

# SCHOOL DISTRICT OF FORT ATKINSON

## Board of Education

### REGULAR MEETING MINUTES

April 18, 2019

The monthly meeting of the Board of Education of the School District of Fort Atkinson was held Thursday, April 18, 2019. President Mark Chaney called the meeting to order at 6:30 p.m., at Luther Administration Center, 201 Park Street, Fort Atkinson, WI, with Vice-President Rachel Snethen, Treasurer Ben Knowles, Clerk Dick Schultz, and Member Sue Hall present. The Board and audience recited the Pledge of Allegiance. President Chaney read the District's Mission Statement.

**APPROVAL OF MINUTES** - Ms. Hall moved, seconded by Mrs. Snethen, and approved unanimously by voice vote that the minutes of the regular and special meeting dated March 21, 2019, be approved.

### RECOGNITIONS AND HIGHLIGHTS

**Spotlight** - The spotlight was on social emotional programming at Fort Atkinson Middle School.

**Recognition of Rotary Club's Educator-of-the-Month** - The Board of Education recognized Sonja Twedt, Educator at Fort Atkinson Middle School, for being the recipient of Fort Atkinson Rotary Club's Educator-of-the-Month award.

**Recognition of 2019 Best Communities for Music Education Award** - The Board of Education recognized staff and the District for being chosen a National Association of Music Merchants Foundation 2019 Best Communities for music education. This was the District's seventh straight year in a row for receiving this award.

**STUDENT BOARD REPRESENTATIVE REPORT** - Student Board Representative Laura Hametta presented a report.

**COMMENTS FROM THE AUDIENCE ON AGENDA AND NONAGENDA ITEMS** - High School student Rachel Hamele stated the District is a great school district and expressed appreciation for the opportunities and support offered to students.

### INSTRUCTION

**Strategic Plan Update** - Superintendent Lynn Brown presented a Strategic Plan update.

### NONINSTRUCTION

**Compensation Presentation** - Director of Business Services Jason Demerath presented on compensation.

**Budget Presentation** - Mr. Demerath and Dr. Brown presented on the 2019-20 budget.

**Approval of 2019-20 Compensation** - Ms. Hall moved, seconded by Mr. Knowles, and approved unanimously by roll call, that the School District of Fort Atkinson adopt the following compensation structure for the 2019-20 fiscal year: That practices from the implementation of the compensation model in 2018-19 be carried forward unless adjusted as outlined herein; increase staff pay rates which were identified to be below their

respective market value analysis median to their market value analysis median [Approximately \$273,352 for all staff]; Recognize another year of service towards market value placement for certified staff and longevity salary adjustment for all groups [Approximately \$19,977 for all groups other than certified staff market value placement adjustments]; adjust Administrators and Support Staff pay rates by the Consumer Price Index (CPI) increase of 2.44% ("cost of living" adjustment) [Approximately \$139,522]; that compensation for Certified Staff represented by the Fort Atkinson Education Association (FEA) will be adjusted based upon Board approval of a negotiated agreement; and, that no adjustment in pay will be awarded to those having an active improvement plan on their first day of work in the 2019-20 fiscal year.

**Approval of Budget Proposals** - Mr. Schultz moved, seconded by Ms. Hall, and approved unanimously by roll call, that the Board of Education approve the one-time expense for the district level Equity Team to attend the ICS Equity Training during the 2019-20 fiscal year, estimated to be \$20,000. Ms. Hall moved, seconded by Mr. Knowles, and approved unanimously by roll call, that the 2019-20 School District of Fort Atkinson budget include the one-time expense necessary to test for radon in all occupied buildings, estimated to be \$19,010. Mr. Schultz moved, seconded by Mrs. Snethen, and approved unanimously by roll call, that the 2019-20 School District of Fort Atkinson budget include the one-time expense necessary for an onsite fixed asset evaluation, estimated to be \$10,000. Mr. Knowles moved, seconded by Ms. Hall, and approved unanimously by roll call, that the Board of Education approve the implementation of an Enhanced Market Value structure beginning with the 2019-20 school year, estimated to be \$10,000. Mr. Knowles moved, seconded by Mrs. Snethen, and approved unanimously by roll call, that the Board of Education approve the addition of two-1.0 FTE Elementary Art and 1.0 FTE Elementary Music Teachers beginning with the 2019-20 fiscal year, estimated to be \$233,805. Ms. Hall moved, seconded by Mr. Schultz, and approved unanimously by roll call, that the Board of Education approve the addition of a 1.0 FTE Communications & Community Engagement Specialist as well as the associated supply, equipment, software, and consulting expenses to implement the position with fidelity in the District beginning with the 2019-20 fiscal year, estimated to be \$133,000. Mr. Schultz moved, seconded by Ms. Hall, and approved unanimously by roll call, that the Board of Education approve the addition of two-0.5 FTE EL/Bilingual aides beginning with the 2019-20 fiscal year, estimated to be \$30,492. Ms. Hall moved, seconded by Mrs. Snethen, and approved unanimously by roll call, that the Board of Education approve the addition of a 1.0 FTE Cross Categorical Teacher at Fort Atkinson Middle School beginning with the 2019-20 fiscal year, estimated to be \$60,000. Ms. Hall moved, seconded by Mr. Schultz, and approved unanimously by roll call, that the Board of Education approve the increase of contracted services provided by the school-based behavioral mental health counselor from the current 1.5 days per week to 3.0 days per week beginning with the 2019-20 fiscal year, estimated to be \$21,546. Mr. Schultz moved, seconded by Mr. Knowles, and approved unanimously by roll call, that the Board of Education approve the addition of 1.0 FTE Family and Consumer Education Teacher at Fort Atkinson High School beginning with the 2019-20 fiscal year, estimated to be \$77,935. Ms. Hall moved, seconded by Mr. Knowles, and approved unanimously by roll call, that the Board of Education approve the purchase of universal screening assessment tools, including ACT Aspire Interim and MAP assessments, and Pre-ACT exams for the High School beginning with the 2019-20 fiscal year, estimated to be \$9,924.00. Mr. Schultz moved, seconded by Ms. Hall, and approved unanimously by roll call, that the Board of Education approve the purchase of a PowerSchool registration software upgrade beginning with the 2019-20 fiscal year, estimated to be \$9,930.00.

