HHASD

HOLY HILL AREA SCHOOL DISTRICT

SCHOOL BOARD WORKING SESSION – September 10, 2018 5:30 P.M.

CALL MEETING TO ORDER - Motion by Gartzke to call the meeting to order at 5:32 p.m. Motion approved 6-0.

ROLL CALL - Present: Propst, Gartzke, Bernard, Van Der Geest, Lear, and Kellicut. Bunton arrived shortly after the meeting started. Also present; Villalobos, David, Carron, Laird, Tomich, Mielke, Upper 90 representatives Millonzi and Terpening, and Howe.

AGENDA VERIFICATION - Motion by Propst/Bernard to approve the agenda as presented. Motion approved 6-0

PLEDGE OF ALLEGIANCE - The Pledge of Allegiance was recited by all present.

CONVENE INTO EXECUTIVE SESSION, PURSUANT TO WISCONSIN STATE STATUTE 19.85 TO DISCUSS AND TAKE POSSIBLE ACTION ON:
Personnel - 19.85(1)(c),
Real Estate Transactions, ***19.85 (1)(e),***
Administrative Performance Evaluation and Contract 19.85(1)(c)
Motion by Lear/Van Der Geest to convene into Executive Session at 5:33 p.m. Motion approved by roll call vote 6-0.

RECONVENE INTO OPEN SESSION - Motion by Kellicut/Propst to reconvene into Open Session at 6:52 p.m. Motion approved 6-0.

CONSENT AGENDA ITEMS
Approve of the August 8, 2018 Special School Board Meeting Minutes
Intergovernmental Agreement with Hartford Joint #1 re: Purchase of Bussing Service for the 2018/19 school year.
Approve of the Therapy Staffing Agreement between MJ Care, Inc. and Holy Hill Area School District for speech services
Approve of the Resignation of Ms. Vernell Niess
Approve of the Retirement of Ms. Terry Hamilton
Approve of Ms. Doris Osterhaus as a long-term Substitute Teacher at Richfield Middle School.
Approve of Ms. Julie Batzler as the Early Childhood Teacher for 2018/19.
Approve of FMLA request for Mr. Jeff Carron.
Approve of update to Ms. Shattuck's contract as district reading specialist.
Approve of Lynn Zehms as a part-time (69%) food service employee at RMS
Approve of Alyssa Merget as a part-time (38%) evening cleaner at FLES
Motion by Van Der Geest/Lear to approve of the consent agenda items. Motion approved 7-0.

REPORTS
Board President Report - Gartzke discussed the good start to the school year, really appreciated everyone pulling together in this effort, and stated the district is pointed in the right direction, with more work to do. The district should review where we are at and focus on moving forward.

Administrative Report - Villalobos reported on the back-to-school inservice, professional development, orientation night, the positive activities for the first day of school, and the discussion with the bussing company.

Review of Back to School Week and Start of School Year - Members of the administration remarked that all classes are functional and the teachers are focused on spending time with students. Kristen Dummer **is** creating a **r**unning club at Friess Lake. Lear questioned if 5th and 6th grade would be offered lego robotics. Carron stated that 7th and 8th grade students participate in lego robotics.

Preliminary K-12 enrollment report - Howe will update how the budget hinges on student enrollment, 3-year rolling average, and declining enrollment aid. Villalobos discussed grade level sections and grade level student counts.

Petition Verification/Annual Meeting Posting Attorney Butler from the WASB helped to draft the 2018 Annual Meeting Agenda. The draft posting is based on his feedback regarding the addition of the resolutions to change the board size and apportionment. The last several board meetings had discussed the petitions.

Facilities Update -
Upper 90 - Friess Lake School had partaken in an energy efficiency project that include revisions in lighting, HVAC replacement, a building envelope, and the project costs were approximately $200,000.00 financed by a 10-year bank loan. Terpening and Milonzi from Upper 90 were present to explain the project, changes made to the building ,rebate money, and the performance contract. Villalobos stated that the feedback on the project was positive. Upper 90 offered information on possible lighting revisions and quote from the Upper 90 company.

MSI General - Howe met with Villalobos, Croghan, and Jinkins to discuss MSI General's involvement in the water leakage issue in the Richfield building. A quote for services was received and, once accepted, work can be completed in the very near future.

Septic System- Howe is currently investigating options to determine the cause of the frequent pumping of the septic system at the Richfield building.

