



School District of Altoona

1903 Bartlett Ave Altoona, WI 54720
715-839-6032 715-839-6066 FAX

Dr. Connie Biedron, Superintendent

www.altoona.k12.wi.us

ALTOONA BOARD OF EDUCATION

Regular Meeting

District Board Room

1903 Bartlett Avenue

September 18, 2017

7:45 p.m.

1. The Regular Meeting of the Altoona Board of Education was called to order by Board President, Robin Elvig at 7:45 p.m. in the District board room.
2. Roll call was taken and the following were present and absent:
Robin E. Elvig, President
Helen S. Drawbert, Vice President; Absent
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member
Dr. Connie Biedron, Superintendent
Joyce M. Orth, Board Secretary
3. Reading of Public Notice. Report of notice was presented. All posting requirements were met and posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Pledge of Allegiance
5. Rules for Meeting
6. Approval of Minutes. a. September 5, 2017 Regular Meeting. Motion by Rowe to approve the September 5 minutes, as presented, seconded by Poquette. Drawbert, absent; Rowe, yes; Hilger, abstain; Poquette, yes; Elvig, yes. Motion carried 3-0. b. September 7, 2017 Special Meeting. Motion by Rowe to approve the September 7 minutes, as presented, seconded by Poquette. Rowe, yes; Hilger, abstain; Poquette, yes; Drawbert, absent; Elvig, yes. Motion carried 3-0.
7. Public Participation. a. Non-Agenda items - public comment and concern. (1) Dave Rowe noted that funding for the KB project is included in the City's preliminary budget as of their first budget meeting. (2) Mike Hilger recognized Robin Elvig for her article, "Web of Support," published in the September issue of the Wisconsin School News. (3) Homecoming highlights including the football win on Friday night and the Saturday night dance were commented on by Dave Rowe, Jason LeMay and Dr. Biedron. b. Agenda items - public comment and concern. None.

8. Treasurer's Report and Business Services Report. a. Approval of Checks for Payment. Motion by Rowe to approve General Fund checks totaling \$624,038.94 and Student Activity Fund checks totaling \$543.77 as presented, seconded by Hilger. Poquette, yes; Drawbert, absent; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 4-0. b. Approval of Treasurer's Report. Motion by Rowe to approve the Treasurer's Report as presented, seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, absent; Rowe, yes; Elvig, yes. Motion carried 4-0.
9. Information. **a. General Information.** (1) Policy Discussion: 383.2 – Animals in the Schools. A proposed revision to Policy 383.2 was reviewed. **b. President's Report.** (1) WSAA/WASB School Law Seminar. The WSAA/WASB workshop and seminar will be held on October 19-20 in Madison. If attending, board members should let Joyce know by September 21. (2) Fall Regional Meeting. The Fall Regional Meeting will be held on October 24 at the Florian Gardens. A preconference workshop will review implications of the 2017-19 state budget. **c. Superintendent's Report.** (1) Safe Routes to School Plan. The August 2017 Safe Routes to School Plan was included in packets, and Dr. Biedron reviewed the process. The plan was developed and prepared with assistance from the West Central Wisconsin Regional Planning Commission. The Altoona Task Force includes Dr. Biedron, Mike Markgren, Dan Peggs, Andrea Steffen, and Joann Walker from the school district, and Josh Clements, Jesse James, Jon Lauscher, and Dave Walter from the City. See 11.e. (2) City of Altoona Joint Review Board Annual Meeting. Dr. Biedron shared an update from the September 5 meeting. The status of tax incremental districts 2, 3, and 4 was reviewed. (3) Other Meetings, News and Events (Items announced in this category are not intended for discussion). Dr. Biedron announced that food service participation appears to be up by 150 over last year's average. She also noted that a high school student has been diagnosed with viral meningitis and high school parents have been notified. Dr. Biedron will attend the Fall Superintendent's Conference in Madison, September 20-22 and is one of the presenters in a breakout session, on September 21.
10. Board Action – Consent Agenda. a. Consider Setting of the Tax Levy for 2017 as presented at the Annual Meeting; b. Consider Adoption of the 2017/18 Budget as presented at the Annual Meeting; c. Consider Declaration of Depositories for 2017/18; d. Consider Declaration of Posting Places for 2017/18; e. Consider Annual Appointment of Board Secretary for 2017/18; f. Consider Annual Appointment of Deputy Clerk for 2017/18; g. Consider Authorization to use Facsimile Signatures for 2017/18; h. Consider Approval of the Release of Funds for Time-Sensitive Payables for 2017/18; i. Consider Approval of Legal Counsel with Weld Riley, S.C. for 2017/18; j. Consider Annual Appointment of Safety Officer for 2017/18; k. Consider Annual Appointment of Chemical Hygiene Officer for 2017/18; l. Consider Adoption of Medical Term Abbreviations for 2017/18. Motion by Poquette to approve all Consent Agenda items (10.a. through 10.l.) as presented and incorporated herein by attachment to the minutes, seconded by Hilger. Poquette, yes; Drawbert, absent; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 4-0.
11. Board Action after Consideration and Discussion. a. Consider Annual Appointment of Medical Advisor for 2017/18. Motion by Poquette to appoint Dr. Susan Rowe as medical advisor for 2017/18 as recommended, seconded by Hilger. Drawbert, absent; Rowe, abstain; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 3-0. b. Consider Employment Recommendation to Fill Part-Time Lunch/Recess Supervisor Position. Motion by Rowe to employ Karen Pals, as lunch/recess supervisor, as recommended, seconded by Hilger. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, absent; Elvig, yes. Motion carried 4-0. c. Consider Employment Recommendation to Fill Elementary Administrative Assistant Position. Motion by Rowe to employ Teresa Gardow as administrative assistant, as recommended, seconded by Poquette. Hilger, yes; Poquette, yes; Drawbert, absent; Rowe, yes; Elvig, yes. Motion carried 4-0.

