

ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SCHOOL BOARD POLICY WORK SESSION
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
January 30, 2012

APPROVED MINUTES

President Robert Boknevitiz called the work session to order at 5:00 p.m.

PRESENT: Board Members Boknevitiz, Mayer,* Iwanski, Rutter,* Hemmer, Superintendent Thomsen, Business Manager Kelly, and District Secretary Jarosh

VISITORS: School Board Election Candidate - Brian Warwick (sign-in sheets retained in official minute book)

*Board Clerk Rutter arrived at approximately 5:15 p.m. / Board Vice President Mayer arrived at approximately 6:20 p.m.

Superintendent Thomsen reported that proper notification of this meeting has been posted in accordance with the open meeting laws of the State of Wisconsin.

A motion was made by Ms. Hemmer, seconded by Mr. Iwanski to approve the agenda for January 30, 2012. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

BOARD POLICY WORK SESSION:

The following new/revised School Board Policies were presented for review, discussion and possible revision:

Section 0000 – **Bylaws**

0100 – **Definitions**

0110 – **Official Description**

- 0111 – Name
- 0112 – Purpose
- 0113 – Boundaries
- 0114 – Classification
- 0115 - Address

0120 – **Powers & Philosophy**

- 0121 – Authority
- 0122 – Board Powers
- 0123 – Philosophy of the Board

0130 – **Functions**

- 0131 – Legislative
- 0131.1 – Bylaws and Policies
- 0132 – Executive
- 0132.1 – Selection of Superintendent
- 0132.2 – Administrative Guidelines
- 0133 - Judicial

0140 – **Membership**

- 0141 – Number
- 0141.1 – Student Representation at Board Meetings
- 0142 – Election / Appointment
- 0142.1 – Electoral Process
- 0142.2 – Qualifications
- 0142.3 – Term
- 0142.4 – Oath
- 0142.5 – Vacancies
- 0142.6 – Recall
- 0142.7 – Orientation
- 0143 – Authority
- 0143.1 – Public Expression of Board Members
- 0144 – Operations
- 0144.1 – Compensation
- 0144.2 – Board Member Ethics
- 0144.3 – Conflict of Interest
- 0144.4 – Indemnification
- 0145 – Sexual and Other Forms of Harassment

0150 – **Organization**

- 0151 – Annual School District Meeting
- 0151.1 – Annual Board Reorganization Meeting

- 0152 – Officers
- 0155 - Committees
- 0160 – **Meetings**
 - 0161 – Parliamentary Authority
 - 0162 – Quorum
 - 0163 – Presiding Officer
 - 0164 – Call
 - 0164.1 – Regular Meetings
 - 0164.2 – Special Meetings
 - 0165 – Notice
 - 0165.1 – Regular Meetings
 - 0165.2 – Change of Regular Meetings
 - 0165.3 – Special Meetings
 - 0166 - Agenda
 - 0166.1 – Consent Agenda
 - 0167 – Conduct
 - 0167.1 – Voting
 - 0167.2 – Closed Session
 - 0167.3 – Public Participation at Board Meetings
 - 0167.5 – Use of Electronic Mail
 - 0167.6 – E-Mail – Public Records
 - 0168 – Minutes
 - 0168.1 – Open Meeting
- 0170 – **Duties**
 - 0171 – Officers
 - 0171.1 – President
 - 0171.2 – Vice President
 - 0171.3 – Clerk
 - 0171.4 – Treasurer
 - 0172 – Legal Counsel
 - 0173 – Independent Auditor
 - 0174 – Reports
 - 0174.1 – Annual Report
 - 0174.2 – School Performance Report
 - 0174.3 – Other Reports
 - 0175 – Association Memberships
 - 0175.1 – School Board Conferences, Conventions & Workshops
- Section 1000 – **Administration**
 - 1100 – District Organization
 - 1110 – Assessment of District Goals
 - 1130 – Conflict of Interest – Private Practice
 - 1210 – Board – Superintendent Relationship
 - 1213 – Student Supervision and Welfare
 - 1220 – Employment of the Superintendent
 - 1230 – Responsibilities of the Superintendent
 - 1230.01 – Development of Administrative Guidelines
 - 1240 – Evaluation of the Superintendent
 - 1241 – Non-Reemployment of the Superintendent
 - 1260 – Incapacity of the Superintendent
 - 1400 – Job Descriptions
 - 1422.02 – Non-Discrimination Based on Genetic Information of the Employee
 - 1460 – Physical Examination
 - 1461 – Fitness for Duty
 - 1623 – Section 504/ADA Prohibition Against Disability Discrimination
- Section 9000 - **Relations**
 - 9120 – Public Information Program
 - 9130 – Public Requests, Suggestions, or Complaints
 - 9140 – Citizens’ Advisory Committees
 - 9150 – School Visitors
 - 9151 – Use of Cameras and Other Recording Devices in Locker Rooms
 - 9160 – Public Attendance at School Events
 - 9190 – Charges for Industrial / Technical Projects
 - 9210 – Parent Organizations
 - 9211 – District Support Organizations
 - 9250 – Relations with Parents
 - 9270 – Home-Based or Private Schooling
 - 9500 – Relations with Educational Institutions and Organizations
 - 9555 – Partnerships with Business
 - 9600 – Staff/Student Participation in Community Events
 - 9700 – Relations with Special Interest Groups
 - 9700.01 – Advertising and Commercial Activities
 - 9800 – High School Diplomas to Veterans

