

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
January 8, 2013

A regular meeting of the Board of Education was called to order by President Jim Protsman at 6:00 p.m. Members present were: Ms. Karen Rohrer, Mr. Lee Braunel, Mr. JJ Ploederl, Ms. Chrystal Myer, Ms. Catherine Shallue, Ms. Linda Gratz, and Mr. Jim Protsman. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

A motion was made by Lee Braunel, seconded by Chrystal Myer, and unanimously carried by roll call vote to convene in closed session for the purpose of considering the employment and compensation for a candidate who may be qualified to serve as Superintendent of Schools for the Manitowoc Public School District, as authorized pursuant to Section 19.85(1)(e) of the Wisconsin Statutes.

The Board reconvened in open session at 7:00 p.m. and began with the pledge of allegiance and roll call.

A motion was made by Karen Rohrer, seconded by Linda Gratz, and carried, to approve the minutes of the December 11, 2012, regular meeting and the December 17, 2012, special meeting.

Board President Jim Protsman announced that the superintendent contract ratification had been moved up on the agenda. Motion was made by Linda Gratz and seconded by Lee Braunel, to ratify the Superintendent Contract, hiring Marcia Flaherty as the Manitowoc Public School District's new superintendent, according to the terms of the contract. Linda Gratz, Karen Rohrer, and Board President Protsman made statements of support. Chrystal Myer stated support for Flaherty, but not the salary. Motion passed (6-1, Myer opposed).

Stangel Elementary School Principal and 4K Administrator Debby Shimanek accompanied six 4K students from the YMCA location. The children "gave Board member's a glimpse into the day of a 4K student", complete with songs and taking attendance.

Karen Rohrer left the meeting at 7:17 p.m.

Chairperson Chrystal Myer reported on the January 3, 2013, Curriculum Committee meeting. Two new Academy Classes were presented and discussed. The Committee agreed to bring the following courses forward for Board approval: Action Research for Educators, and Partners in Education: Working with Employers to Develop College and Career Readiness in Future Employees. On motion brought from committee, the Board unanimously (6-0) approved the two new Academy classes.

Chairperson Chrystal Myer reported on the January 3, 2013, Policy and Personnel Committee meeting. The following policies were reviewed and brought forward from committee for their first read:

<b>0167.3</b>	Public Participation at Board Meetings
<b>1422.02/3122.02/4122.02</b>	Nondiscrimination Based on Genetic Information of the Employee (Administration; Professional Staff; Support Staff)
<b>1460/4160</b>	Physical Examination, made edit to take out option under 4122.02 (Administration; Support Staff)
<b>1461/3161/4161</b>	Unrequested Leaves of Absence/Fitness for Duty (Administration; Professional Staff; Support Staff)
<b>1623/3123/4123</b>	Prohibition against Disability Discrimination in Employment (Administration; Professional Staff; Support Staff)
<b>2260.01</b>	Prohibition against Discrimination Based on Disability
<b>3122/4122</b>	Nondiscrimination and Equal Employment Opportunity
<b>3160</b>	Physical Examination
<b>3217/4217/5772</b>	Weapons, chose to prohibit weapons in vehicles transporting students (Professional Staff; Support Staff; Students)
<b>3220</b>	Staff Evaluation, made edit to the frequency of evaluations
<b>5113</b>	Open Enrollment Program (needs to be reviewed annually)
<b>5200</b>	Attendance
<b>5330</b>	Administration of Medication/Emergency Care
<b>5460.01</b>	Diploma Deferral
<b>6510</b>	Payroll Authorization
<b>7540.03/7540.04</b>	Student/Staff Network & Internet Acceptable Use and Safety, chose to include social media option in 7540.04
<b>7217</b>	Weapons (Property)
<b>8141</b>	Required Reporting of Staff Conduct
<b>8210</b>	School Calendar
<b>8330</b>	Student Records
<b>8405</b>	Environmental Health and Safety Program
<b>8410</b>	School Safety & Crisis Intervention
<b>8451</b>	Pediculosis (Head Lice)
<b>8462</b>	Student Abuse & Neglect
<b>8660</b>	Transportation by Private Vehicle

**Non-Contracted Extra-Curricular Event Pay – Change in stipends**

Administration is recommending changes based on numbers of hours spent at each event.

