Regular school Board Meeting
Necedah Area School District
Necedah EC-12 – Library Media Center
September 15, 2025

1. President Dan Dutscheck called the meeting to order. Present were board members Herried, Horak, and McNally for the opening of the meeting. Present were Middle and High School Principal Mark Becker, and Superintendent Tanya Kotlowski.
2. President Dan Dutscheck began the meeting with The Pledge of Allegiance.
3. Motion by Mike Horak, second by Roger Herried to approve the agenda, Motion carried.
4. Citizens Forum:
   1 No one came forward.
5. Motion by Matthew McNally, second by Roger Herried for approval of the minutes for the Regular Board meeting, Monday August 18, 2025. Motion carried.

Motion by Mike Horak, second by Roger Herried for approval of the minutes for the special board meeting, August 6, 2025. Motion carried.

6. Motion by Roger Herried, seconded by Matthew McNally to approve the following: Vouchers and EFTs - Checks for approval: 85663-85724

- Wire Transfers/ACH 84444 ending in 642-645, - Wire Transfer/ACH 202500XXX ending in 043, 045-047, 050-052, 057-063, 065-069, 071-075, 086-094 – Wire Transfer/ACH 202600XXX ending in 101-017, 019-026.

Motion carried.

7. New Business:
   a. **Board Development - Middle School Innovation:** Middle School Teachers shared an update on the work they did this summer at the Innovation Institute, and how this work is playing out in classrooms. Mark Becker and Michelle Bullin presented on how to engage students so they become interested and motivated to learn. The students did lots of surveys, taught each other, and how they practiced those skills. What are the best habits and skills to help each student become successful? They did stations where they practiced working their memory and what worked and what they struggled with on a unit. Had Brigitte Wiggins come in and Mrs. Moseley and they did panel discussion about how they think successfully and why these skills are important. Some students did podcasts, interviewed their parents, and one wrote a song. Mark is going to have them share what they learned at the next parent teacher conference.
   Got rid of the agenda books. Staff gave them reflection books so at the end of each class, they will reflect and write down what they learned in each class and what they struggled with and they can continue to think about it. For students that struggle to write down anything - how do you connect with them - Michelle will give them a sentence starter and have them write from there, or Mark will sit down with them and have a discussion about it but tomorrow have them write about it.
   They had a $2,000 grant from DPI.
   One of the things they are continuing to do is provide staff instruction on how to help them with students.

   b. Student Board Representative 2025-26: There were several students who wanted to be the student representative. The Student Council voted on Friday, September 11, 2025. Skylar Hudson, junior, was voted to represent the student body at board meetings. The representative will be giving a report at each meeting as part of the administrative reports.

Motion by Mike Horak, second by Roger Herried to approve the student representative for the 2025-26 school year.

   c. **Program of Transportation Advisory Meeting Updates:** The Transportation Committee met on Thursday,

September 11, 2025. Their recommendation is to postpone any adoption of a transportation contract at this time. The costs associated with the proposal are greater than our current expenses, which does not include the purchase of a bus. I am also sharing an update regarding the transportation department, which includes new procedures for drug testing, that will accompany policy #8601. I also created a van driver signature form, to align with policy #8600. This form is for all employees who may be driving individual students in a van. The primary purpose of this form is to ensure employees do not seek unemployment benefits if they have driven a school van during the school year, as they head into summer months.

. No action needed to be taken.

d. **Resolution authorizing temporary borrowing in an amount not to exceed $1,580,000; issuance of tax and revenue anticipation promissory notes; and participation in the pma levy and aid anticipation notes program:** This is the resolution we need to short-term borrow. A cashflow analysis was created by Brent Richter, our CESA 5 consultant, and it was determined that in order to meet our most deficit month, we need to borrow $1,580,000, which is just a bit less than last school year.

Motion by Mike Horak, second by Matthew McNally to approve the short-term borrowing resolution in an amount not to exceed $1,580,000; issuance of tax and revenue anticipation promissory notes; and participation in the pma levy and aid anticipation notes program. Motion carried.

e. **Resignation/Hiring Recommendations:**

Resignations:

- None at this time.

Hirings:

- None at this time

ii. Mary Sponsler, special education teacher, has requested unpaid leave from February 15-21. She will need five school days, in which she will use three of her personal days. She is requesting two unpaid days of leave.

Motion by Matthew McNally, second by Roger Herried to approve Mary Sponsler's request for two days of unpaid leave on February 20-21.

Hiring: Reminder: Board provided information about support staff hires and resignations through administrative recommendations: however, the board is required by statute to approve new teacher and administrative positions.

1. Support Staff Hiring/Resignation and Teacher Reassignment Report:

Hires:

Macy Hutchins, Elementary Paraprofessional

Resignations:

None at this time.

. Acceptance of Donations/Grants:

1. None at this time.

Administrative reports:

● Jessica McCracken, Grade School Principal - She provided her report prior to the board meeting but was not present to give her report.

