

**EAST TROY COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting Minutes – July 29, 2013**

The East Troy Community School District Board met in regular session on July 29, 2013. The meeting was called to order by President, Dawn Buchholtz at 7:04 p.m. followed by the Pledge of Allegiance. Board members present were Ted Zess, Murry Mitten, Martha Bresler, Mike Zei and Dawn Buchholtz. Also present were Dr. Chris Hibner, Kathy Zwirgzdas, administrators, 2 guests and one reporter.

Dawn Buchholtz read the open meeting statement indicating that the meeting is open to the public as required by state statute and that notice of the meeting had been sent to the media and/or posted.

***IV. APPROVAL OF AGENDA AS POSTED***

---

A motion was made by Murry Mitten and seconded by Mike Zei for approval of the agenda and amended agenda as posted. Motion carried unanimously.

***V. APPROVAL OF MINUTES ON JUNE 24, 2013 REGULAR BOARD MEETING***

---

A motion was made by Murry Mitten and seconded by Mike Zei to approve the minutes of the June 24, 2013 regular Board meeting. Motion carried unanimously.

***VI. PUBLIC PARTICIPATION PER BOARD POLICY***

---

Bruce Littlejohn stated that a concern regarding the 30 day IEP requirement pertaining to a meeting being held for his son. In addition, Mr. Littlejohn asked that parents be informed of the 504 options for students.

***VII. ADMINISTRATIVE REPORTS***

---

**A. District Administrator Report:**

- i. Dr. Hibner reiterated the upcoming annual meeting date is September 23, 2013 at 7:00 p.m.
- ii. Dr. Hibner reported the Director of Building and Grounds, Bob Ellis, will be providing his annual report of summer projects at the last board meeting in August.
- iii. Dr. Hibner reiterated the upcoming registration dates of Aug 1 and Aug 5.
- iv. Dr. Hibner reviewed the District goals.

1. Ensuring a year to a year plus of learning growth for each child, each year

2. Ensuring individualized learning by providing a personalized learning environment.
3. Ensuring proper programming that recognizes the talents of our children
4. Employing the highest quality staff
5. Adapting facilities for educational purposes of today and tomorrow
6. Ensuring fiscal responsibility through efficiency

**B. Business Manager Report:**

- i. Kathy Zwirgzdas reported on the changes to the Wisconsin Retirement system rules regarding rehiring annuitants effective with the passing of Act 20.
- ii. Kathy Zwirgzdas reported on the results of the June 30, 2013 actuarial study for OPEB, as well as a summary comparison with the previous two studies in 2011 and 2009.
- iii. Kathy Zwirgzdas explained the passing of the state budget is a \$75 revenue limit increase and a \$75 outside aid increase. She also explained the new requirement that a district may not increase Fund 80 levies over the 12-13 amount without a referendum.
- iv. Kathy Zwirgzdas reported a one year delay has been issued from the federal government with vague details on health care reform. Due to the ambiguity of the delay, indicating some provisions will be delayed but not all, as well as the projection that health care reform is only delayed, not completely discontinued, the changes to hours to reflect health care reform changes will still be implemented for 13-14 with the ability to allow for flexibility and changes to schedules if needed. Preliminary voluntary reporting of health care reform aspects, even with the delay, is still being encouraged by the federal government.

C. Director of Instruction Report: Dr. Hibner in place of Amy Foszpanczyk reported on summer academies for our professional staff that are intended to provide necessary opportunities to promote continuous improvement within our district initiatives.

D. School Board President's Report: No items submitted.

## ***VIII. FINANCIAL REPORT***

---

Kathy Zwirgzdas presented the June Financial Report and the status pending audit of the close of the 12-13 school year. A motion was made by Martha Bresler and seconded by Mike Zei to approve the June 2013 payments in the amount of \$3,283,531.05 and receipts in the amount of \$1,209,523.79 as reflected on the financial statements. Motion carried unanimously.