The policies will come forward for a second read and approval at the February Board meeting. On motion brought from committee, the revised Non-Contracted Extra-Curricular Event Pay stipends were unanimously (6-0) approved.

District Safety Team Chairperson, Guidance Counselor Michael Morgen, presented an update, "The New Normal". Some topics included who is on the team, what they do, monthly meetings, sample agendas and meeting scenarios. "Students learn best when they feel safe; teachers teach best when they feel safe; parents trust when they know schools are doing all that is possible to provide a safe learning environment." Superintendent Swanson commended Morgen's efforts.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Linda Gratz, seconded by Lee Braunel, and unanimously carried (6-0), to approve voucher #328 totaling \$2,718,602.75, and voucher #331 totaling \$2,075,256.66, for a total of \$4,793,859.41. Also presented was the financial report for the month ending December 31, 2012.

Director of Business Services Ken Mischler spoke briefly about preparation of the District's budget for 2013-2014 and referred to the booklet that Board members received which contains the proposed budget calendar/timeline, list of budget responsibilities, list of accounts, and budget request forms. A special meeting was scheduled for Tuesday, January 22, 2013, at 4:45 p.m., to begin planning the 2013-2014 budget.

It was moved by Chrystal Myer, seconded by JJ Ploederl, and carried unanimously (6-0), to approve the availability of funds from the Manitowoc Board of Education Trust Fund as follows: 2013 scholarships totaling \$79,950, and authorization of \$276,000 for initial or continuing student loans for 2013. Also, on motion by Chrystal Myer, seconded by JJ Ploederl, and unanimously carried (6-0), the Board approved increasing the annual loan maximum from \$1,800 to \$2,000.

Director of Human Resources Andrea Holschbach presented the Personnel Report consisting of three resignations, hire of support staff, and recommended approval of extra-curricular contracts. Motion was made by Catherine Shallue, seconded by Linda Gratz, and carried, to approve the Personnel Report as presented.

Superintendent Swanson's activity update included:

- Last months' Washington Jr. High School fundraiser, for a young man battling cancer, raised \$5,252;
- Washington Family and Consumer Education teacher Bev Deem will travel with 5 students to Milwaukee, through her work with A Bigger World Foundation. The students will explore culinary arts opportunities in Milwaukee, with costs paid by the Foundation.
- Jefferson Community Learning Center Grant received accolades in a County Extension publication. Through Kim Andrastek's efforts, before and after school opportunities are offered to Jefferson students. The "Kids in a Kitchen" program teaches students about My Plate, the USDA's new food guidance program.
- LHS student and violin player, Andrew Dunlap, is a finalist in the Madison Symphony Orchestra's Young Artist competition. The competition will be broadcast live on radio and television and will take place in front of a live audience. The Madison Symphony

Orchestra will donate \$500 to the LHS music department and will provide \$500 toward expenses for students traveling to the event.

On motion by Linda Gratz, seconded by Catherine Shallue, and unanimously carried (6-0), the Board voted to ratify MEA agreements as follows: 2011-2012, 0% base wage increase; and 2012-2013, \$800 base wage increase per teacher.

Director of Business Services Ken Mischler presented a resolution to amend Section 403(b) Employees Savings Plan because of the HEART Act (Heroes Earnings Assistance and Relief Tax Account), which provides additional tax and pension benefits to individuals who are absent from work due to duty in uniformed military service. Motion was made by Catherine Shallue, seconded by Linda Gratz, and passed unanimously (6-0) to approve the Resolution to amend the 403(b) Employees Savings Plan for years beginning on or after January 1, 2013, as presented.

Jim Protsman requested Board feedback on resolutions that will be voted on during the 2013 Delegate Assembly later this month. Board members commented on resolutions.

On motion by Lee Braunel, seconded by Chrystal Myer, and unanimously carried (6-0), the Board approved the 2013-2014 school calendar as presented by Andrea Holschbach. Comments included positive feedback on the new one-page format. School cannot start prior to September 1 which pushes the first day of school to September 3, 2013. There is one built-in snow day; graduation will be held June 6, 2013.

On motion by Catherine Shallue, seconded by JJ Ploederl, the Board approved a Japan Live Summer School Trip, to Chiba, Japan, tentatively scheduled for June 11 – 24, 2013.

At 8:21 p.m., motion was made by Lee Braunel, seconded by Catherine Shallue, and carried, to adjourn.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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James Protsman  
Board President