



# Fall River School District

150 Bradley Street P.O. Box 116 Fall River, WI 53932 (920) 484-3333 www.fallriver.k12.wi.us

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*Helping all students achieve to their fullest potential*

## **Regular Board of Education Meeting Minutes**

January 11, 2017 6:00 p.m. Fall River School Library

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### **I. Call To Order/Pledge of Allegiance** by Keith Miller, School Board President

The meeting was called to order at 6:06 p.m.

### **II. Roll Call**

Board Member Attendance: Keith Miller, Ashley Morton, Warren Koenig, Dr. Michael Garrow, Kim Lofgren, Jim Docter, Brian Zacho and (3) members from the community present. Absent Jason Freedman and Ember Schultz.

### **III. Public Comment**

There were no public comments.

### **IV. Approval of Past Board of Education Meeting Minutes**

December 14, 2016 Regular Board Meeting minutes, Motion by Koenig and Seconded by Morton. Motion carried by a unanimous voice vote.

### **V. Treasurer's Report** presented by Morton, School Board Treasurer

Book Balance Start Previous: \$362,820.40  
Void BMO Invoice Skyward Test: \$2,008.28  
December Beginning Month Balance: \$ 364,828.68  
Other Items: \$-5.36  
Receipts: \$ 847,161.06  
Checks and Wires: \$ 250,039.17  
Payroll: \$ 207,208.91  
December Ending Month Balance: \$ 754,736.30

A motion to approve the Treasurer's Report, subject to usual audits and discoveries, was made by Koenig and Seconded by Morton. Motion carried by a unanimous voice vote.

### **VI. Payments of vouchers/payroll**

Motion by Morton and Seconded by Koenig to approve payment of vouchers #415392 – 415510 for \$46,114.76 and the approval of payment of the January 20, 2016 and February 5, 2017 payroll. Motion carried by voice vote.

### **VII. Gifts and Donations:** Pawlisch Family donated 2 recliners for the 5<sup>th</sup> grade class rooms and Herzing University donated 6 computer monitors. Thank you letters were sent on behalf of the board and school.

**VIII. Student Council:** Zach Koch reported that Student Council is hosting the Glowball dance this upcoming Saturday, a BINGO event in March and working on plan for Earth Day Clean Up.

**IX. Committee Reports:**

**Recreation Committee:** Met on January 11, 2017 at 10 a.m.

- Water Aerobics-New session started 1/9/17 – 2 signed up, expect more today. But will go to a “waiting list” next session and no class until at least 6 people are signed up.
- Boot Camp-New session and Thinner Winner started ½. 12 between both classes.
- Pep Crew-Shirts and Pom Poms were handed out on Monday
- Youth Skills and Drills-Started on Sunday. 24+ kids, 5 volunteer coaches.
- Used Weight Room equipment update-We wound up not purchasing the exercise bikes offered through UW SWAP. Dr. Garrow bid up to \$500/bike.
- Fitness Center equipment repair update- no report on this topic
- Rec program late registrations policy-Kaleb asked if there was a point where he should just stop accepting registrations. Boys Rec basketball has 12 kids on the team and over ½ of the team signed up late, 4 of them over 1 month past the deadline. It was suggested the Kaleb hold his meetings a couple weeks prior to the start of the season with a registration deadline set for the meeting date. Kaleb would then follow up with a message 1-2 weeks following the meeting to advertise no registrations would be accepted after a specific date.
- Rec basketball jerseys-Badger Sporting Goods are \$10 lower, samples at next meeting.
- Fitness Center daily rate- Looking to set rate of \$3/day for students (K-12)
- Summer hour daily rate specials- Going to run a summer for the 2 different sessions. Normal rate is \$3/per session--will advertise a \$5 daily (2 session) rate.
- Rec basketball concessions sign up- those that don't pay and don't sign up for concessions will be turned over to the business office for billing.
- Boys and Girls Rec tournaments update-Last girls' tournament this Saturday, 6<sup>th</sup> and 8<sup>th</sup> grade. 4 teams in each. Boys ESYBL season started this past Saturday.
- Swim Lesson questionnaire-1 response: earlier class times and a warmer pool were the 2 comments/suggestions. Looking to offer a toddler class (2-4rs) or older in the future.
- Ice skating rink-Tyler Letlebo volunteered to maintain the rink if given the equipment. Will be looking to fill in dirt on old soccer field area this spring to help level ground. Will explore what equipment is needed for next fall to prepare ice rink set up next year.
- Rec basketball meeting follow up: 30-40 people in attendance. No coaches in attendance. Will look to have coaches involved in the future.
- Budget Review-Dr. Garrow shared a budget summary and it appears to be running according to plan.

