

MINUTES OF A REGULAR MEETING OF THE GREENDALE BOARD OF EDUCATION

Time: 7:00 p.m.
Date: November 18, 2013
Location: Greendale High School - Library

Present: Board Members: Melanie Kuzmanovic, Victoria McCormick, Anne Szczygiel, Thomas Slota, Joseph Crapitto, Joshua Bartelme and Lea Lassoued

Staff: Superintendent John Tharp, Director of Business Services Erin Green
Director of Assessment and Learning Kim Amidzich, Human Resources Director
Julie Grotophorst and Secretary

Board President Crapitto called order at approximately 7:05 p.m. and asked for a report from Superintendent Tharp as to how public notice had been given. Dr. Tharp reported that notice had been posted in accordance with Board Policy File Number 171.

Communications:

Superintendent Tharp reported the following communications:

- The Greendale Panthers would compete in the WIAA Championship on Friday, November 22 against Monona Grove at Camp Randall Stadium in Madison at 10 am. Tickets were on sale at the GHS Athletics office at \$8 for adults, students, and seniors for cash or online for \$10 directly from the WIAA.
- A Senior High Event would be held November 20, from 9 a.m. to 11:30 a.m. at the High School for older adult community members to attend classes, participate in Reality Day and enjoy a school lunch.
- Schools would be closed for parent/teacher conferences on November 27. There would be no school on November 28 and 29 for the Thanksgiving break.
- Donations to the District included cash donations in the amount of \$200 from Ms. Angie Kozlowski of Greenwich, CT to the Middle School, \$555.95 from Target's Take Charge of Education Payback Program to the Middle School and a \$68.50 grant from UW-Stevens Point to the Middle School for the School Energy Ed Project.

Comments or Questions from Visitors:

There were no comments from visitors.

1. Minutes

A motion was made by Board Member McCormick and seconded by Board Member Slota to approve the Regular Meeting Minutes of October 28 and November 4, 2013 and Closed Session Minutes of November 4, 2013. The motion carried unanimously by voice vote.

2. Financial Reports

Director of Business Services Erin Green reported the enrollment trend had been rising and increased by 31 resident students since 2010 which increased the revenue cap and allowed the District to collect additional revenue. The trends were good for increasing state aid, rising enrollment, resident enrollment, flat or decreasing property value and decreasing cost per pupil. The District received an increase in State aid this year. Enrollment projections were done on a three-year rolling average.

Board Member Szczygiel asked about general budget items including the Board's role in discussions about costs involved with potential changes in the Parking Street area and any affect on the Middle School and suggested looking at the bottom line with regard to the potential budget surplus of \$100,000 rather than spending it. Mrs. Green stated committee discussions concerning the drop off area configuration at the Middle School began approximately four years ago, that the work of the committee had stalled and therefore there was no update to report. The committee had determined a clear need for increased parking for village businesses. The District may be required to add parking for Middle School staff that currently used the municipal lot. Mrs. Green indicated the Board would need to be involved in future plans.

Funds for the potential security improvements at the Middle School and how would it be handled were discussed. Mrs. Green reported that plans were to stage the work within the existing budget and focus on one project at a time. Additional plans for a secure entry at Canterbury School were underway to determine costs involved. Preliminary plans were to convert one or two classrooms near the office and complete the work in house over the summer.

Board Member Szczygiel requested periodic updates to the Board on fundraising for the baseball field renovation. Dr. Tharp reported the recent Booster Club meeting did not update their fundraising efforts.

A motion was made by Board Member Szczygiel and seconded by Board Member McCormick to approve Revenue and Expenditures as reported in Agenda Item 2.1 and Checks and Disbursements as reported in Agenda Item 2.2 including computer generated checks Numbered 206407 through 206602 for total Checks and Disbursements of \$256,685.53 and payroll account in the amount of \$1,368,244.35 for a total amount to be approved of \$1,624,929.88. The motion carried unanimously by voice vote.

