

# PORT EDWARDS PUBLIC SCHOOLS

## Business Meeting of the Board of Education

5:30 p.m., Wednesday, February 8, 2023 – 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 (via Zoom), Kathy McGrath, Cary Hildebrandt, Dana Duncan

**ABSENT:** None

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

**OTHERS PRESENT:** Cara Christy, Donna Shroda, Amber Danielski

#### 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 Council Members, Emily Frizzell and Charlie O'Connor reported on the current activities at JEMS/JEHS. Student Council hosted a club fair to encourage students to join a club. MS Student Council did a pie in the face fundraiser to raise money for new playground equipment. Mr. Bena, Ms. Shroda, Mrs. Willcome and Mr. Thomas were the recipients of a pie in the face. Student council members stated that there will be a middle/high school choir concert in the Dorothy Alexander Auditorium tomorrow evening and a middle/high school band concert on Monday.

#### 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 meeting of the Board of Education will be Wednesday, March 8, 2023.

President Daven gave an update on the State Education Convention that was attended in January.

#### 4. Administrative Reports

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

Superintendent Bena reported that the state funding of Covid-19 Testing will be ending April 30, 2023. Schools may continue to purchase testing services if they see the need, but they will not be reimbursed.

Superintendent Bena reported that the 2<sup>nd</sup> Friday Report shows that the district is down 34 students from last year's count.

The elementary saw a reduction in 22 students and the middle/high school decreased by 12 students.

Superintendent Bena stated that he will be attending the WVBO Legislative Seminar in Wausau with Ms. Miller on Friday.

On Saturday, the district will be hosting Solo & Ensemble. There will be approximately 500 participants/spectators.

Superintendent Bena stated that Steve Birno, Technology Education teacher and the Skills USA students will be building 20 single beds and 10 bunkbeds for "Mary's Place" transitional living program in Wisconsin Rapids. Mr. Bena thanked Mr. Birno for taking on this project.

Superintendent Bena reported that Read Across America will be February 27 – March 3. The Cat in the Hat play will be performed by the staff for the elementary students.

##### B. Elementary Principal Report – Principal Christy

Principal Christy reported that the elementary school had the Opera for the Young performance this past week.

Ms. Christy also reported that 4k/5k sign up will begin next week.

##### C. MS/HS Principal Report – Principal Shroda

Ms. Shroda reported on the dual credit audit that the high school participated in with MSTC. Principal Shroda stated that our district was chosen for the audit as our school has one of the fastest growing dual credit programs. Ms. Shroda shared the courses that the district offers to our students. Courses included are: Quality Customer Service, English Composition, Microsoft Office and Diversity Studies. Mr. Bena stated he is very impressed with Ms. Moore and Ms. Shroda and the teachers for their hard work they have put into the dual credit courses and the success they have had.

##### D. Annual Audit Report – CliftonLarsonAllen LLP

Amber Danielski, from CliftonLarsonAllen LLP reviewed the annual audit report with the Board of Education.

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

None

#### CONSENT AGENDA:

#### 6. Consider Approval of Minutes of Past Meeting – January 11, 2023

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

#### 7. Consider Approval of Financial Reports

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

#33359 – 33487 & 202200677 – 202200778 - \$361,072.53

B. District Revenues Report ..... January 1-31, 2023

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

- 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 the following gifts:  
Knights of Columbus - \$175 Christmas Cheer  
Crystal Weis - \$30 Donna Saeger Memorial – Morning Reading Program  
United Methodist Church - \$92.63 – Caring Closet

Business Director Miller reported that there was a budget revision made on 1/31/2023 to reflect the increase in Common School Funds. Accounting is noted at the end of the minutes.

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

## **UNFINISHED BUSINESS**

None

## **NEW BUSINESS:**

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

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

### **9. Consider Approval of Co-Curricular Contracts:**

- A. Rachel Frizzell – Forensics Advisor
- B. Jesse Van Dehy – Forensics 2<sup>nd</sup> Advisor
- C. Jesse Van Dehy – Sophomore Class Advisor
- D. Marissa Rebischke – Sophomore Class Advisor
- E. Kerry Doran – Senior Class Advisor
- F. Tanya Bever – Middle School Track Coach

Motion by McGrath, second by Hildebrandt to approve above contracts A – E and table contract F. Voting yes – all. Motion carried.

### **10. Consider Approval of WISC Resolution**

Motion by Hildebrandt, second by Duncan to approve the WISC resolution with stipulation that the funds will be insured if not, the district will consider purchasing insurance. Voting yes – all. Motion carried.

### **11. Consider Approval of Senior High Wrestling Co-op with Nekoosa School District 2024-25**

Motion by Duncan, second by Daven to approve the Senior High Wrestling Co-op with Nekoosa School District in 2024-25. Voting yes – all. Motion carried.

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

McGrath – Thanked those that have stepped forward to take on supervising the co-curricular activities. Thanked Mr. Birno and Skills USA on the building project for Mary's Place.

Daven – Stated that he looks forward to the future of the dual credit program.

### **13. Establish Future Board Meetings**

Wednesday, March 8, 2023, Closed Session at 5:00 (if needed); Business Meeting at 5:30 p.m. – Elementary IMC

Wednesday, April 12, 2023, Closed Session at 5:00 (if needed); Business Meeting at 5:30 p.m. – Elementary IMC

### **14. 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 Hildebrandt to adjourn into closed session. Voting yes – Daven, Thomasgard, McGrath, Hildebrandt, Duncan. Motion carried.

A. Consider Approval of Past Executive Minutes – January 11, 2023

B. Discussion - Personnel/Staffing

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

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

Motion by Duncan, second by Hildebrandt to approve the administration staffing plan as presented in closed session for 2023-24. Voting yes – all. Motion carried.

### **16. Call for Adjournment**

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

Duncan. Motion carried.  
Meeting adjourned at 7:20 p.m.

Lisa Miller, Acting Secretary

Budget Revision – 1/31/2023

<u>Account</u>	<u>Debit</u>	<u>Credit</u>
10 E 800 360 222000 031	\$1,000.00	\$0.00
10 E 100 432 222000 031	\$ 993.00	\$0.00
10 E 400 432 222000 031	\$2,404.00	\$0.00
10 E 800 435 222000 031	\$1,339.00	\$0.00
10 E 800 439 222000 031	\$ 40.00	\$0.00
10 E 800 482 222000 031	<u>\$1,500.00</u>	<u>\$0.00</u>
TOTAL	\$7,276.00	\$0.00