**X. Old Business-None**

**XI. New Business**

- A. A motion was made by Miller and seconded by Koenig to approve the Boys Hockey Co-Op renewal for the 2017-18/2018-19 Seasons. Motion carried by voice vote.
- B. Conference Alignment Update was given by Dr. Garrow. The Trailways Conference currently has 24 teams and travel within the conference is very wide spread. Due to many issues, several schools within the conference have discussed forming a new conference (Fall River, Cambria-

Friesland, Green Lake, Markesan, Montello, Pardeeville, Princeton, Randolph, Rio and Westfield). The new conference group (principals and superintendents) met on December 19<sup>th</sup> to discuss the issues, with all schools interested, information was then shared with the Trailways Conference Superintendents at the meeting on December 21<sup>st</sup> and a meeting with the Executive Council for the Conference on January 4<sup>th</sup>. There are many more steps that would have to take place before this would happen, including WIAA approval.

- C. A motion was made by Miller and seconded by Morton to approve the Declaration of number of seats for open enrollment to be: Early Childhood 8 seats, 15 elementary special education seats, 15 middle school special education seats, 18 high school special education seats, and 50 for Speech/Language. Motion carried by voice vote.
- D. Board member replacement was discussed. Jason Freedman shared with members of the Board that, due to a promotion with his work, he was going to have to step down from serving his final year of his term. Per Board policy 0142.5, the following process will be used to fill his vacancy:
  - 1. Appointment by the Board to fill a vacancy shall be by the majority vote of the existing Board. All votes shall be recorded, preserved and open to public inspections to the extent prescribed in WI Stats. Chapter 19. Secret ballots may only be used when Board members are electing officers.
  - 2. The Board shall seek qualified and interested candidates from the community through the new media, word of mouth, and contact with appropriate organizations.
  - 3. All applicants are to submit a notice of their interest, in writing, to the clerk for the Board of Education.
  - 4. The Board may interview candidates to ascertain qualifications and interest.
  - 5. Appointment by the Board to fill a vacancy shall be a majority vote of the existing Board. If the vacancy is not filled within sixty (60) days of the date on which the vacancy first exists, the vacancy shall be filled by appointment of the Board President.

An announcement will be placed in the next newsletter and placed on our main page of our web-page. A due date of March 1, 2017 was set to allow time for interviews (if needed), with expected start of service for the remaining term to begin in May, 2017. A sincere thank you was given by Dr. Garrow and the Board to Jason for his service to the Fall River School District.

- E. Update on School Board candidates for April 2017 Election was given by Dr. Garrow. Incumbent, Warren Koenig was the only person to submit papers by the January 3, 2017 5:00pm deadline. Dr. Garrow and the Board welcomed back Warren to the Board of Education for the 17-18, 18-19 and 19-20 term of service.
- F. Staffing Recommendations:
  - i. A custodian performance review was brought to the board and moved to closed session.
  - ii. The District Administrators performance review was brought to the board and moved to closed session.
  - iii. Resignations: A motion was made by Koenig and seconded by Morton to accept the resignation of DeAnna Russell, MS Special Education teacher (payment of liquidated damages in the amount of \$2,000 paid 1/11/17). Motion carried by voice vote.

- iv. Hiring: Contract for 2017-2019 for the District Administrator, Elementary and Middle/High School Principals were brought to the board and moved to closed session

## **XII. District Reports**

**Building and Grounds Report** was presented by Dr. Garrow.

- A return inspection by the Department of Safety and Professional Services was completed on January 5, 2017. There are two violations that will be addressed. A sincere “Thank you” was shared to both Paul Marks and Jason Olson for all of their hard work with this.