3. Unfinished Business

3.1 Action: Policy File No's. 345.3 - High School Graduation Requirements; 673.1 – Credit Card Usage; 673.1 Rule-Credit Card Usage Procedures; 821 - School District Website; 892.1 - Student Teachers and Interns; 892.1 Rule - Placement of Student Teachers, Procedures – Second Reading

Superintendent Tharp reported the Policy Committee revisited Policy File No. 345.3 as requested by the Board. Online learning language presented at first reading was found acceptable to the committee. Language concerning Student Intervention Team review of considerations listed on page three, paragraph two specific to an ACT score of 20 was reviewed. The committee discovered that there were no students in the past five years that would have been affected, and therefore did not propose a change.

3. Unfinished Business

3.1 Action: Policy File No.'s. 345.3 - High School Graduation Requirements; 673.1 – Credit Card Usage; 673.1 Rule-Credit Card Usage Procedures; 821 - School District Website, 892.1 - Student Teachers and Interns; 892.1 Rule - Placement of Student Teachers, Procedures – continued

Item 4 on page three concerning ineligibility to participate in the graduation ceremony by students not fully meeting graduation requirements was raised for discussion with Board Members. The committee discussed whether it was reasonable for an ineligible student to participate in the June ceremony if they agreed to complete their work by August of the same school year. Principal Lodes reported there were typically three to five students per counselor on the watch list annually. Communication with students about meeting graduation requirements started with junior conferences and continued up until first semester of senior year and opportunities to complete their work were communicated. Principal Lodes explained reasons for keeping the current policy. The culture for Greendale students was a desire to be part of the ceremony. Changing the policy would remove incentive and potentially increase the number of ineligible students. Board members discussed the disadvantages of changing the practice and chose to retain the current policy language.

The words “Exceptional Educational” or “EEN” throughout the policy were changed to “Special Education”.

The Policy Committee’s review of the requirement for fourth year students to carry a minimum of five credits per year was discussed. The committee felt ample opportunities allowed students flexibility to attain the required credits outside the high school. A change in the requirement for an accredited class would forfeit State funding which was based on Third Friday count. It was noted that exceptions could be made at the school level. Board Member Szczygiel stated she would like to leave the door open to accommodate individual students’ needs and suggested a language change to allow other school-approved educational opportunities and provide some assurance that other non-credited courses could be allowed. Principal Lodes reported there were occasionally exceptional situations, such as a long absence due to illness, where discretion was used by the principal to allow students to earn credits for course work outside of the High School if it met expectations.

Director of Curriculum Kim Amidzich reported that there had been few independent study offerings in recent years. She noted that while a small number of students would be affected by developing a program that may result in low numbers in other programs limiting future offerings such as had happened with senior release. Administration recommended keeping the current policy language. The policy would be revisited by the committee, other school district policies reviewed and a recommendation brought back to the Board.

Superintendent Tharp summarized revisions to update Policy File No.’s 631.1 and 821 and establishing a new Policy File No. 892.1 governing a procedure for student teachers and interns in the schools.

A motion was made by Board Member McCormick and seconded by Board Member Slota to approve Policy File No.’s 673.1-Credit Card Usage; 673.1 Rule-Credit Card Usage Procedures; 821-School District Website, 892.1-Student Teachers and Interns; 892.1 Rule-Placement of Student Teachers, Procedures as presented in Agenda Item 3.1. Policy No. 345.3-High School Graduation Requirements was sent back to committee.

4. New Business/Action Items

- 4.1 Action: Approve Personnel: Approve Compensation for Support Staff for 2013-14; Approve Compensation for Administrative Staff for 2013-14, Approve Amendment to Support Staff Employment Agreement, Approve Support Staff Employment Agreement
Superintendent Tharp stated Administration recommended the Board approve 2013-14 salary increases for non-teaching staff to include: clerical, support, paraprofessional, custodial, maintenance and administrative staff. The recommended cost-of-living increases were 2.07 percent and within the budgeted salary allotment. Teacher base wage increases would be negotiated with the Greendale Education Association in accordance with Act 10 at a later date.

Board Member Szczygiel stated that with the creation of the Communication Director as an employed position rather than a contracted service that communication should always be factual and transparent.

A motion was made by Board Member McCormick and seconded by Board Member Slota to approve Personnel, Agenda Item 4.1 (a), Compensation for Support Staff for 2013-14. The motion carried on a 4 - 0 voice vote with President Crapitto abstaining.