**Approval of Budget Transfers** - Dr. Brown stated the request was from the Technology Department to move funds to cover the cost of Smart TV's to replace failing SmartBoards in various schools. Mr. Knowles moved, seconded by Mrs. Snethen, and approved unanimously by roll call, that the 2018-2019 General Fund (Fund 10) Expenditure budget be adjusted as follows: Decrease Other Support Services by \$5,475.51, increase

Undifferentiated Curriculum by \$1,825.17, increase Regular Curriculum by \$1,825.17, and increase Instructional Staff Services by \$1,825.17. Dr. Brown stated the request was from the Middle School to move funds to cover the cost of sending staff to a professional development conference. Mr. Schultz moved, seconded by Mr. Knowles, and approved unanimously by roll call, that the 2018-2019 General Fund (Fund 10) Expenditure budget be adjusted as follows: Decrease Regular Curriculum by \$1,500.00 and increase Instructional Staff Services by \$1,500.00. Dr. Brown stated the request was from Rockwell Elementary to move funds to cover the cost of library software. Mr. Knowles moved, seconded by Ms. Hall, and approved unanimously by roll call, that the 2018-2019 General Fund (Fund 10) Expenditure budget be adjusted as follows: Decrease Undifferentiated Curriculum by \$1,007.00 and increase Instructional Staff Services by \$1,007.00. Dr. Brown stated the request was from costs associated with the remodel of the professional development center. Mr. Schultz moved, seconded by Mr. Knowles, and approved unanimously by roll call, that the 2018-2019 General Fund (Fund 10) Expenditure budget be adjusted as follows: Decrease Business Services by \$23,648.00 and increase Business Services by \$23,648.00.

**Board Policy Committee Report** - Mr. Knowles stated the committee continued review of Neola policy templates.

**Employee Handbook Changes** - Mr. Knowles moved, seconded by Mr. Schultz, and approved unanimously by voice vote, that the following changes to the *Employee Handbook* be removed from the table: Revise: 11.09 Emergency School Closings - Support Staff, 15.07 Payment Upon Termination - Support Staff, Benefit Eligibility - Support Staff and Certified Staff, Life Insurance - Support Staff and Certified Staff, and Short Term Disability - Support Staff and Certified Staff. Mr. Knowles moved, seconded by Mr. Schultz, and approved unanimously by voice vote, that the following changes to the *Employee Handbook* be adopted for use in the School District of Fort Atkinson effective July 1, 2019: Revise: 11.09 Emergency School Closings - Support Staff, 15.07 Payment Upon Termination - Support Staff, Benefit Eligibility - Support Staff and Certified Staff, Life Insurance - Support Staff and Certified Staff, and Short Term Disability - Support Staff and Certified Staff.

**Authorization to Dispose of Equipment No Longer Useful to the District** - Dr. Brown outlined Board Policy regarding Disposal of Equipment, Furniture and Supply Items. Mr. Schultz moved, seconded by Mrs. Snethen, and approved unanimously by roll call, that the Board of Education approve the disposal of a 1997 Chevrolet 3500 truck and Boss Power V snow plow.

