

# PORT EDWARDS PUBLIC SCHOOLS

## Business Meeting of the Board of Education

5:30 p.m., Wednesday, August 16, 2023 – Elementary IMC, Fifth Street, Port Edwards, WI

### MINUTES

Meeting called to order by President John Daven at 5:30 p.m.

Roll Call

**PRESENT:** John Daven, Leo Thomasgard, Kathy McGrath, Cary Hildebrandt, Dana Duncan

**ABSENT:** None

**ALSO PRESENT:** James Bena, Superintendent, Lisa Miller, Business Director

**OTHERS PRESENT:** Donna Shroda, Jen Moore, Jennie Breitrick

#### 1. Consider Approval of Agenda

Motion by Duncan, second by Hildebrandt to approve the agenda as posted. Voting yes – all. Motion carried.

#### 2. President's Report

A. Board Member Attendance

President Daven reported that all Board members were in attendance.

B. Next Board Meeting

President Daven reported that the next meeting of the School Board will be September 13, 2023.

#### 3. Administrative Reports

A. District Administrator/Elementary Principal Report – Superintendent Bena

Superintendent Bena gave an update on the beginning of the year activities. Teachers will report to school for in-service on August 29, 30 and 31. The all-staff in-service day will be held on Thursday, August 31<sup>st</sup> starting at 8 a.m. During the all-staff meeting, there will be a presentation on AI, Artificial Intelligence. Superintendent Bena invited the Board to attend any of the presentations during in-service. Staff will also be presented with information on the district's two initiatives for the upcoming school year; alignment of lesson plans and units with the Wisconsin Academic Standards which will be lead by Kathi Stebbins-Hintz along with the building principals and a committee of teachers; creating an effective referendum message for the upcoming election in April 2024. Superintendent Bena reported that a 25-member facilities advisory committee has been created, this committee will identify and prioritize the needs of the district. The first meeting will be held next Tuesday.

Superintendent Bena reported that Back-to-School Night will be held on August 29<sup>th</sup>, 6<sup>th</sup> grade orientation was held yesterday and 9<sup>th</sup> grade orientation will be held tomorrow.

Superintendent Bena shared that there is a display of a 1968 brochure that he had professionally framed to hang in the lobby of the elementary school next to Mr. Heuer's portrait. This brochure was sent to the community in 1968 promoting the building of the elementary building.

B. Middle/High School Principal Report – Principal Shroda

Principal Shroda reported on the beginning of the year activities. A code of conduct meeting was held last week for both middle school and high school. Ms. Shroda stated that fall sports participation is great. Boot camp for band and choir will be held next week. Principal Shroda stated that Joe Hintz organized 6<sup>th</sup> grade orientation and had middle school students help show the incoming 6<sup>th</sup> grade students around the building helping to make the transition from the elementary school to the middle school smooth.

Teachers were given a floating in-service day prior to the first day of school to give them time to work in their classroom to prepare for the new year.

#### 4. Questions and Comments from People in Attendance

None

#### CONSENT AGENDA:

#### 5. Consider Approval of Minutes of Past Meeting – July 19, 2023

Motion by Thomasgard, second by Duncan to approve the minutes of the past meeting. Voting yes – all. Motion carried.

#### 6. Consider Approval of Financial Reports

A. Check Summaries..... July 1-31, 2023

#33992 – 34029 & 202300002 -20230061 - \$148,138.50

B. District Revenue Report ..... July 1-31, 2023

C. District Expenditures Report..... July 1-31, 2023

D. July Cash Receipt Report..... July 1-31, 2023

E. July Cash Balance Report

F. Budget Revision

G. Consider Approval of Gifts

Motion by McGrath, second by Duncan to approve the financial reports as presented. Voting yes - Daven, Thomasgard, McGrath, Hildebrandt, Duncan. Motion carried.

## UNFINISHED BUSINESS

### 7. **Second Reading of Neola Policy Updates**

Motion by McGrath, second by Duncan to approve the second reading of the Neola Policy Updates. Voting yes – all. Motion carried.

## NEW BUSINESS:

### 8. **Consider Approval of Handbooks**

- A. Employee Handbook
- B. Compensation Guide
- C. Elementary School Student Handbook

Motion by Duncan, second by Hildebrandt to approve all handbooks (A. B. C.) as presented. Voting yes – all. Motion carried.

### 9. **Consider Approval of Cooperative Agreements (66.030)**

- A. Nekoosa School District

Motion by Duncan, second by McGrath to approve the Cooperative Agreements (66.030) with Nekoosa School District. Voting yes – all. Motion carried.

### 10. **Consider Approval of 2022-23 Seclusion and Restraint Report**

Motion by McGrath, second by Duncan to approve the 2022-23 Seclusion and Restraint Report. Voting yes – all. Motion carried.

### 11. **First Reading of Neola Policy Updates**

Superintendent Bena reviewed the updates to the graduation policy. The update will increase the number of required credits from 23 to 24 starting with the class of 2027.

### 12. **Discussion on Employee Benefits/Unpaid Leave**

Superintendent Bena and the Board discussed district employee benefits and unpaid leave. Superintendent Bena shared data he received from other districts.

### 13. **Opportunity for Individual Board Member Comment**

McGrath – Praised Jennie Breitrack, Food Service Director, for her work writing a \$50,000 grant through DPI for a new freezer that will be installed in the middle/high school building.

Daven – Wishing everyone a great start of the year.

### 14. **Establish Future Board Meetings**

Wednesday, September 13, 2023, Executive Session at 5:00 (if needed); Business Meeting at 5:30 p.m. – Elementary IMC

Wednesday, October 11, 2023, Executive Session at 5:00 (if needed); Business Meeting at 5:30 p.m. – Elementary IMC

Wednesday, October 30, 2023, Budget Hearing and Annual Meeting, 6:00 p.m. – Elementary IMC

### 15. **Consideration of motion to adjourn into closed session pursuant to Wisconsin Statute:**

19.85(1)(c) for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility

Motion by McGrath, second by Thomasgard to adjourn into executive session. Voting yes – Daven, Thomasgard, McGrath, Hildebrandt, Duncan. Motion carried.

- A. Consider Approval of Past Executive Meetings – June 14, 2023

- B. District Administrator Evaluation

### 16. **Adjourn Executive Session and Reconvene into Open Session to take any action deemed necessary from the closed session.**

Motion by Hildebrandt, second by Thomasgard to adjourn into executive session. Voting yes – Daven, Thomasgard, McGrath, Hildebrandt, Duncan. Motion carried.

### 17. **Call for Adjournment**

Motion by Hildebrandt, second by Thomasgard to adjourn the meeting. Voting yes – Daven, Thomasgard, McGrath, Hildebrandt, Duncan. Motion carried.

Meeting adjourned at 7:30 p.m.

Lisa Miller  
acting secretary