

# PORT EDWARDS PUBLIC SCHOOLS

## Business Meeting of the Board of Education

5:00 p.m., Wednesday, February 14, 2024 – Elementary IMC, Port Edwards, WI

### MINUTES

Meeting called to order by President 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

#### 1. Consider Approval of Agenda

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

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

A. Consider Approval of Past Executive Meetings – October 30, 2023

B. Discuss Personnel Matters

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

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

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

**ABSENT:** None

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

**OTHERS PRESENT:** Donna Shroda, Teresa Guillemot

Motion by Thomasgard, second by McGrath to approve closed session decision regarding personnel matter. Voting yes – all. Motion carried.

#### 4. Report from Student Representatives

Student Council members Taylin McDonald and Evelyn Fletcher gave an update on the current activities at JEHS:

On January 20<sup>th</sup>, thirteen band/choir students attended the annual all-star conference at Wild Rose. On February 10<sup>th</sup>, three middle school student attended and performed with the Wisconsin Valley Honors Band. Solo/ensemble will be held on February 24<sup>th</sup> at Tri-County. The winter basketball seasons are quickly approaching the end of their seasons. The National Honor Society students worked with first grade students to create Valentines to send to veterans. Forensics has started and they will have their first competition on February 22<sup>nd</sup>.

#### 5. President's Report

A. Board Member Attendance

President Daven reported that all Board members were in attendance.

B. Reading of DPI Proclamations

- National School Counseling

- Adult Crossing Guard Recognition

President Daven read the proclamations.

C. Next Board Meeting

President Daven stated that the next meeting of the Board of Education will be Wednesday, March 13, 2024.

#### 6. Administrative Reports

A. Elementary Principal Report – Principal Bena

Principal Bena reported on the character trait for February, honesty. Mr. Bena stated that those students that exemplify honesty will be recognized. Yesterday, the elementary school had the Opera for the Young perform Beauty and the Beast.

The cost was sponsored by PEEF and PEPO. Principal Bena shared that PEPO has had two family nights; family bingo night was held on January 19<sup>th</sup> and last week they held family movie night where they showed the movie Migration.

Mr. Bena reported that he attended one of three meetings at CESA 5 for cyber security training.

B. MS/HS Principal Report – Principal Shroda

Principal Shroda reported on the recent professional development day. The teachers were prepped for proctoring the Forward exam and the PreACT. The teachers were also engaged in curriculum development. Principal Shroda praised Kathi Stebbins-Hintz for her work with our staff on the curriculum development.

Principal Shroda stated that the choir concert will be held on February 27<sup>th</sup> and the band concert will be on March 4<sup>th</sup>. Ms. Shroda stated that Mrs. Mentch will be taking eleven visual art club students to UWSP to compete in the Visual Arts Classic on March 1<sup>st</sup>.

- D. District Administrator Report – Superintendent Bena  
Superintendent Bena reported that the timeline for the 2024-25 budget has been set. Staff will receive an email the week of February 26 and be asked to complete a budget request and return it to their building principal by March 22<sup>nd</sup>. Request forms will be do in the business office on April 17<sup>th</sup> from the principals.  
Superintendent Bena stated that he and Lisa Miller will be meeting with USI to review next year's health insurance.  
Mr. Bena reported that the 2<sup>nd</sup> Friday in January report was stable, 425. The district has been randomly chosen to complete ESEA Monitoring. The district is currently working with CESA 5 to complete this report.  
Superintendent Bena stated that a presentation on the 911 Inforce app was held on the professional development day. This app will cut down on the amount of time for emergency responders to respond to an emergency. The real-time communication is a positive for an emergency situation.  
Superintendent Bena reported that an email was sent out to community members and all staff with a referendum update. Mr. Bena shared that flyers and yard signs are available in the office and referendum communication is in full swing.
- E. Annual Audit Report – CliftonLarsonAllen LLP  
Amber Danielski, from CliftonLarsonAllen LLP reviewed the annual audit report with the Board of Education.

**7. Questions and Comments from People in Attendance**

None

**CONSENT AGENDA:**

**8. Consider Approval of Minutes of Past Meeting – January 10, 2024**

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

**9. Consider Approval of Financial Reports**

- A. Check Summaries ..... January 1-31, 2024  
#34510 – 34604 & 202300642 – 202300837 - \$313,476.33
- B. District Revenues Report .....January 1-31, 2024
- C. District Expenditures Report.....January 1-31, 2024
- D. January Cash Balance Report
- E. January Cash Receipt Report
- F. January Substitutes Report
- G. January Budget Revisions
- H. Consider Approval of Gifts

Business Director Miller reported that both PEPO and PEEF made donations for the Opera for the Young.