**Approval of Capital Expenditure to Purchase Replacement Buildings and Grounds Vehicle** - Dr. Brown outlined the use of fund balance and the need to purchase a replacement vehicle. Mr. Knowles moved, seconded by Mr. Schultz, and approved unanimously by roll call, that the Board of Education, in accordance with Board Policy 662.3 - Fund Balance, authorize the one time capital equipment expenditure of up to \$68,000 in the 2018-19 fiscal year for the purchase of a replacement Buildings and Grounds vehicle and that said purchase is considered a loan under Board Policy 662.3. Mr. Knowles moved, seconded by Mr. Schultz, and approved unanimously by roll call, that the Board of Education, in accordance with Board Policy 662.3 - Fund Balance, direct administration to decrease the Buildings and Grounds budget by up to \$68,000 for fiscal year 2019-20 to repay the loan from fund balance for the one-time purchase of a replacement Buildings and Grounds vehicle in the 2018-19 fiscal year. Mr. Schultz moved, seconded by Ms. Hall, and approved unanimously by roll call, that the 2018-2019 General Fund (Fund 10) Expenditure budget be adjusted as follows: Increase Business Services by \$68,000.00.

**Certification of Election Results** - Clerk Dick Schultz stated the Board election was held on April 2, 2019, Mark Chaney received 1,913 votes, Adam Paul received 1,802 votes, and Kory J. Knickrehm received 1,657 votes, and the elected Board members, Mark Chaney and Adam Paul, would take office and begin their three-year term as school board member on Monday, April 22, 2019.

**Receipt of Gifts to the School District** - Mr. Knowles moved, seconded by Ms. Hall, and approved unanimously by voice vote, that the Board of Education accept the monetary donation from Harvey Schrave to Fort Family Connection and Fort Atkinson Middle School Robotics and earbuds and pencils from Candice Starkey to Purdy Elementary and the Board of Education thank Harvey Schrave and Candice Starkey for the generous donation.

## PERSONNEL

**Approval of Individual Certified Staff Contracts** – Ms. Hall moved, seconded by Mrs. Snethen, and approved unanimously by roll call, that the Board of Education approve the issuance of individual employment contracts for certified staff for the 2019-20 school year.

**Approval of Administrative Staff Contracts** – Ms. Hall moved, seconded by Mrs. Snethen, and approved unanimously by roll call, that the Board of Education approve the issuance of individual employment contracts for administrative staff for the 2019-21 school years.

**Approval of Personnel Requests** - Mr. Knowles moved, seconded by Ms. Hall, and approved unanimously by voice vote, that the resignation request from Spencer Anderson, 1.0 FTE High School English Teacher, Sarah Fischer, 1.0 FTE Luther and Barrie Music Teacher, Timothy Grams, 1.0 FTE Rockwell Elementary Cross-Categorical Teacher, Andrew Merryfield, 1.0 FTE Middle School Technical Education, Madison Wade, 1.0 FTE Barrie Elementary Cross-Categorical Teacher, effective at the end of the 2018-19 school year, be approved and the Board of Education thank Spencer Anderson for her two years, Sarah Fischer for her one year, Timothy Grams for his one and a half years, Andrew Merryfield for his one-half year, and Madison Wade for her one-half year of service and dedication to the students and community of the School District of Fort Atkinson. Mr. Schultz moved, seconded by Mr. Knowles, and approved unanimously by roll call, that the following teachers be employed effective at the beginning of the 2019-20 school year, contingent upon release from current contract and upon completion and satisfactory results of the pre-placement health screening and background check as applicable: Gage Granzow, 1.0 FTE Middle School Technical Education Teacher; Lisa Griffin, 1.0 FTE Middle School Science Teacher; Andrew Merryfield, 1.0 FTE High School Technical Education Teacher; Randi Niemyer, 1.0 FTE Middle School Art Teacher; and, Madison Wade, 1.0 FTE Barrie Cross-Categorical Teacher.

**Final Notices of Nonrenewal** - Mr. Knowles moved, seconded by Mr. Schultz, and approved unanimously by voice vote, that a "Final Notice of Nonrenewal" be issued to the following teachers: Molly Bo-Hansen, 1.0 FTE Special Education Teacher at Fort Atkinson Middle School; Patricia Brain, 0.5 FTE Physical Education Teacher at Purdy Elementary School and 0.2 FTE Physical Education Teacher at Fort Atkinson Middle School; Margaret Fischer, 1.0 FTE Spanish Teacher at Fort Atkinson Middle School; and, Jennifer Rank, 0.2 FTE Reading Interventionist at Purdy and Rockwell Elementary Schools.

**TREASURER’S REPORT** - Mr. Knowles presented a Treasurer’s report. Mr. Knowles moved, seconded by Ms. Hall, and approved unanimously by roll call, the District bills be approved for payment as posted up to March 31, 2019, in the amount of \$213,704.78.

**WASB / CESA REPORT(S) AND LEGISLATIVE ADVOCACY** - No report.

**ITEMS FOR FUTURE BOARD MEETINGS** - Textbook adoptions, open enrollment requests, CESA 2 Contract, transportation contract, and additive schedule.

**ADJOURNMENT** – At 9:06 p.m., Ms. Hall moved, seconded by Mr. Schultz, and approved unanimously by voice vote, the Board of Education adjourn.

Respectfully submitted,  
Debra K. Kopps, Administrative Assistant

**MINUTES APPROVED:**



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Dick Schultz, Clerk  
SCHOOL DISTRICT OF FORT ATKINSON

May 16, 2019  
Date

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