A motion was made by Board Member McCormick and seconded by Board Member Slota to approve Personnel, Agenda Item 4.1 (b), Compensation for Administrative Staff for 2013-14. The motion carried unanimously by voice vote.

A motion was made by Board Member McCormick and seconded by Board Member Slota to approve Personnel, Agenda Item 4.1 (c), Amendment to Support Staff Employment Agreement. The motion carried unanimously by voice vote.

A motion was made by Board Member McCormick and seconded by Board Member Slota to approve Personnel, Agenda Item 4.1 (d), Support Staff Employment Agreement. The motion carried unanimously by voice vote.

5. New Business/Information Items

- 5.1 Information: Culture and Climate Task Force Update

Ms. Susan Castro and Ms. Alison Julien, Task Force co-chairs updated the Board on the work of the committee and progress of its recommendations in the schools. Ms. Castro stated the work of the Task Force was to ensure that all students had a positive experience in Greendale Schools. The group developed recommendations in three basic areas, educating students, educating staff over time and working with parents to set positive models for students.

Ms. Castro served as a member of the PCA and brought initiatives to each of their meetings based on recommendations of the Task Force. She highlighted efforts at the high school level. Principal Lodes wrote articles for the community School Connections publication and included one of the Committee objectives in each of the weekly High School newsletters. The Weekly included articles on cyberbullying, parent modeling and use of the SaferSchools anonymous website reporting system. Two staff meetings were devoted to bullying and ways to better detect bullying behaviors.

5. New Business/Information Items

5.1 Information: Culture and Climate Task Force Update: continued

The Task Force recognized students as key to employing meaningful change. A number of student leaders were sent to training last year. The High School used the new resource period for all freshmen to learn about character development and healthy behaviors. A new student-led group called Agents of Change was established to support a positive student experience for all students in the school and community. Infrastructure of the Agents of Change was in place and officers were elected. The group's goal was to schedule an event each semester. The group worked through subcommittees to welcome new students, reach out to the community, support sporting and activity events and bring events and programs to the school that promoted school unity. Members were exploring new ideas and resources to help students develop a high standard of respect, empathy and self-advocacy and to be their own stewards of a positive school experience. An assembly was recently held for all sixth through twelfth graders by a student organization called MWAH (Messages Which Are Hopeful) which advocated community, respect, empathy and inclusion. The High School would continue to use outside speakers, the Agents of Change and resources to be pro active and identify ways to improve and educate students, families, staff and community members.

Ms. Julien reported assemblies and speakers at the elementary level. The Highland View School principal and counselors were scheduled to attend a CESA training session on restorative justice to use the practices as part of the behavior plan at the school.

Board Members discussed use of the anonymous student hotline and membership in the Agents of Change group. The hotline was used by students as a general anonymous reporting system. Student Board Member Bartelme participated in the Task Force committee and stated that it was valuable to have students involved in the process. He reported a number of ideas Agents of Change students were considering. The goal was for one event per semester.

Principal Weiss reported that Middle School students had joined the PCA group late last year and were helpful in identifying ways to meet the needs of students at the school. Ways to address bullying and who to talk to were topics of a school assembly in October. They considered ways to bring theatre groups to students to involve them in role playing, music and dance. Administration felt student voice was a positive component of the work of the committee and its implementation.

5.2 Information: Board Policy File No. 720-Safety Program; 731.1-Key Control; File No. 751-Student Transportation Services; File No. 760-Fees, Food Service Program – First Reading

Superintendent Tharp reported the Policy Committee's revisions and updates to policies presented for first reading. The committee reviewed the transportation services policy. The District periodically consulted with the Police Chief on safety issues and transportation services.

Policy No. 760 - Fees was recommended for deletion to eliminate the need for updates each time prices changed and since it was already included in the food service policy.

Policies would be brought back to the Board for a second reading.

5.3 Information: Financial Audit Report 2012 - 2013

Mr. Ryan Schumacher of Feld & Schumacher Company highlighted the financial audit and Executive Summary for the year ending June 30, 2013.

The firm's letter dated November 12, 2013 listed the firm's responsibilities, significant audit findings and opinions issued. The firm also considered internal control over District compliance with requirements as part of the process.