**Elementary Principal/Transportation Director Reports** were presented by Mr. Jim Docter.

- A teacher team will be set to attend the Standard Based Learning visit on February 15<sup>th</sup> at Poynette School. Looking to put SBL in place next year.
- Change the Playground project will come to close on Friday. An update will be given at the next meeting.

**MS/HS Principal & Activities Director Reports** were presented by Mr. Brian Zacho.

- Attended the Trailways Conference Meeting past two days. Had a meeting with the Sharing Committee and discussed the sharing of courses for the Junior and Senior classes with other schools within the district. Looking to put this in place next school year to offer students more choices.
- Boys Basketball team won the Tri-County Holiday Tournament and will be attending again next year.
- Girls Basketball team attended the Lake Mills Holiday Tournament. FRSD will be hosting the 1<sup>st</sup> Annual Holiday Tournament next year.

**District Administrator Report** was presented by Dr. Michael Garrow.

- Working with Mr. Maynard on selecting a website host. Held virtual meetings with: School Messenger, CMS4Schools, and School Wires/Blackboard. In terms of pricing and service, we feel School Messenger offers the best product and will begin the transition process this spring with plans to “go live” with a new District website prior the beginning of next school year.
- Templates for Human Growth and Development were sent out to be reviewed by the PE/Health teaching staff and a meeting was held in December to discuss this. Another meeting is set up during the January In-service to review. Looking to bringing information to the Education Committee sometime around March.
- Met with four different copier companies (Xerox, Ryme, Gordon Flesch, Reico) over the past month to review pricing co-op programs with other school districts.
- Most of the transition of spaces within the Business Office is complete. I have moved into what was formerly the Board Conference Room (which will still be the meeting location for committee meetings and executive session meetings), the business office work room (former Andy Christensen’s location), and Andy’s space – formerly my office. These movements should help with natural work flow, provide Mr. Christensen with a space to meet with staff privately (when needed), allow for the use of a television projection of materials at committee meetings, put files and materials in a central location, and improve overall aesthetics. We appreciate the help of Paul Marks and Jason Olson with this transition.

## **XIII. Motion to adjourn to Executive Closed Session at 6:46 p.m. was made by Koenig and seconded by Morton pursuant to Wis. Stat. §19.85(1)(c), for considering employment, promotion, compensation or performance evaluation data of any [District Administrator and Custodian Performance Review**

and Administrative Contracts] Motioned carried by voice vote.

**XIV. Executive Closed Session:**

**Motion to Enter into Closed Session**

**Motion by:** Koenig

**Seconded by:** Morton

**Time entered into Closed**

**Session:** 6:52 p.m.

**Topic/Agenda Item(s) Discussed**

Discuss the Custodian Performance Review

Discuss the District Administrator Review

Discuss District Administrator, Elementary and Middle School/High School Principal 2017-2019 contracts

**Action Taken in Open Session**

**Motion:** Approval of Custodial Work agreement for Jason Olson as presented

**Motion by:** Miller

**Seconded by:** Koenig

**Motion Carried:** 3-0 voice vote

**Motion:** Approval of Jim Docter, Elementary Principal 2017-2019 Contract

**Motion by:** Miller

**Seconded by:** Koenig

**Motion Carried:** 3-0 voice vote

**Motion:** Approval of Brian Zacho, MS/HS Principal 2017-2019 Contract

**Motion by:** Miller

**Seconded by:** Morton

**Motion Carried:** 3-0 voice vote

**Motion:** Approval of Michael Garrow, District Administrator 2017-2019 Contract

**Motion by:** Miller

**Seconded by:** Morton

**Motion Carried:** 3-0 voice vote

**Minutes Certification**

Proposed minutes respectfully submitted by Dr. Michael Garrow

01/11/17

**Motion to Return to Open Session**

**Motion by:** Morton

**Seconded by:** Miller

**Time returned to Open Session:** 7:52 p.m.

**XV. Adjournment**

A motion to adjourn at 8:02 p.m. by Morton and Seconded by Miller. Motion carried by a unanimous voice vote.

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Board Secretary /Kim Lofgren

(Date)

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Board Clerk/Ember Schultz

(Date)

Approved by the School Board of Education on February 15, 2017.

**Next Regular Board meeting is scheduled for Wednesday, February 15, 2017 at 6:00 p.m. in the School Library.**