

# PORT EDWARDS PUBLIC SCHOOLS

## Business Meeting of the Board of Education

5:30 p.m., Wednesday, November 20, 2024 – Elementary IMC, 5<sup>th</sup> 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:** Shane Steltenpohl, Jennie Breitrick, Delores Ballerstein

#### 1. Consider Approval of Agenda

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

#### 2. Report from Student Representatives; Student & Staff Recognition

Student Council members Breanna Ingram and Taylin McDonald reported on the current school activities.

Students in the high school celebrated Veterans Day on November 11<sup>th</sup>. Veterans, Leo Thomasgard and Len Englert spoke to students in Mr. Hintz's and Mr. Miller's classes. An assembly was held in the afternoon where the choir sang the National Anthem and the band played patriotic songs. A video of middle/school students and staff was created thanking all veterans for their, this viewed at the assembly. Fall sports have wrapped up and middle school boys basketball has already had a few games and the boys and girls high school teams have started their season with upcoming games starting this week. Math League traveled to UWSP yesterday for a competition. The high school band will have their first concert tomorrow at 6:30 and the choir concert will be on November 25<sup>th</sup> at 6:30. High school Student Council members will be traveling to UWSP for a leadership conference tomorrow.

#### 3. 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 December 11, 2024.

#### 4. Administrative Reports

##### A. Elementary Principal Report - Principal Bena

Principal Bena reported that the character trait for November is gratitude. Mr. Bena stated that parent-teacher conferences were held on November 13<sup>th</sup>, a total of 239 individual conferences were held. On November 7<sup>th</sup>, PEPO and the Lions Club sponsored the first Bingo Night. Just over \$700 was raised for PEPO. Principal Bena stated that on November 15<sup>th</sup>, PEPO sponsored the 2<sup>nd</sup> annual Donuts with Grownups in the elementary cafeteria. About 200 students and their families were served. A special thank you to Delores Ballerstein for all she did to make the event a success.

Mr. Bena reported that both kitchens had their monthly Wood County inspections and they were exceptional. Mr. Bena thanked our food service staff for all that they do.

Principal Bena reported that the calendar committee will be meeting and working to create the school calendar for the next two years.

##### B. MS/HS Principal Report – Principal Steltenpohl

Principal Steltenpohl reported that trimester 1 is coming to an end, trimester 2 will begin on Monday December 2<sup>nd</sup>.

Winter sports are underway and our younger students are getting into the gym as well.

Monday, we celebrated Veterans Day and the annual holiday meal was on Tuesday. Principal Steltenpohl thanked Jeanne Bruener, her daughter Allison and all those that helped make the meal a success. The play, Million Dollar Meatballs, was held on Friday and Saturday, it was a great performance.

Principal Steltenpohl shared that Mrs. Martin and Ms. Moore took 12 students to the heavy machine training station in Coloma. Students were given hands on experiences.

##### C. District Administrator Report – Superintendent Bena

Tony Menard from CESA 10 gave an update to the board regarding the bids that have been received through October for next summer's projects and reviewed the upcoming projects including, flooring projects, elementary school gym partition removal, acoustic ceiling tile in the Spanish room.

#### 7. Consider Approval of Financial Reports

##### A. Check Summaries ..... October 1-31, 2024

#35282 - 35366 & 202400276-202400433 & 1106 - \$383,688.74

##### B. District Revenues Report .....October 1-31, 2024

##### C. District Expenditures Report.....October 1-31, 2024

##### D. Cash Receipt Summary.....October 1-31, 2024

##### E. October Cash Balance Report

##### F. October Substitutes Report

##### G. October Budget Revisions

H. Consider Approval of Gifts

Business Director Miller reported a gift from the Wisconsin Rapids Kiwanis Club of coats, snow pants and boots.

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

**UNFINISHED BUSINESS**

**8. Second Reading of Neola Policy Updates**

Motion by Duncan, second by Hildebrandt to approve the Neola Policy updates as presented. Voting yes – all. Motion carried.

**NEW BUSINESS:**

**9. Consider Approval of Co-Curricular Positions:**

A. Kat Hamus – Assistant HS Girls Basketball

B. Emilie Anderson – Jazz Band

C. Shane Steltenpohl – MS Student Council

Motion by Duncan, second by Thomasgard to approve the co-curricular positions as presented. Voting yes – all. Motion carried.

**10. Consider Approval of Increase to Special Education Director Contract - .75 to 1.0 FTE**

Motion by Duncan, second by McGrath to approve the Special Education Director contract from .75 to 1.0 FTE. Voting yes – all. Motion carried.

**11. Consider Approval of the 2025-26 Course Description Changes**

Motion by Duncan, second by McGrath to approve the 2025-26 course description changes. Voting yes – all. Motion carried.

**12. Consider Approval of Substitute Teacher Compensation**

Superintendent Bena proposed an increase to the district's substitute teacher compensation. Motion by Duncan, second by Hildebrandt to approve a daily rate increase from \$130 to \$155, to pay retired Port Edwards School District teachers that substitute in the district \$175 per day and a bonus of \$100 for every 30 days of subbing to any substitute teacher. Voting yes – all. Motion carried.

**13. Discussion on Grade Levels for 2025-26**

Superintendent Bena and the board discussed the need of moving the fifth grade class back to the middle/high school building. Mr. Bena stated that the addition of the 4K and the wrap-around day care has increased the need for more room.

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

Thomasgard – Recognized Rick Cook for all of his contributions to the community and the school district. Rick passed away on Sunday and will be missed dearly.

Daven – Attended Donuts with Grown-ups at the elementary school and thanked all this involved to make it a success. Expressed his sympathy for the passing of Rick Cook.

McGrath – Excited for the community involvement we have, it's a great way to show off what a wonderful school we have. Great to have the Young Authors program back at the elementary school.

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

**19.85 Exemptions (1)(f) 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 except where par. (b) applies 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.**

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

A. Consider Approval of Past Executive Meeting – October 28, 2024

B. Student Update

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

Motion by Duncan, second by McGrath to adjourn closed session and reconvene in open session to take any action deemed necessary from the closed session. Voting yes - Daven, Thomasgard, McGrath, Hildebrandt, Duncan. Motion carried.

**17. Call for Adjournment**

Motion by McGrath, second by Duncan to adjourn the meeting. Voting yes – all. Motion carried.

Meeting adjourned at 6:46 p.m.

Lisa Miller, acting secretary