at a conference in Madison, Superintendent Holzman will acknowledge Lincoln High School senior Xang Hang, who was elected as the Badger Boys State Superintendent. Over 1,000 responses have been received to the Alumni Nations Survey which was sent out last week. This communication tool will allow for a solid connection with the MPSD.

A conversation between the Superintendent and Athletic Director Dave Steavpack affirmed no additional skin irritations have been reported at Lincoln High School. Building and Grounds Director Chris Dupré and his staff were commended for fine work in disinfecting and cleaning appropriate locations. Medical staff and others involved were also commended.

The following policies were unanimously approved after second reads:

- Policy 2261 – Title I Services, on motion by Catherine Shallue, seconded by Linda Gratz);
- Policy 2440 – Summer or Intern Session School, on motion by Catherine Shallue, seconded by Elizabeth Williams;
- Policy 0144.3 – Conflict of Interest (Board of Education), on motion by Catherine Shallue, seconded by Linda Gratz;
- Policy 01130 – Conflict of Interest (Administration), on motion by Elizabeth Williams, seconded by Catherine Shallue, containing amendment to item H., *“Administrative employees, officers and agents found to be in violation of this conflict of interest policy will be subject to the disciplinary actions as identified in MPSD policy 4139”*;
- Policy 3230 - Conflict of Interest (Professional Staff), on motion by Catherine Shallue, seconded by Linda Gratz, containing amendment to item H., *“Professional employees, officers and agents found to be in violation of this conflict of interest policy will be subject to the disciplinary actions as identified in MPSD policy 4139”*;
- Policy 4230 – Conflict of Interest (Support Staff), on motion by Catherine Shallue, seconded by Elizabeth Williams, containing amendment to item H., *“Support employees, officers and agents found to be in violation of this conflict of interest policy will be subject to the disciplinary actions as identified in MPSD policy 4139”*;

Superintendent Holzman reiterated that per the Board’s request, the topic of “Revision of District’s Mission Statement” will be placed on the Board agenda until instructed otherwise. He confirmed to the Board that conversations will be held with local staff and community stakeholders, with input back to the Board for creating an improved, more relevant mission statement.

Superintendent Holzman brought “Policy 0100 – Definitions” back to the Board for a first read. This policy was voted down at the August 9, 2016, Board meeting. Considerable discussion revolved around what law requires, and what the Board policy can determine. On motion by Elizabeth Williams, seconded by Catherine Shallue, it was moved that Policy 0100 – Definitions be accepted for the first read, with the amendment under “Voting” as follows:

“A vote at a meeting of the Board of Education. ~~The law requires that~~ Board members must be present in order to have their vote officially recorded in the Board minutes, and to be available for a roll call vote. No voting by Proxy may be recorded or counted in an official vote of the Board.”

Vote was unanimous (5-0) to approve the first read of Policy 0100 – Definitions, as amended above.

On motion by Catherine Shallue, seconded by Elizabeth Williams, the first read of Policy 0167.1 – Voting, was unanimously (5-0) approved as presented.

The following policies brought forward for their first reads, from the Finance & Budget Committee, were each unanimously approved as follows:

- Policy 3440/4440 – Job-Related Expenses;
- Policy 6111 - Internal Controls;
- Policy 6112 – Cash Management of Grants;
- Policy 6114 – Cost Principles – Spending Federal Funds;
- Policy 6116 – Time & Effort Reporting;
- Policy 6325 – Procurement – Federal Grants/Funds;
- Policy 7300 – Disposition of Real Property;
- Policy 7310 – Disposition of Surplus Property; and
- Policy 7450 – Property Inventory.

On motions brought forward from Curriculum Committee, the Board unanimously (5-0) approved the first read of Policy 8451 – Pediculosis (Head Lice).

On motions brought forward from Personnel Committee, the Board unanimously (5-0) approved each of the presented changes: Tax Shelter Annuity Payment (Administrator Handbook); Listing of Administrator Positions and Salary Levels (Administrator Handbook); Call-In Pay (Non-Teacher Handbook); and Stipend Agreement for Additional Assignment (i.e. Overload).

Board President Keith Shaw distributed WASB’s Superintendent Evaluation Form for the Board to review prior to conducting this year’s Superintendent evaluation which is due January 2, 2017.

On motion by Catherine Shallue, seconded by Linda Gratz, and unanimously carried (5-0), the meeting adjourned at 8:17 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Keith Shaw
Board President