

WILLIAMS BAY SCHOOL
BOARD OF EDUCATION
REGULAR SCHOOL BOARD MEETING
Monday, January 25, 2021

Board Members Present: J. Lothian, K. Nelson, P. Peyer, D. Ripple, D. Woss

Absent: None

Administration Present: District Administrator Dr. W. White
MS/HS Principal B. Mansky
Elementary Principal A. Bond
Director of Special Education K. McOmber
Business Manager B. Prather

Guests: 2

I. CALL TO ORDER

President J. Lothian called the meeting to order at 6:30 pm. The Pledge of Allegiance was said.

- II. ADJOURN INTO CLOSED SESSION PURSUANT TO SS19.85 (1) (c) PERSONNEL to discuss the district's HRA Plan. K. Nelson / D. Woss motion and second to adjourn into closed session by a roll call vote: J. Lothian – aye; K. Nelson – aye; p. Peyer – aye, D. Ripple – aye; D. Woss – aye, carried, 5-0.

The district's HRA plan was discussed.

At 7:02 PM D. Woss / P. Peyer motion and second to reconvene into open session by a roll call vote: J. Lothian – aye; K. Nelson – aye; p. Peyer – aye, D. Ripple – aye; D. Woss – aye, carried, 5-0.

III. COMMUNICATION AND PUBLIC COMMENTS

None

IV. REPORTS

- A. Student Representatives – Vanessa Jimenez reported that the Computer Club is starting an E-Sports team. Student Council is hosting a penny war fundraiser this week. She also spoke about finals week that was last week. She felt it was nice going to school half-days while finals were being held so that she could just focus on studying for finals. Meg Sorensen second Miss. Jimenez's feedback regarding finals. She also added that we now have a camera set up for live-streaming sporting events which is a huge improvement from the Chromebook that was being used.
- B. Parent-Teacher Organization – None
- C. Athletic Boosters – None
- D. Athletic Director – None
- E. Fine Arts/Music Boosters – None
- F. District Administrator – Dr. White shared that the district's attorney Boardman & Clark would be keeping their 2021 hour rates the same as their 2020 rates were. Dr. White also reported that there was some talk that districts should mandate staff be vaccinated against COVID-19. He said that we would

not be. Based on an informal survey sent out to staff, of the 75 responses, only two said that they would not be getting the vaccination. Currently, the district is waiting on guidance from the Walworth County Health Department.

- G. Middle/High School Principal – Principal B. Mansky reported that his notes were as written. There were no questions from the Board.
- H. Elementary Principal – Principal A. Bond reported that her notes were as written. There were no questions from the Board.
- I. Student Services – Ms. McOmber reported that her notes were as written. There were no questions from the Board.
- J. School Board – None

V. ACTION ITEMS

A. Approval of Consent Agenda

1. School Board Minutes

Approve the minutes of the Regular Board of Education Meeting held on December 21, 2020, and the Special Board of Education Meeting held on January 13, 2021.

2. Bills Payable

Approve bills payable December 18, 2020, to January 21, 2021, for Funds 10, 27, 50, check numbers 80619 – 80714, wire transfer numbers 22-52 and Fund 60 check numbers 7046 – 7054.

D. Ripple / D. Woss motion and second to approve the consent agenda as presented, carried 5-0.

B. Personnel Transactions

D. Ripple / K. Nelson motioned and second to approve the personnel transactions listed on the January 25, 2021 personnel transaction sheet, carried 5-0.

C. Approve the 2021-2022 Open Enrollment Caps

A discussion was held before a motion relating to the feedback received from the 4K and 5K teachers regarding the increase in the 4K and 5K caps. Mrs. Bond reported that as expected the teachers would like to see the caps remain where they are. They are concerned about larger class sizes with younger learners and the gaps that might arise from the pandemic. K. Nelson noted that just because the caps are being raised, does not mean that the seats are going to be filled. Dr. White noted that he did survey other districts and our class sizes would still be at or below theirs even with the increase. J. Lothian asked if the caps could be adjusted back down if the district finds that it does not work. Dr. White advised they can be adjusted yearly.

D Ripple / P. Peyer motion and second to approve to set the open enrollment caps for the 2021-2022 school year at the following levels,

4K	54 students
5K	54 students
1 st	54 students
2 nd	54 students
3 rd	57 students
4 th	57 students
5 th	60 students
6 th	60 students
7 th	60 students
8 th	60 students
4K-12 Speech	39 students
4K-12 Multi-categorical	60 students

carried 5-0.

D. Approve Termination of Cleaning Services Contract with Clean Power

A discussion was had relating to the concerns with the cleaning services that have continued to grow. The District is not seeing improvement after multiple meetings with Clean Power to discuss the observed deficiencies. Mr. Quinn, Mr. Prather, and Dr. White have talked, and we are interested in terminating the relationship with Clean Power soon. Dr. White has communicated with our attorney to make sure we handle this correctly.

P. Peyer / D. Woss motion and second to give the District Administrator authority to terminate the cleaning services currently provided by Clean Power effective on March 1, 2021, carried 5-0.

E. Discuss and Approve the Request for Proposal for Cleaning Services

P. Peyer / D. Woss motion and second to approve the Request for Proposal (RFP) for Cleaning Services, carried 5-0.

F. Act on Eligibility of Retirees to Participate in the Health Reimbursement Arrangement Plan (HRA) after Retirement

K. Nelson / D. Woss motion and second to confirm that Williams Bay School District employees whose effective date of retirement is after June 1, 2021, are not eligible for the District's Health Reimbursement Arrangement (HRA) in compliance with the contractual Plan with Diversified Benefits Systems (DBS), carried 5-0.

