



School District of Altoona

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ALTOONA BOARD OF EDUCATION

Special Board Meeting
District Board Room
1903 Bartlett Avenue
January 24, 2018
9:00 a.m.

1. The Special Meeting of the Altoona Board of Education was called to order by Board President, Robin Elvig, at 9:03 a.m. in the District board room.
2. Roll call was taken and the following were present:
Robin E. Elvig, President
Helen S. Drawbert, Vice President
Michael J. Hilger, Clerk
Bradley D. Poquette, Treasurer
David A. Rowe, Member
Joyce M. Orth, Board Secretary
Michael Markgren, Acting Superintendent

It was verified that the meeting consent form was signed by all board members.

Administrative Team members were also present for this joint meeting.

3. Reading of Public Notice. All public notice requirements were met; posting places are noted: Altoona City Hall, Altoona Post Office, school district office, high school office, middle school office, and elementary school office.
4. Board Action after Consideration and Discussion. a. Consider Adoption of School Year Calendar for 2018/19. Motion by Drawbert to adopt the 2018/19 calendar as presented, seconded by Rowe. Drawbert, yes; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 5-0. b. Consider Recommendation for Open Enrollment Spaces for 2018/19. Motion by Drawbert to approve the open enrollment spaces for 2018/19 as presented and incorporated into the minutes by attachment, seconded by Poquette. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 5-0. c. Consider Amendment to Athletic Director Job Description. Motion by Drawbert to approve the amended job description with the following changes as discussed: references to Activities Director will be changed to Athletic Director; under category, Supervisory, numbers 17 and 20 to be combined, and will reflect that reports are to be submitted to the high school principal; under category Miscellaneous, number 1, will specify both building and district newsletters; also under category Miscellaneous, “Will be involved in communications to businesses and/or individuals to procure donations for improved or new facilities, and/or equipment,” will be added; and a Condition of Employment will be added to require attendance at the WADA Summer Institute in the first year, along with completion of the LTC 501 and 502 online courses within the first two years of employment in the position; and Terms of Employment to reflect a 205 day contract, seconded by Hilger. Hilger, yes; Poquette, yes; Drawbert, yes; Rowe, yes; Elvig, yes. Motion carried 5-0.

5. Anticipated Closed Session as Per Section 19.85(1) (c), (e), (f) – Wisc. Statutes (to be held in District Office – Room 1205). Motion by Poquette to adjourn into closed session at 9:48 a.m., seconded by Hilger. Poquette, yes; Drawbert, yes; Rowe, yes; Hilger, yes; Elvig, yes. Motion carried 5-0.
a. Consider Closed Session Minutes for December 4, 2017 and January 15, 2018; b. The Board of Education will entertain a motion to convene in closed session pursuant to s. 19.85(1)(c), (e), (f), Wis. Stats, as appropriate, to discuss issues related to employment matters, including the status of any discussions or negotiations, if any, and review of any action. The Board may take action in closed session.
6. Reconvene into Open Session and Take Any Necessary Action. Motion by Rowe to reconvene into open session and take no action at 11:00 a.m., seconded by Hilger. Drawbert, yes; Rowe, yes; Hilger, yes; Poquette, yes; Elvig, yes. Motion carried 5-0.
7. Adjourn. Motion by Rowe to adjourn at 11:01 a.m., seconded by Drawbert. Rowe, yes; Hilger, yes; Poquette, yes; Drawbert, yes; Elvig, yes. Motion carried 5-0.

The next Regular Meeting of the Altoona Board of Education is scheduled for Monday, February 5, 2018 in the District board room.

Joyce M. Orth CAP, Board Secretary

District Clerk

Date

OPEN ENROLLMENT SPACE CRITERIA AND CALCULATIONS FOR 2018/19

Approved and incorporated into the minutes for January 24, 2018.

REGULAR EDUCATION:					
Grade	Class Size	Sections	Capacity Class Size X Sections	Projected Enrollment	Spaces Capacity minus Enrollment
Prekindergarten	125	1	125	103 *	22
Kindergarten	18	7	126	105	21
First	18	7	126	125	1
Second	18	7	126	120	6
Third	18	6	108	108	0
Fourth	24	6	144	137	7
Fifth	24	6	144	128	16
Sixth	28	5	140	118	22
Seventh	28	4	112	112	0
Eighth	28	5	140	125	15
Ninth	125	1	125	120	5
Tenth	125	1	125	107	18
Eleventh	125	1	125	107	18
Twelfth	125	1	125	103	22

Prekindergarten includes 3-4 year olds

*103 based on 3-yr average (105+106+97=308/3)

SPECIAL EDUCATION Classroom and Small Group Instruction, Services, and Supports:

Grade	Class Size	Sections	Capacity Class Size X Sections	Projected Enrollment	Spaces Capacity minus Enrollment
Prekindergarten	8	2	16	16	0
Kindergarten	13	1	13	8	5
First	13	1	13	15	0
Second	13	1	13	18	0
Third	13	1	13	11	2
Fourth	13	1	13	22	0
Fifth	13	1	13	15	0
Sixth	13	1	13	12	1
Seventh	13	1	13	13	0
Eighth	13	1	13	13	0
Ninth	13	1	13	12	1
Tenth	13	1	13	14	0
Eleventh	13	1	13	16	0
Twelfth	13	1	13	11	2

Prekindergarten includes 3-4 year olds

SPECIAL EDUCATION 1:1 Supervision, Services, and Support:

Grade/Building	Class Size	Sections	Capacity Class Size X Sections	Projected Enrollment	Spaces Capacity minus Enrollment
Prekindergarten	1	2	2	2	0
Elementary (K-3)	3	2	6	6	0
Intermediate (4-5)	1	1	1	2	0
Middle (6-8)	3	1	3	6	0
High (9-12)	6	1	6	10	0

Prekindergarten includes 3-4 year olds

Approved and incorporated into the minutes for January 24, 2018.