- 9800.01 – Veterans as Classroom Volunteers

Discussion ensued and the Board recommended revisions to the following policies (a detailed summary of proposed revisions is retained in the official minute book):

- 0100 Bylaws
- 0142.7 Orientation
- 0174.2 School Performance Report
- 1422.02 Non-Discrimination Based on Genetic Information of the Employee
- 1460 Physical Examination
- 1461 Fitness for Duty
- 1623 Section 504 / ADA Prohibition Against Disability Discrimination
- 9160 Public Attendance at School Events

The Board also recommended tabling the following section / policies:

- Section 0150 Organization
- Policy 9190 Charges for Industrial / Technical Projects

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the policy work session adjourned at 8:05 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevitc
School Board President

ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
January 23, 2012

APPROVED MINUTES

Board President Boknevtz called the closed session to order at 6:04 p.m.

Upon motion by Ms. Hemmer, seconded by Mr. Iwanski, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, specifically, discussion of personnel issue; and

Section 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically, review of legal issue.

PRESENT: Board Members Boknevtz, Iwanski, Hemmer, Superintendent Thomsen and Business Manager Kelly

EXCUSED: Board Members Rutter and Mayer

The President called closed session to order at 6:30 p.m. The Board reconvened into open session at approximately 6:30 p.m., taking no action.

Board President Boknevtz called the regular meeting to order at 6:31 p.m.

PRESENT: Board Members Boknevtz, Iwanski, Rutter,* Hemmer, Superintendent Thomsen, and Business Manager Kelly

EXCUSED: Board Member Mayer

VISITORS: Trudy Hundt – High School Teacher; School Board Election Candidates - Brian Warwick and Amanda Bednarski (sign-in sheets retained in official minute book)

*Board Clerk Rutter arrived at approximately 6:40 p.m.

Superintendent Thomsen reported that proper notification of this meeting has been posted in accordance with the open meeting laws of the State of Wisconsin.

A motion was made by Mr. Iwanski, seconded by Mr. Boknevtz to approve the agenda for January 23, 2012. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

President Boknevtz inquired if there was any item(s) that should be removed from the consent agenda. There was none.

Upon motion by Ms. Hemmer, seconded by Mr. Iwanski, the following consent agenda action items were unanimously approved:

- Minutes of January 9, 2012
- Accounts payable expenditures totaling \$145,924.23 and payroll / payroll expenditures totaling \$476,723.58
- Personnel:
 - The following extra-curricular contract for the 2011-2012 school year:
 - Paul Oestreich, Pep Band (HS) \$ 836.00

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Thomsen presented the 2012-2013 teacher contract renewal letter template for review and approval. Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the 2012-2013 teacher contract renewal letter template was approved as presented.

