



Genoa City Jt. 2 School District

REGULAR BOARD MEETING MINUTES

Monday, December 16, 2019

1. Call to Order

President Tritz called the meeting to order at 6:00 P.M. and noted that the meeting was properly posted and media representative notified in accordance with Wisconsin Statutes, Section 19.84(1)(b).

Present: Board members Kathryn Coari, Paul Denecke, Karen Druszczak, Jennelle Olson, and Jaye Tritz; Superintendent Kellie Bohn, Elementary School Principal Luke Braden, Middle School Principal Michael McCabe, and Business Manager Mary DeYoung. Staff representative Helen Xiong, and parent Amber Olson were present.

2. Revisions/Approval of the Agenda

Motion by Druszczak/Olson to approve the agenda with the revision that there are two personnel items. Motion carried 5-0.

3. Community Participation/Staff Presentations

- a. Director of Digital Expansion Report - Helen Xiong presented an overview of her role including (a) device, security, and user management; (b) technology tools and software and application, (c) zoho ticketing system for tech issues, (d) marketing branding and promoting, and (e) technology integration and support. She discussed Apptegy the new website program and updates that have been made. Social media with marketing and branding features classroom features, a community album, and sharing alumni news. Curriculum support, classroom technology integration, and The Lab offered for student centered passion projects are other aspects of Ms. Xiong's role.
- b. Family Engagement Team Report – Helen Xiong reported on the Family Engagement team that includes Carrie Nowicki, Rosa Balog, Susan Flood, Caitlyn Kiefer, Heather Stanley, Haley Peters, and Helen Xiong. Their mission is “Building relationships and strengthening our connection between schools and families to increase student achievement.” They attended trainings at CESA 2. The team has sponsored a family resource fair and are planning to develop book bags and sponsor a morning read-in.
- c. Chris Dittner and Jeremiah Hanson presented via Google Hangout on the use of IXL Live in the classroom.
- d. Staff Report – Luke Braden present a video clip of the extracurricular programs offered at the Elementary School including Morning Miles, After School Adventure Club that includes Coloring Club, Leadership Crew, Spanish Club, and Card Club.

4. Consent Agenda

Motion by Coari/Denecke to approve the Consent Agenda including the minutes of the November 18, 2019 Regular and Executive Sessions and the December 11, 2019 Work and Executive Sessions, and the financial report for expenses of \$1,103,276.17. Motion carried 5-0. Revenue for the month totaled \$1,213,770.99.

5. New Business

- a. Personnel
Motion by Denecke/Coari to approve the retirement of Donna Sherman effective November 11, 2019. Motion carried 5-0.
Motion by Olson/Coari to hire Kassidi Beasley as a teacher aide. Motion carried 5-0.
- b. Pupil Services Consortium Dissolution Agreement – Motion by Denecke/Coari to approve the Resolution to dissolve the Wilmot Pupil Services Consortium effective December 30, 2019. Motion carried 5-0.
- c. Resolution and Agreement for Occupational Therapy Services – Motion by Druszczak/Olson to approve the 66.0301 Resolution and Agreement for Occupational Therapy Services with Randall Consolidated School District effective December 31, 2019 through June 30, 2020. Motion carried 5-0.
- d. Resolution and Agreement for Director of Pupil Services – Motion by Druszczak/Coari to approve the 66.03.01 Resolution and Agreement for the Director of Pupil Services with Silver Lake Joint 1 School District effective December 31, 2019 through June 30, 2021. Motion carried 5-0.
- e. Safety Plan and Drill Approval – Motion by Druszczak/Denecke to approve the Crisis Response Plan and the Safety Drill. Motion carried 5-0.

6. Policy Work

- a. Motion by Coari/Olson to approve the second reading of the 6000 Finances policy series that includes: 6108-Authorization to Make Electronic Fund Transfers; 6110-Federal Funds; 6111-Internal Controls; 6112- Cash Management of Grants; 6114- Cost Principles-Spending Federal Funds; 6116- Time and Effort Reporting; 6144-Investment Income; 6145-Borrowing; 6146-Post Issuance Tax Exempt Bond Compliance; 6150-Tuition Income; 6151-Bad Checks; 6152-Student Fees, Fines, and Charges; 6210-Fiscal Planning; 6220-Budget Preparation; 6230-Budget Hearing; 6231-Budget Implementation; 6235-Fund Balance; 6320-Purchasing; 6325-Procurement-Federal Grants/Funds; 6423-Use of Credit Cards; 6424-Purchasing Cards; 6440-Cooperative Purchasing; 6470-Payment of Invoices; 6510-Payroll Authorization; 6520-Payroll Deductions; 6605-Crowdfunding; 6610-Student Activity Fund; 6620-Petty Cash; 6630-Cash Handling and Deposits; 6670-Trust and Agency Funds; 6680-Recognition; 6700-Fair Labor Standards Act (FLSA); 6800-System of Accounting; and 6830-Audit. Motion carried 5-0.

7. Communication and Reports

- a. Principals' Report – Principals Luke Braden and Michael McCabe talked about the Safety Drill that was held on December 13.
- b. Business Manager Report – Board members received a copy of the management letters and final audit from the accounting firm. The audit will be an action item on the January agenda.
- c. Superintendent Report – Ms. Bohn shared the Staff On-Boarding protocol for new staff. A preschool interest survey will be sent out to families to determine if there is any interest in a three-year-old program. A financial flyer will be mailed out to district residents and businesses.
- d. Board Member Reports/Comments – Jaye Tritz noted that the Board Work Session with WASDA was very enlightening and worthwhile for the Board.

e. Meetings/Events

Board Work Session- Wednesday, January 15, 6:00 p.m.

Regular Board Meeting – Monday, January 20, 6:00 p.m.

WASB State Convention – Wednesday, January 22-Friday, January 24

8. Items for Future Agendas – The audit will be on the January agenda..

9. Adjourn to Executive Session

Motion by Druszczak/Coari to adjourn to Executive Session in accordance with Wisconsin Statutes, Section 19.85(1)(c) to consider employment, promotion, compensation, or performance evaluation data.

Roll Call Vote: Mrs. Druszczak-yes; Ms. Olson –yes; Mr. Denecke-yes; Mrs. Tritz-yes; and Ms. Coari-yes.

10. Motion by Coari/Olson to adjourn from Executive and Open Session. Motion carried 5-0.

Respectfully submitted,

Mary DeYoung
Secretary Pro tem

Kathryn Coari
Board Clerk