- d. Consider Job Description for Team Leader. Motion by Hilger to approve the job description for Team Leader with a revision to the last sentence to read, “In short, the School District of Altoona is seeking outstanding individuals to lead building-level collaborative teams of teachers in order to more effectively impact student learning levels, student by student, skill by skill, continually focusing on the work that matters.” Motion second by Poquette. Poquette, yes; Drawbert, absent; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 4-0. e. Consider Resolution Recognizing and Endorsing the Safe Routes to School Plan for the City of Altoona and the School District of Altoona. Motion by Rowe to adopt the Resolution Recognizing and Endorsing the Safe Routes to School Plan for the City of Altoona and the School District of Altoona, as presented, seconded by Hilger. Drawbert, absent; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0. f. Consider Amendment of Policy 458 – Health and Wellness Promotion (School Wellness). Motion by Poquette to amend Policy 458, as presented, seconded by Hilger. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, absent; Elvig, yes. Motion carried 4-0. g. Consider Recommendation to Purchase 12-Person Passenger Van. Motion by Rowe to give authority to spend an amount not to exceed \$32,000 for the purchase of a 12-person passenger van, seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, absent; Rowe, yes; Elvig, yes. Motion carried 4-0.
12. Anticipated Closed Session as per Section 19.85 (1) (c), (1) (f) Wisc. Statutes. Motion by Poquette to adjourn into closed session at 8:27 p.m., seconded by Rowe. Poquette, yes; Drawbert, absent; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 4-0. a. Consider closed session minutes for September 5, 2017 and September 7, 2017; b. Considering employment and performance evaluation data of a public employee; consideration of specific personnel problems and the investigation thereof – 19.85 (1) (c), (1) (f).
13. Reconvene and Take Necessary Action. Motion by Rowe to reconvene and take necessary action at 9:48 p.m., seconded by Hilger. Drawbert, absent; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 4-0. a. Consider Approval of Contract for Athletic Director/High School Dean of Students. Motion by Rowe to approve the athletic director/high school dean of students contract at a salary of \$78,587 (through June 30, 2018), seconded by Poquette. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, absent; Elvig, yes. Motion carried 4-0.
14. Adjournment. Motion by Rowe to adjourn at 9:49 p.m., seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, absent; Rowe, yes; Elvig, yes. Motion carried 4-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, October 2, 2017 at 6:30 p.m. in the District board room.

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

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Consent Agenda for September 18, 2017

The items listed below are routine in nature, approved yearly following the annual meeting.

- 10.a. Setting of the tax levy for 2017 as presented at the annual meeting
- 10.b. Adoption of the 2017/18 budget as presented at the annual meeting
- 10.c. Approval of depositories for 2017/18 with Citizen's Community Federal, State of Wisconsin Government Pool, and Wisconsin Investment Series Cooperative
- 10.d. Declaration of the following as the posting places for agendas and minutes of board meetings: Altoona City Hall, Altoona Post Office, district office, and elementary and high school offices
- 10.e. Continuation of Joyce Orth CAP as board secretary for 2017/18
- 10.f. Continuation of Michael Markgren as deputy clerk for 2017/18
- 10.g. Authorization to use facsimile signatures under Wisconsin Statute 120.16 (2)
- 10.h. Approval of the release of funds for time-sensitive payables
- 10.i. Continuation of legal counsel with Weld, Riley, Prenn & Ricci
- 10.j. Continuation of Greg Johnson as safety officer for 2017/18
- 10.k. Appointment of Teresa Harp as chemical hygiene officer for 2017/18
- 10.l. Adoption of the medical term abbreviations as presented

The Appointment of the Medical Advisor has been removed from the Consent Agenda and added it to the Regular Action (11.a.).

- 11.a. Appointment of Dr. Susan Rowe as medical advisor for 2017/18