The Board reviewed enrollment projection data in determining new Open Enrollment seats for the 2012-2013 school year. The District proposes to open a total of 79 new seats under the Open Enrollment Program. To maintain maximum class size of thirty (30) student the required subjects of English and History, the Board set a limit of sixty (60) new Open Enrollment seats at the 9th grade level and ten (10) new Open Enrollment Seats at the 10th grade level. At the elementary level, the Board determined a limit of two (2) new seats at grade K5; one (1) new seat at grade 2; three (3) new seats at grade 4; and three (3) new seats at grade 5. Based upon guidelines, the Board concluded that 79 new Open Enrollment seats with additional wait lists at all grade levels, along with providing additional seats for current tuition waivers, would assist in stabilizing the District's enrollment. Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the approval of 79 new Open Enrollment seats, with additional wait lists at all grade levels, along with providing additional seats for current tuition waivers was approved by Board Members Iwanski, Rutter and Hemmer. Board Member Boknevit voted nay. Motion carried.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented a preliminary budget refinement projection on the future of the District.
- 2) Business Manager Kelly presented and reviewed a Budget Management Report covering the period July 1, 2011 through December 31, 2011. The Budget Management Report will be included in future Board Members meeting packets.
- 3) Business Manager Kelly presented information on the recent purchase of a Data Pak for the District's Storage Area Network Devices (SAN). Due to purchasing deadlines, Administration chose to move forward with the purchase prior to the Board meeting. Business Manager Kelly requests the Board to reaffirm the approval of the purchase of a Data Pak with a fiscal impact of \$21,608. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the Board unanimously reaffirmed the purchase approval of the Data Pak for the District's Storage Area Network Devices (SAN).

Board Members presented the following update:

- 1) The Board expressed their appreciation to Mr. Paul Oestreich, High School Choral / Band Teacher and the High School Choir for their holiday caroling during winter break.

Superintendent Thomsen reported on the following:

- 1) Superintendent Thomsen presented an update on the District's budgetary reduction of \$40,000 to reduce attorney fees for the 2011-2012 school year. In the 2010-2011 school year, \$80,000 was spent on legal fees. From July 1, 2011 through December 31, 2011, the District has been billed approximately \$20,559 for legal services (\$5,000 was for the implementation of the Employee Handbook). The District remains optimistic that they will be able to hit the approved reduction, barring any unforeseen legal issues.
- 2) Superintendent Thomsen distributed to each Board Member a binder containing policies to be reviewed at the upcoming Board Policy Work Session on January 30, 2012 from 5:00 p.m. to 8:00 p.m.
- 3) Superintendent Thomsen presented the following modifications to the Employee Handbook:
 - a. Sick Leave - Attachment C has been revised to reflect employee groups eligible for sick leave. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, revised Attachment C was unanimously approved.
 - b. Summer School Teacher Pay - Attachment B has been revised to reflect Summer School Teacher Pay - \$22.00 per hour. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the Summer School Teacher Pay language was unanimously approved.
 - c. Overtime Pay - The Employee Handbook was revised to include the following language in regards to overtime pay, "Effective February 1, 2012, overtime pay will be paid to hourly employees for all hours worked (does not include paid sick, vacation and certain holidays) in excess of forty (40) hours in the work week." Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the new overtime pay language was unanimously approved.
 - d. Teacher Job Description - Attachment B-1 will be added to the Employee Handbook. This job description just covers teachers. Additional job descriptions will be developed and added in the future. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, Attachment B-1, "Teacher Job Description" was unanimously approved.
 - e. "What Does it Mean to be a Member of the St. Francis School District Team" is a proposed new first section of the Employee Handbook. This section lists qualities, behaviors and expectations the St. Francis School District has for its employees. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the new section of the Employee Handbook was unanimously approved.
 - f. Liquidated Damages Contract Clause - Attachment B has been further revised to include language covering the "Liquidated Damages Contract Clause." This language will be delineated in each teacher's contract, as well. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the new language as presented was unanimously approved.
- 4) Superintendent Thomsen reported a change in upcoming Board meeting date/location(s) in February. The February 6, 2012 meeting will be held at Willow Glen Primary School and the February 20, 2012 meeting will be held at the High School.

- 5) Superintendent Thomsen reported on seminars he attended at the 2012 State Education Convention held on January 18-20, 2012 at the Frontier Airlines Center in Milwaukee.
- 6) Superintendent Thomsen reviewed a recent publication from the Office of the Governor titled, "Education Reform – 2012 Spring Legislation."
- 7) Superintendent Thomsen reviewed a Department of Public Instruction news release from State Superintendent Evers statement ~~on~~ regarding recent legislative proposals on education.

Board President Boknevitiz reported on the following:

- 1) President Boknevitiz spoke with the St. Francis Historical Society regarding their relocation out of Deer Creek Intermediate School. Superintendent Thomsen will develop a timeline for the process.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 8:50 p.m.

Approved by:

/original signed/

Jacqueline N. Hemmer
Acting School Board Clerk

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevitiz
Board President