## ***IX. DISCUSSION/ACTION ITEMS***

---

A. Staffing Recommendations:

- i. A motion was made by Martha Bresler and seconded by Mike Zei to approve a 1.0FTE elementary guidance counselor position for Christine Hamele. Motion carried unanimously.
  - ii. A motion was made by Mike Zei and seconded by Murry Mitten to approve a 1.0FTE one year Director of Special Education position for Kate Harder due to a leave of absence. Motion carried unanimously.
  - iii. A motion was made by Mike Zei and seconded by Ted Zess to approve a 1.0FTE one year 3<sup>rd</sup> grade position for Emily Wolter due to a leave of absence. Motion carried unanimously.
  - iv. Twila Voss, Athletic Director, updated the board on coaching positions for the 13-14 school year.
  - v. A motion was made by Mike Zei and seconded by Murry Mitten to approve a 0.65 FTE for a 6<sup>th</sup> grade Math/Robotics position for Amanda Roufus. Motion carried unanimously.
  - vi. A motion was made by Ted Zess and seconded by Murry Mitten to approve a 0.65 FTE for a 8<sup>th</sup> grade English/Social Studies position for Holli Stoflet. Motion carried unanimously.
  - vii. A motion was made by Murry Mitten and seconded by Mike Zei to approve a 0.65 FTE for a 7<sup>th</sup> grade English position for Kelly Read. Motion carried unanimously.
  - viii. A motion was made by Martha Bresler and seconded by Ted Zess to approve a 0.65 FTE for a 8<sup>th</sup> grade English/6<sup>th</sup> grade World Cultures position for Joan Dunham. Motion carried unanimously.
  - ix. A motion was made by Mike Zei and seconded by Ted Zess to approve a 0.65 FTE for a 6<sup>th</sup> grade Math/8<sup>th</sup> grade PreAlgebra/Robotics position for Conner Harris. Motion carried unanimously.
  - x. A motion was made by Murry Mitten and seconded by Ted Zess to approve a 0.73 FTE for a FACE position for Melissa Hintz. Motion carried unanimously.
  - xi. A motion was made by Mike Zei and seconded by Murry Mitten to approve a 0.5 FTE for a 4K position for Sandra Day. Motion carried unanimously.
  - xii. A motion was made by Murry Mitten and seconded by Martha Bresler to approve a 1.0 FTE for a speech and language position for Kathy Pleur. Motion carried unanimously.
  - xiii. A motion was made by Murry Mitten and seconded by Mike Zei to approve a 1.0 FTE one year psychologist position for Patricia Kies. Motion carried unanimously.
- B. Budget Revisions 12-13: A motion was made by Martha Bresler and seconded by Ted Zess to approve the budget revisions for the 12-13 school year. Motion carried unanimously.

- C. Preliminary Levy Options for 13-14: A motion was made by Mike Zei and seconded by Ted Zess to develop the annual meeting documents with the debt defeasance for Fund 39 included. Motion carried unanimously.
- D. Approval of contract with CESA 1: A motion was made by Martha Bresler and seconded by Mike Zei to approve a 13-14 contract with Cesa 1. Motion carried unanimously.
- E. Updates to administrative policies (200's) – Business Manager job description, Director of Special Ed job description, and Director of Curriculum job description: The item of Director of Curriculum job description was tabled. Martha Bresler made a motion to approve the business manager and special ed job descriptions, with the understanding of making changes as discussed and viewing the final document. Murry Mitten seconded the motion. Motion carried.
- F. Personnel updates as it relates to job postings: The open position of the tech coordinator vacancy was discussed.
- G. Enhancement compensation: Reasons were reiterated from the last board meeting where additional compensation in rare circumstances was discussed. The reasons included retaining employees where supply and demand, comparables, current salary and benefit packages, and individual circumstances may warrant a pay increase.
- H. Expectations of appropriate student dress/student dress code: Expectations for High School events holding higher standards of student dress were discussed. The possibility of student council creating guidelines for dress code within parameters was discussed. Also discussed was the Middle School updating verbiage to reflect what is being enforced. The recommendation was made to bring back a general policy in the future for a non-specific minimum standard of dress code.
- I. Open Enrollment Exception Request per new State Statute: Item moved to executive session.

#### ***X. POLICY REVIEW AND DEVELOPMENT:***

---

1<sup>st</sup> reading – 443.5 – Use of Two Way Communication Devices. Will be brought back at the next board meeting to allow more time for review. Discussion regarding the possibility of discontinuing 443.5 since policy 443.7 depicts use of mobile devices for educational purposes.

#### ***XI. COMMUNICATIONS/ANNOUNCEMENTS***

---

Dr. Chris Hibner discussed pride in staff for the summer work going on through the district in order to prepare for the start of the 13-14 school year.

***XII. BOARD OF EDUCATION – FUTURE ITEMS:***

---

No items submitted.

***XIII. ADJOURN TO EXECUTIVE SESSION***

---

A motion was made by Murry Mitten and seconded by Martha Bresler to adjourn to executive session to discuss open enrollment exception request(s) per new state statute as provided under s.s. 19.85(1)(c). Murry Mitten, aye; Ted Zess, aye; Martha Bresler, aye; Mike Zei, aye; Dawn Buchholtz, aye. Motion carried unanimously. Meeting adjourned at 10:30 p.m.

***XIV. RECONVENE TO OPEN SESSION***

---

A motion was made by Mike Zei and seconded by Murry Mitten to reconvene to open session at 10:53 p.m. Murry Mitten, aye; Ted Zess, aye; Martha Bresler, aye; Mike Zei, aye; Dawn Buchholtz, aye. Motion carried unanimously.

A motion was made by Mike Zei and seconded by Murry Mitten to approve the open enrollment exception request. Murry Mitten, aye; Ted Zess, aye; Martha Bresler, aye; Mike Zei, aye; Dawn Buchholtz, aye. Motion carried.

A motion was made by Mike Zei and seconded by Murry Mitten to adjourn. Motion carried unanimously. Meeting adjourned at 10:56 p.m.

Respectfully submitted,  
Mike Zei