G. Discuss and Approve Template for Support Staff Reasonable Assurance Letter, Teacher Contract, and Activity Sponsor/Coach Letter of Appointment

D Woss / K. Nelson motion and second to approve the Teacher Contract Template as presented, carried 5-0.

P. Peyer / D. Woss motion and second to approve the Notice of Reasonable Assurance Template as presented, carried 5-0.

D Woss / D. Woss motion and second to approve the Activity Sponsor/Coach Letter of Appointment, carried 5-0.

- H. Approve Changing the Online Learning Coordinator Position from a Certified to Non-Certified Position

K. Nelson / D. Woss motion and second to approve Williams Bay School District Temporary District-Sponsored Paid COVID-19 Leave Program as presented, carried, 5-0.

- I. Discuss and Approve Job Descriptions: Executive Assistant to the District Administrator and Board of Education, District Registrar, LMC Supervisor, and Academic Interventionist Tutor, Coordinator of Online Learning: Credit Recovery and Online Curriculum, RTI Intervention Specialist – Grades 4K-8, 1st Shift Groundskeeper, 2nd Shift District Maintenance Worker, and Athletic Director and Community Engagement Coordinator.

K. Nelson / D. Woss motion and second to approve the job description for the Executive Assistant to the District Administrator and Board of Education, carried 5-0.

P. Peyer / D.Woss motion and second to approve the job description for the District Registrar, carried 5-0.

P. Peyer / D.Woss motion and second to approve the job description for the LMC Supervisor and Academic Interventionist Tutor, carried 5-0.

K. Nelson / D. Woss motion and second to approve the job description for the Coordinator of Online Learning: Credit Recovery and Online Curriculum, carried 5-0.

P. Peyer / D.Woss motion and second to approve the job description for the RTI Intervention Specialist Grades 4K – 8, carried 5-0

P. Peyer / D.Woss motion and second approve the job description for the 1st shift Groundskeeper, carried 5-0.

P. Peyer / D.Woss motion and second to approve the job description for the 2nd Shift District Maintenance Worker, carried 5-0.

No action was taken on the Athletic Director and Community Engagement Coordinator job description.

- J. Set Date and Time for the Next Board Work Session

Discussion took place regarding when to hold the next board work session.

K. Nelson / D. Woss motion and second to schedule a Saturday morning work session for February 27, 2021 from 8:00 until 11:00 a.m., carried 5-0.

VI. DISCUSSION ITEMS

- A. Discuss 2021-2022 Budget Parameters

Having worked with the Finance Committee, Dr. White presented the four budget parameters that the District will use in formulating the 2021-2022 budget. The committee is recommending that the district budget \$100,000 to add to the fund balance after the 2021-2022 budget, adding \$50,000 to Fund 46, supporting staff salary increases of CPI or \$1,000 whichever is greater and creating a 50% Athletic Director / 50% Community Engagement Coordinator position. Dr. White advised the 50% of the salary for this position would come out of Fund 80. Discussion followed regarding the feasibility of these parameters.

B. Discuss Fund 46 Investment Options through PMA

Business Manager B. Prather spoke to the Board regarding options to maximize the money that is placed in Fund 46. Since the funds placed in the account cannot be used for five-years, he is recommending that the district explore investment opportunities for the monies. He has spoken with PMA, the same company that helped us with short-term borrowing, and feels it would benefit the District to invest the Fund 46 money. The investments would only be in the top two tiers of investment opportunities so the District would be protected. Typically these investments have five times the return than our local bank would have. Discussion followed and the Board supported B. Prather investigating further.

C. Discuss Policy Revisions to 300 and 400 Series Policies

Dr. White presented the 300 and 400 series policies that the Policy Committee is recommending to revise. The policy numbers are: 310, 321, 330, 341, 341.21, 342.1, 342.2, 345.1, 345.2, 345.4, 345.6, 345.61, 346, 346 - Rule, 347, 351, 363.1, 364, 370, 372, 374, 412, 423, 423 - Rule, 443.3, 443.4, 443.5, 447.3, 448, and 454. The committee is also recommending adding the following policies: 342.5, 342.63, 343.46, 345.62, 423.1, 443.6, 445.1, 447.11, 447.11 – Exhibit, 449, 455, and 457. The following policies are being recommended for deletion: policy 320, 345.41, 345.42, and 455. Dr. White asked if there were any questions regarding the policies. There were none.

D. COVID-19 Update

Dr. White shared that the 4K class is doing virtual learning this week due to close contact with a probable case. He also commented that it seems most of the students and staff who are being quarantined are due to coming in close contact with someone outside of school who tested positive. J. Lothian asked if the dashboard was being updated regularly. Gail Bixler and Nurse Natonski are responsible for updating the dashboard and have been doing it promptly.

E. Discuss Possibility of Additional Meetings if Necessary

Based on the ever-changing COVID-19 situation, the Board wanted to make everyone aware that there might be a need to schedule additional/emergency meetings to deal with issues that arise

VII. PUBLIC COMMENTS

D. Ripple wanted the minutes to reflect that he voted in error on Action Item F: Act on Eligibility of Retirees to Participate in the Health Reimbursement Arrangement Plan (HRA) after Retirement. His vote should have not been in favor of the motion.

VII. ADJOURN

At 8:16 pm., D. Woss / K. Nelson motion and second to adjourn the meeting, carried 5-0.