From the Office of the Principal

● New staff getting started off well
● Lots of diagnostics and planning for student personalized plans
● Working through a new breakfast routine for students
● Committees getting started this week
● Breakfast with Buddies continuing this year: Board members welcome at any of the dates! ● Enrollments are still entering and leaving. 4 grade got several new students after the start of the year, so class sizes are

larger than anticipated
- Reading pilot (#2 of 3) started with pilot classrooms

From the Classroom
- Assessments take a lot of time in the fall at elementary, but we're getting through!
- Leveled phonics groups started last week
- Intervention/enrichment rounds will start the last week in September
- REDs training, recess training, lice checks, hallway training, cafeteria training, locker training....hopefully students are all trained up!

Upcoming Dates
- September 16 PATT meeting 3:30
- September 19 Breakfast with Buddies NV 1-2
- September 26 PD day
- October 9 Great Apple Crunch
- October 10 PD day
- October 13-18 Homecoming
- October 21 PATT meeting

Professional Development
- Literacy coaching with Maggie Trenda from CESA5 including for the ELA pilot, phonics, and ACT20 support includes classroom visits, meeting with grade levels and specific teachers, and full staff PD
- Continued emphasis on PLC and follow-up with our training from Casey Watts and the Clarity Cycle
- CPI training for special education, teachers and paraprofessionals

- Mark Becker, Middle & High School Principal

Updates

6th and 9th grade orientation

- 9th Grade Orientation - National Wildlife Refuge
  - 9th Grade Orientation - August 14
    - 30 students and 15 mentors participated
      - Thank you to Mrs. Hansen for planning and facilitating with our freshmen mentors.
- 6th Grade Orientation - All 6th grade students participated - First Day of School
  - 4 Web Leaders helped facilitate
  - Thank you to Michelle Bulin for training our 7th and 8th grade web leaders.

Day One

- Our first day of school focused on building relationships with students and staff

Students participated in Cardinal 101 - which focused on important concepts and procedures in the day-to-day workings of our school.

- We've had a great start to the school year!

Academic and Career Planning Update

- Juniors and Seniors are attending the WI Education Fair on September 29 at UW-La Crosse.
- 7 MS/HS students are participating in Sing Out! Tenor/Bass Festival at UW-Milwaukee on September 19. Thank you to Mrs. Jackson for putting this opportunity together!

WON80 Seeking Supportsmanship Presentations - Mark Horbinski will be with our student/athletes to lead them through leadership and culture building activities on September 16. We are contracted with Mark for 2 years. He is giving out his book for free to coaches and teachers.

Student Council School Board Reps -

- o Skylar Hudson - Junior
- o Alt. Eli Karbowski - Senior

- Parent/Teacher Conferences - ***Middle School Showcase*** -
  - o October 1st - 4:30-7:30pm

Cardinal CallOUTS

- Freshmen Mentors - Taking time for Freshmen Orientation planning sessions
- Custodians/Maintenance Staff - Amazing work around the school. Our building looks amazing. ● Staff - Efforts to build relationships with students and build connections to enhance student learning.

Professional Development

- Our focus for professional development days is listed in our Strategic Plan and Goals.
- Additionally, our Middle School works around interdisciplinary instruction.

- Tanya Kotlowski

Updates:

- **Solar Panel Update:** I posted the following press release on our school website. As you can see, our solar panels are working, and we are saving money each day. We have a dashboard that we can use to monitor usage and savings.
- **Facebook Group:** We finished our first week of interactions within our private Facebook Group called Innovation Takes Flight. We have 27 members to start. Tanya provided a summary of the feedback from the participants. ● **Financial Meetings:** I scheduled the following meetings to meet with our community to discuss our financial forecast, so there is a larger understanding of Wisconsin's Public School funding policy. I will also be meeting with staff, to ensure there are common talking points in regard to our financial status, and to outline some challenges public schools are facing. I will also be providing all staff with a high-level view of our budget forecast at the opening in-service meeting.
- **Sitelogiq Warranty Work Update:** I am working with our attorney to draft a letter to Sitelogiq regarding our drainage issues and warranty work. I have received a quote from Gehrke for $19,500. Once I get the attorney letter, I will share both the letter and quote with Sitelogiq with a request to pay and be done.
- **School Community Engagement:** Senior Citizen Luncheons will be provided again this school year. You can find the dates on the web page.
- **Finance Update:** We ended up with a 2024-25 budget finished surplus by approximately $224,000. This was moved to Fund Balance which is now at 20.5%.
  - o Food service retains a small fund balance, but was at a loss of approximately $104,000. All elementary children now have immediate access to breakfast in the cafeteria. The high school was removed from CEP as their reimbursement rate at 62% is not sustainable.
- **Events this Week:**
  - o I am at the WASDA Fall Conference Wed. - Friday. Tanya will be presenting on Wednesday. Matthew Sherwood will be in charge while I am away.

Motion by Matthew McNally, second by Mike Horak to adjourn and convene closed session pursuant to Wisconsin Statutes Sec. 185 (1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee, specifically the school superintendent, over which the governmental body has jurisdiction or exercises responsibility.

Roll-call vote of four “yes”. Motion carried.
Closed Session:
There is nothing to report.
Motion: by Matthew McNally, second by Mike Horak to adjourn from closed session. Motion carried.

Respectfully submitted by:
Matthew McNally, DC, DCCJP
Clerk