

WILLIAMS BAY SCHOOL DISTRICT
BOARD OF EDUCATION
SCHOOL BOARD MEETING
November 14, 2022

Board Members Present: J. Lothian, K. Nelson, E. Nichols, P. Peyer, M. Schneider

Absent: None

Administration Present: District Administrator Dr. White
MS/HS Principal E. Soley-Johnson
Elementary Principal Dr. Bond
Director of Special Education K. McOmber
Athletic Director H. Johnson

Guests: 7

I. Call to Order

President J. Lothian called the meeting to order at 6:00 p.m. The Pledge of Allegiance was said.

II. Adjourn Into Closed Session

At 6:03 p.m. M. Schneider / E. Nichols motion and second to adjourn into closed session. Roll Call Vote: J. Lothian, aye; K. Nelson, aye; E. Nichols, aye; P. Peyer, aye; M. Schneider, aye. Carried, 5-0.

The District Administrator's annual performance evaluation was discussed.

III. Reconvene Into Open Session

At 6:25 p.m. K. Nelson / E. Nichols motion and second to reconvene into open session. Roll Call Vote: J. Lothian, aye; K. Nelson, aye; E. Nichols, aye; P. Peyer, aye; M. Schneider, aye. Carried, 5-0.

IV. Communication and Public Comment

There were no public comments.

V. Reports

- A. Student Representatives – Ethan West reported on the student activities that have taken place the last month. He included information about the start of the basketball season, the success of the Student Council’s fall Blood Drive, Hope Squad, and the restart of Chess Club. History Club has also been busy, and he reminded the board of the musical taking place this weekend at 7 p.m.
- B. Athletic Boosters – No Report
- C. Athletic Director – Athletic Director H. Johnson congratulated fall all-conference athletes and updated the board regarding his attendance at the Wisconsin Athletic Directors Association Convention. He also provided updates regarding the WIAA’s efforts to recruit more referees. Finally, he spoke about the Trailways Conference Sportsmanship Summit that five athletes will be attending on November 16th.
- D. District Administrator – Dr. White’s items appear in the agenda.
- E. Middle/High School Principal – Mrs. Soley-Johnson updated the board on her and staff activities. Mary Kavanagh also spoke about Spanish Club and TAG.
- F. Elementary Principal – Dr. Bond let the board know that volunteers are back in the building working with students one-on-one and in small groups. She also updated the board regarding Gifted and Talented Identification using the CogAT Online Screening test. Parents have the option of opting their child out.
- G. Student Services – K. McOmber highlighted that Question, Persuade, Refer training that was held for both Middle and High School Hope Squad members, that the Holiday Help program is coming up for this year’s holiday season and that here and Mrs. Williamson co-taught in health classes regarding Mental Health and Wellness.
- H. School Board – None

VI. Action Items

A. Approval of Consent Agenda

1. School Board Minutes

Approve the minutes of the Regular Board of Education Meeting held on October 10, 2022, and the Special Board of Education Meetings held on October 24, 2022, and November 5, 2022

2. Bills Payable

Approve bills payable October 6, 2022, to November 10, 2022, for Funds 10, 21, 27, and 50, check numbers 83082 – 8249, wire transfer numbers 371-400.

P. Peyer / E. Nichols motion and second to approve the consent agenda as presented. Carried 5-0.

B. Personnel Transactions

E. Nichols / M. Schneider motion and second to approve the personnel transactions listed on the November 14, 2022, Personnel Transaction sheet. Carried, 5-0.

C. Approve Spring 2023 Start College Now Applications

E. Nichols / P. Peyer motion and second to approve the Gateway Technical College request for Spring of 2023 for Amber Quinn, Garrett Wnek and Rebekah Scott. Carried 5-0.

D. Approve Policies in the 600 and 800 Series

K. Nelson / E. Nichols motion and second to approve Policy 621 Budget Preparation. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 652 Investments. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve I move to approve Policy 656 Student Fees and Fines. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 660 Non-Sufficient Fund Checks. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 661 Depository of Funds. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 662.1 Student Activity Funds Management. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 662.2 Fund Balance Policy. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 663 Petty Cash. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 664 Cash in School Buildings. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 665 Payroll Authorizations. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 668 Recognition by the Board. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 671.2 Expense Reimbursement. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 672 Purchasing. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Rule 672 Purchasing Procedure. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 672.1 Bidding Requirements. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 681 Accounting System. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 684 Audits. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 690 School Properties Disposal Procedure. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 810 School-Community Relations. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 820 Public Information Program. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 821.3 School District Publications. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 823 Public Access to Records. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 830.2 Use of the Fitness Center. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 831 Tobacco Use on School Premises. Carried, 5-0

K. Nelson / M. Schneider motion and second to approve Policy 832 Weapons on School Premises. Carried, 5-0

E. Approve 2022-2023 Parent Transportation Contracts

E. Nichols / P. Peyer motion and second to approve the 2022-2023 parent transportation contracts for thirty-seven (37) private school students, as required by law, for a total cost of \$15,937.75. Carried, 5-0.

VII. Discussion Items

A. Discuss Revisions to Policy #521.1 – Board Staff Communications

After review, the Policy Committee felt that the revised policy more appropriate aligned with the true intentions of the board. The policy title would be changed to Staff Communications of Concern about Operations. Discussion followed. Dr. White noted that the revised policy has been shared with staff and feedback was solicited.

B. Discuss Changes to 2023-2024 Calendar and Draft 2024-2025 Calendar

Dr. White met with the staff calendar committee on Wednesday, October 12th to make minor changes to the 2023-2024 school year calendar and the draft 2024-2025 calendar. Both calendars have been discussed with the administrative team and shared with support staff and teachers for feedback. The administrators need to add conference dates and other needed information to the 2024-2025 calendar. Calendars will be on the December or January agenda for approval.

C. Discuss Potential Revisions to the 2022-2023 Employee Handbooks

Dr. White presented staff concerns to the board about employees taking unpaid leave and being required to pay a prorated portion of their benefits. Employees are also concerned about the financial impact on them if they run out of sick days and/or have a catastrophic medical or personal situation. Dr. White has reached out to neighboring district to determine how the handle unpaid days. Three of the districts do charge a prorated portion of benefits during unpaid leave outside of the 12 weeks of FMLA. Others do not. Discussion followed. Dr. White believes that handbook language needs to be developed that provides latitude to support employees during a catastrophic medical or personal situation. Discussion followed.

D. Discuss 2023-2024 and 2024-2025 Budget Projections

Mrs. Frederick provided projections to the Board for 2023-2024 and 2024-2025. Although there are number of unknowns, the projections tell us that a referendum will be necessary soon (Spring 2023 or Spring 2024). Dr. White has reached out to the Donovan Group to explore their services. The board discussed the projections and the best way to move forward.

VI. Public Comments

None

VII. Adjourn

At 8:06 p.m. K. Nelson / P. Peyer motion and second to adjourn. Carried, 5-0.