Library Construction Update
Howe explained the non receipt of the payment submitted to KCMS. The district has consulted EMC insurance counsel on the issue.

Department of Justice Safety Grant - Howe explained the progress on the grant and cited some of the aspects of the grant. Howe updated all on the requirement of a 3-year school threat assessment training, attendance costs, and other aspect. Villalobos stated that the second part of the grant is not as intensive as first section.

Update on Technology Initiatives - Mielke stated that quite a bit of work has been accomplished and there are projects still needing to be finished. Mielke cited the work being done with Skyward, ISCorp, the district website, online educational sites and textbooks, and communication methods. Propst asked if students have access to textbooks online and Discovery Ed. Lear questioned if the Skyward notifications were functioning. Van Der Geest suggested a communication be sent notifying parents of technology issues. Villalobos, Carron and Laird mentioned the forms of communication currently in place in the district that notify parents and can continue to update all on the progress. Bunton inquired if the mobile site would be investigated.

Update regarding Middle School Schedule - Carron reported that September 13th is Raider Day, the same school day schedule is in place daily, but Raider Day will require a modification to Thursday's schedule. Villalobos stated that this modification will be an action item on an upcoming board agenda.

Consolidation Status report - Villalobos reviewed the consolidation gantt chart with the board. Gartkze asked that a prioritization of items be prepared to make sure the items are focused on and a discussion be held to see what the resolution plan will be. Propst asked when the remaining lockers would be installed. Bunton remarked that quite a bit of change has happened already. Van Der Geest observed that the students appear to be adjusting nicely to the change.

DISCUSSION
Tour of Summer Projects - It was noted that the library renovation is also complete, with more shelving, books, and technology still to come.

Board Member Book Study. The discussion was tabled until the September 17, 2018 meeting.

Student & Parent Handbook. Mr. Carron and Mr. Laird reviewed the Holy Hill Area School District Parent-Student Handbook. This handbook pertains to all district students and attempts to streamline the text by referencing specific policies for review. The handbook is organized into several main categories: Gartzke questioned when the handbook would be distributed.

Employee Handbook. Ms. Villalobos reviewed the Employee Handbook which combines the two NEOLA Employee Handbooks into a single Employee Handbook with three sections. The largest section applicable for all staff, and the two smaller sections specifically for Professional Staff or Support Staff. Ms. Villalobos reviewed key areas with the board. Bunton questioned if there were any major changes made.
RMS Band and Orchestra Handbook. This handbook is an updated version of Mr. Matheson's handbook as it relates to new offerings and the Middle School Setting. The handbook has been reviewed by administration. This is a first reading. The handbook also contains two required concerts dates and two events dates. Gartzke asked if there were changes made to the grading process.

Teaching & Learning.
Villalobos recommended moving this discussion to the September 17th board meeting. Bernard asked how often the committee would meet. Gartzke cited some aspects of the committee meetings and meeting time frames.

Policies
3120.01, Policy 3140 - TERMINATION, NON-RENEWAL AND RESIGNATION
Policy 3340 - Grievance Procedure - Board member reviewed the policies presented.

ACTION
Approval of the Board Resolution to the WASB Policy & Resolutions Committee regarding changing election plans to reduce the number of board members.
Reducing board size of consolidated districts
Amending petitions for apportionment -
Motion Bernard/Bunton to approve the Board resolution to the WASB. Villalobos explained the methodology behind the petitions. Propst

voiced his opinion on the resolution. Motion approved 6-1.

Approve of the Parent/Student Handbook - Motion by Van Der Geest/Bernard to approve of the Parent/Student handbook. Motion approved 7-0.

FUTURE AGENDA ITEMS
MS schedule
MS Report Cards
RtI Handbook
HHASD Assessment Plan
Select Board Representative for the WASB for Delegate Assembly
Policy Adoptions
3120.01 - Job Descriptions
Policy 3140 - TERMINATION, NON-RENEWAL AND RESIGNATION
Policy 3340 - Grievance Procedure
5113 - Open Enrollment Program
5120 - ASSIGNMENT WITHIN DISTRICT
Payment and reimbursement rates for per diem meals, lodging, and mileage shall be approved by the Board annually

ADJOURN - Motion by Gartzke to adjourn at 8:45 p.m. Motion approved 7-0.

Respectfully Submitted
Hope David