Mr. Schumacher stated their firm issued an unqualified or clean opinion, indicating there were no concerns and the financial statements fairly presented the District's financial position. Single audit reports were also unqualified. The firm assisted in the preparation of the financial statements, footnote disclosures and required adjustments made under GASB 34.

A financial highlights page summarized the audited financial statements. There were two sets of statements issued, statements of net position and governmental funds balance sheets. Total assets were \$30,289,458 in 2012-13, up from \$28,894,139 in 2011-12. The governmental funds balance sheets showed total assets for 2012-13 increased to \$9,531,416 from \$9,045,091 the previous year. Total liabilities increased to \$12,655,452 from \$10,623,136. The increase in net position was at \$2,032,316. The governmental balance sheet increase in fund balances was \$242,692 from a negative \$332,015 the previous year. General fund was reported at revenues of \$27,443,211 and expenditures of \$27,261,435. The student activities agency fund reported assets of \$124,681 with a liability of \$124,681. The scholarship fund reported cash and investments of \$140,830. Employee Benefits Trust Fund had a net balance of \$793,604 and included a contribution of \$750,000 this year.

5.4 Information: Preliminary Staffing & Enrollment 2014 - 2015

Director of Human Resources Julie Grotophorst reported preliminary enrollment and staffing for the 2014 - 2015 school year. Projections were based on the Association of School Business Officials Enrollment for Excel: K-12 Enrollment Forecasting Program and focused on resident enrollment. The projection for this year was accurate. Resident students for the current year increased by 17. The forecast predicted a decrease of 15 resident enrollment students for 2014-15.

Preliminary staffing recommendations were based on the enrollment forecast including returning Open Enrollment and Chapter 220. Staffing would remain relatively stable with a potential decrease of 3 FTE. A recommendation was made to keep current FTE in the budget as there were already classes above target size. Numbers would continue to be monitored and adjusted.

Total elementary enrollment for 2014 – 2015 was projected at 298 with 14 sections at Canterbury School, 275 with 12 sections at College Park School and 346 with 18 sections at Highland View School. Total sections projected at the elementary level was 44 compared to 47 sections this year.

Middle School staffing was maintained at eight sections per grade level. Class sizes would be maintained at 25 to 30 at grades six through eight. Preliminary projections allowed six seats opened at eighth grade. Total enrollment was projected at 605 with 24 sections. There did not appear to be any seats available at sixth grade.

5.4 Information: Preliminary Staffing & Enrollment 2014 - 2015

High School enrollment was projected to decrease by 28 students from the current year enrollment with a total of 905 students compared to 933 this year. The difference was mainly at the twelfth grade.

Projections indicated an overall enrollment decrease in 2014-15. Staffing was expected to be maintained at current levels. The District will have to declare Open Enrollment seats in January. Administration would continue to monitor numbers and will come back to the Board with recommendations.

5.5 Information: Board Self-Evaluation Update and Discussion

Superintendent Tharp stated the Board self-evaluation form was presented for review and information. The actual self-evaluation process was conducted in the spring. Questions and modifications to the process should begin for consideration. The self-evaluation was prepared in an electronic format to facilitate reporting results. A correction was made to A5 (a) from "community" to "communication".

5.6 Information: Student Board Member Report

There was no student Board Member report.

5.7 Information: Legislative Update

Board Member Slota reported legislative updates. A move was underway to increase math statewide from 2 to 3 credits and to restrict recall voting of local officials, municipal and school board members, to only those charged with crimes or ethics violations. A bill was proposed that would require 16 hours of orientation for new school board members.

5.8 Information: Board Committee Update

An regular agenda item was added to allow School Board members a scheduled opportunity to update the Board on the work of committees on which they serve.

5.9 Information: Community Calendar Review

The Championship football game would be held on Friday, November 22.

Additional Comments:

Commander Tim Baranzky of Greendale American Legion Post 416 announced a walk through of the proposed Veteran's Memorial site at Southway and Broad Streets was scheduled for 10:00 am on Saturday, November 23 and invited Board Members and administrators to attend. He stated that plans for the memorial were progressing well.

President Crapitto adjourned the meeting at approximately 8:25 pm.

The next Board meeting was scheduled for December 2, 2013 at 7:00 p.m. in the High School Library.

Respectfully submitted,

Victoria McCormick, Board Clerk