

Woods School-Geneva Joint 4 School District

N2575 Snake Road
Lake Geneva, WI 53147
Board of Education Meeting

Minutes

June 15, 2011- 6:00 p.m.

- I. Call Meeting to Order – **Leahy called the meeting to order at 6:07**
- II. Roll Call – **In attendance were Board members Leahy, Kulik, DeVries, teachers and staff, Brzinski, Lofy, Rowehl, Green, Smiley, citizen Jody Cook.**
- III. Statement of Public Notice and Agenda Approval – **Leahy noted that the meeting was properly posted and noticed.**
- IV. Approve Meeting Minutes- May 12, 2011 – **DeVries moved for approval, Leahy seconded. All approved.**
- V. Public Comment
The Geneva Jt. 4 – Woods Elementary School Board of Education has provided an opportunity to members of the public to comment on agenda items. The Board of Education is unable to comment on items raised by the public in order to remain in compliance with the State of Wisconsin Open Meetings law. The Board of Education reserves the right to limit the comment by an individual, so the comment period is no longer in length than 15 minutes in total. - **Citizen Jody Cook commented that retirees were not recognized at 8th grade graduation ceremony. Board President Leahy responded that the focus of graduation is the students. District Administrator noted that the retirees were mentioned in the students speeches and that there was a separate ceremony for the retirees.**
- VI. Financial Business - **Discussion**
 - A. Bank Reconciliation for April 2011/Bank Statements
 - B. Treasurer Report- Discussion and any related action –
 1. May Revenues and Expenditures
 2. Partial Report for June Revenues and Expenditures
 3. Bills Payable/ Voucher Lists – **Discussion and related approval action – Kulik noted that perhaps a good idea to set up a rotation for Tech replacement to defer costs over several years as opposed to one large lump sum. Kulik motioned to approve the vouchers as presented. Leahy seconded. All approved.**
 - a. Vouchers Total- \$ 62,195.13
 - b. Main Account Check Numbers- 5665 to 5729
 - c. Student Activity Account Check Numbers- 1060 to 1073
 - C. Payroll Approval for July/August 2011 – **Discussion on bi- monthly payroll for hourly employees. Board President Leahy will monitor and approve each payroll. Kulik motioned to approve payroll for July. DeVries seconded. All approved.**
 1. Gross Wages for Teaching Staff July 2011 \$ 72,329.67
 2. Gross Wages for Year-Round and Summer Employees-July 2011 \$ 19,479.89
 3. Gross Wages for Teaching Staff August 2011 \$ 63,215.73
 - D. Parent Transportation Contracts – **Discussion – board signed contracts**
 - E. CESA 2 Contract – **Kulik motioned to approve contract. DeVries seconded. All approved. Board signed the contract.**
 - F. Web Page Contract-CESA 6 – **DeVries motioned to approve contract. Kulik seconded. All approved. Board signed the contract.**
 - G. Final General Aid Report - **Discussion**
 - H. LTD and Life Insurance Proposal from the Standard Insurance Company – **Discussion – DeVries motioned to approve the Standard Insurance Company as LTD and Life insurance carrier. Kulik seconded. All approved.**

- I. 2010-11 Budget Adjustments – **Discussion - Beginning with the 2011-2012 budget year, for budget items under \$500.00, if expenditures exceed 200% of budgeted amount, notify the board. For budget items over \$500.00, if the expenditures exceed \$500.00 over budgeted amount, notify the board. DeVries moved to accept, Kulik seconded. All approved.**
 - J. Budget 2011-12 - **Discussion**
 - K. Enrollment 2011-12 - **Discussion**
- VII. Old Business
- A. Tax Anticipation Concept – **Discussion – DeVries proposed to readdress in August**
 - B. Second Reading- Board Policy- 623.2- Fund Balance Policy – **Kulik motioned to approve, DeVries seconded. All approved.**
 - C. Fund Balance Resolutions – **Kulik motioned to approve all three resolutions, including K-5 Math curriculum materials for \$13,000.00. DeVries seconded. All approved.**
 - D. Plumbing Update and Quotes – **Discussion – Kulik motioned to assign \$13,000.00 in fund balance for the plumbing issues. If it is less than \$13,000.00 it is to be put back into the fund balance. DeVries seconded. All approved.**
- VIII. New Business
- A. Letters of Intent to Hire for 2011-12 –**District Administrator, Mr. Brzinski, presented information and President Leahy thanked all who was on the interview team. Kulik motioned to approve the hiring of new staff. DeVries seconded. All approved. Board signed the Intent to Hire for the new employees.**
 - 1. 1st Grade- Lauren Kallergis
 - 2. 6th-8th Social Studies- Forrest Florczak
 - 3. 4 Year-Old Kindergarten-60%/Title I -40%- Katelyn Mabry
 - B. School Calendar Report – **Discussion. Board signed the report.**
 - C. Pupil Count Report(PI 1563) Update – **Discussion – reviewed changes, Clerk DeVries signed the Pupil Count Report.**
 - D. Vacancy Update – **Discussion - will bring back to the Board at the August Board meeting.**
 - E. Important Dates-
 - 1. July 13- Board Meeting – **DeVries motioned to move July 13th Board meeting to July 14th at 5:00 p.m. with a Budget meeting immediately following. Kulik seconded. All approved.**
- IX. Reports
- A. District Administrator Report
 - 1. MAP Assessment – **District Administrator reported that the purpose of the Map Test is to look at student growth and what the student is ready to learn.**
 - B. Business Manager Report - **Discussion**
 - 1. Preliminary Audit Update – **Business Manager, Ms. Green, informed the Board of auditor’s recommendation to shift funds from fund 29 to funds 60 and 21. The Board would need to create fund 21 – discussion on purpose of fund 21 and 60. Fund 21 is for gifts and donations to the school district. Fund 60 is for all student account funds outside of the regular school day. Fund 60 will be governed by Board policy 662.1 and Administrative rule 662.12. Kulik motioned to create fund 21. DeVries seconded. All approved.**
- X. Closed Session – **DeVries motioned to go into Closed session at 8:28. Kulik seconded. All approved.**
The board will adjourn to closed session pursuant to Wisconsin Statutes 19.82 and 19.85 (1) (E) and (C) to discuss teacher employment and compensation issues and district administrator evaluation.
- XI. Reconvene to Open Session – **DeVries motioned to reconvene to Open Session at 10:05. Kulik seconded. All approved. DeVries motioned to approve District Administrator’s salary of \$85,000.00 as per contract, effective July 1, 2011, with additional incentive to be paid upon completion of permanent licensure as per contract. Kulik seconded. All approved.**
- XII. Adjourn – **DeVries motioned to adjourn at 10:07. Kulik seconded. All approved.**