Business Director Miller reported the following budget revisions in January:

Update Fund 21 for 2024 PEEF Grants – see below

Update Fund 21 for PEEF donation for risers/piano – see below

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

**UNFINISHED BUSINESS**

None

**NEW BUSINESS:**

**10. Set Annual Reimbursement Rates for Per Diem Meals and Mileage**

Motion by Duncan, second by Hildebrandt to approve the rates for per diem meals and mileage as presented. Voting yes – all. Motion carried.

**11. Consider Approval of Academic and Career Plan (ACP) and Education for Employment Plan (E4E)**

Motion by Duncan, second by Thomasgard to approve the Academic and Career Plan and the Education for Employment Plan. Voting yes – all. Motion carried.

**12. Consider Request for Post-Employment Benefits – Tina McLaughlin**

Motion by Duncan, second by McGrath to approve Tina McLaughlin's request for post-employment benefits. Voting yes – all. Motion carried.

President Daven thanked Mrs. McLaughlin for her years of service.

**13. Consider Approval of 2024-25 District Calendar**

Motion by Duncan, second by McGrath to approve the 2024-25 district calendar. Voting yes – all. Motion carried.

**14. First Reading Neola Policy Updates**

Motion by Hildebrandt, second by Duncan to accept the first reading of the Neola policy updates. Voting yes – all. Motion carried.

**15. Opportunity for Individual Board Member Comment**

McGrath – Thanked the two school counselors for all that they do as well as the crossing guards. Thanked the district for the opportunity to attend the state education convention.

Hildebrandt – Good to see the kids and hear their report today. Enjoy hearing about the students taking part in music, art and

Forensics. Thank you and congratulations to Tina McLaughlin for her 34 years of teaching in the district.  
 Thomasgard – Congratulated Tina on her retirement and thanked her for her years.  
 Daven – Thanked the district for the opportunity to attend the state convention and stated that the general session speakers were rejuvenating.

**16. Establish Future Board Meetings**

Wednesday, March 13, 2024, Closed Session at 5:00 (if needed); Business Meeting at 5:30 p.m. – Elementary IMC  
 Wednesday, April 10, 2024, Closed Session at 5:00 (if needed); Business Meeting at 5:30 p.m. – Elementary IMC

**17. Call for Adjournment**

Motion by Duncan, second by Hildebrandt to adjourn the meeting. Voting yes – Daven, Thomasgard, McGrath, Hildebrandt, Duncan. Motion carried.  
 Meeting adjourned at 6:27 p.m.

Lisa Miller, acting secretary

**Budget Revisions:**

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
LAM	TOUPDATE DONATIONS FOR RISERS/PIANO	2023-2024	01/03/2024	Batch Entry	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>
<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
1		DONATION FOR PIANO	21 E 800 411 125003 000	
01/03/2024	7,724.80	0.00		
2		DONATION FOR RISERS	21 E 800 560 164910 000	
01/03/2024	6,815.45	0.00		
TOTALS	14,540.25	0.00		

<u>BATCH</u>	<u>DESCRIPTION</u>	<u>FISCAL YEAR</u>	<u>POST DATE</u>	<u>BATCH ORIGIN</u>	<u>STATUS</u>
LAM	TO UPDATE 2024 PEEF GRANTS	2023-2024	01/02/2024	Batch Entry	History

<u>LINE</u>	<u>NAME/PROJ</u>	<u>DESCRIPTION/ADDITIONAL DESCRIPTION</u>	<u>ACCOUNT/REFERENCE</u>	<u>QUICK KEY</u>
<u>ENTRY DATE</u>	<u>DEBIT AMOUNT</u>	<u>CREDIT AMOUNT</u>		
1		PARSZEWSKI: PIANO 101	21 E 800 411 125004 924	
01/01/2024	11,500.00	0.00		
2		LEONHARDT: INCREASING STUDENT ENGAGEMENT IN READING	21 E 800 411 122010 924	
01/01/2024	1,526.00	0.00		
3		ANDERSON: MUSIC IN THE PARKS	21 E 800 411 125506 924	
01/01/2024	2,987.00	0.00		
4		HENNE: BULIDNG FINE MOTOR SKILLS THROUGH PLAY	21 E 800 411 110063 924	
01/01/2024	1,081.00	0.00		
5		THOMAS: LAWN GAMES FOR LIFE	21 E 800 411 140011 924	
01/01/2024	2,085.00	0.00		
6		DORAN: BETTER VISION	21 E 800 411 126008 924	
01/01/2024	1,062.00	0.00		
7		MENTCH: CREATING CONFIDENT ARTISTS	21 E 800 411 121005 924	
01/01/2024	950.00	0.00		
8		BRUENER/HINTZ: THE STORY OF US	21 E 800 411 127006 924	
01/01/2024	1,727.00	0.00		
TOTALS	22,918.00	0.00		

\*\*\*\*\* End of report \*\*\*\*\*