

**School District of Bayfield  
Notice of Special Board of Education Meeting  
Thursday, September 11, 2008**

1. Call to Order: The regular school board meeting of the School District of Bayfield Board of Education was called to order by Board President Bob Nelson on Thursday, September 11, 2008, 7:30 a.m., in the Administrative Conference Room.

2. Roll call of school board members: School Board members present were Bob Nelson, Jackie Merila, Don Jeffords, Cindy Garrity, and Deb Knopf via telephone.

Absent: Rocky Tribovich (called and running late), Brian Goodwin (no call), and Cindy Garrity (no call).

3. Pledge of Allegiance: The Pledge of allegiance was said.

4. Confirmation of Meeting Posting: Sheila Kelly confirmed postings.

5. Approval of the Agenda

**Motion by Don Jeffords to approve agenda as presented, second by Jackie Merila. Motion carried.**

6. Approval of School Board Minutes – July 28 and August 28, 2008.

**Motion by Don Jeffords to approve minutes of July 28, 2008, Regular Board Meeting and August 28, 2008, Special Board Meeting as presented, second by Jackie Merila. Motion carried.**

7. Communications/Reports:

Rocky Tribovich arrived at 7:36 a.m.

- 7.1 Board President & Members: Board President Bob Nelson thanked Principal's Sheila Everhart and Bob Kent for their board report format. This format addresses the District's goals.

Board President informed the Board that he has been requested by State Superintendent Burmaster to serve as a representative on the State Superintendent Advisory Council on Rural Schools, Libraries and Communities Committee. Serving on this committee will be no cost to the school district.

Rocky Tribovich arrived at 7:37 a.m.

- 7.1.1 Finance Committee:

**Motion by Rocky Tribovich to receive and place on file the Finance Committee minutes from September 4, 2008 as presented, second by Don Jeffords. Motion carried.**

- 7.1.2 Policy Committee

**Motion by Don Jeffords to receive and place on file the Policy Committee minutes from September 4, 2008 as presented, second by Jackie Merila. Motion carried.**

- 7.2 Audience/Written: Thank you card from Jeff Wenz for flowers.

- 7.3 Reports:

- 7.3.1 District Administrator
- 7.3.2 Athletic Director
- 7.3.3 Technology Coordinator

- 7.3.4 K-8 Principal
- 7.3.5 9-12 Principal
- 7.3.6 Director of Pupil Services
- 7.3.7 Recreation Center
- 7.3.8 Supervisor of Buildings & Grounds
- 7.3.9 Red Cliff Education Committee - No quorum.

**Motion by Don Jeffords to receive and place on file reports 7.3.1 through 7.3.8 as presented, second by Jackie Merila. Motion carried.**

Brian Goodwin arrived at 7:42 a.m.

## 8. Financial Accounting

### 8.1 Approval of Vouchers:

**Motion by Deb Knopf to approve voucher numbers 50826 to 51086 as presented, second by Rocky Tribovich. Motion carried.**

### 8.2 Monthly Financial Report:

**Motion by Rocky Tribovich to approve monthly financial report for September as presented by Finance Manager Nancy Heaton, second by Don Jeffords. Motion carried.**

## 9. General Business

### 9.1 UNFINISHED BUSINESS

- 9.1.1 Discussion of 2008-2009 Priorities: Achievement, Attendance, Behavior, Wellness and Nutrition, Public Relations, and School Climate
- 9.1.2 Consider 2<sup>nd</sup> Reading of Policies 450 Pediculosis (Head Lice), 450 Rule Head Lice Rule, 450 Exhibit 1 Information to Parents/Guardians Concerning Head Lice, 453.1 Nursing Services, 453.1 Rule Nursing Services Guidelines, 453.11 First Aid, 453.2 Pupil Immunization , 453.2 Exhibit 1 Student Immunization Law & Age/Grade Requirements, 453.4 Administering Medication to Pupils, 453.4 Rule Administering Medication to Pupils Guidelines, 453.4 Exhibit 1 Physician & Parent (Guardian) Prescription Medication Authorization Form, 453.4 Exhibit 2 Over the Counter Medication Administration in School Form, 453.5 Life-Sustained Emergency Care, 650 Trust Fund Investment Policy for Other Post Employment Benefits, 661 Disposition of District Funds, 661.1 Authorized Signatures, 840 Public Gifts to the School

**Motion by Don Jeffords to approve 2<sup>nd</sup> reading of policies 450 Pediculosis (Head Lice), 450 Rule Head Lice Rule, 450 Exhibit 1 Information to Parents/Guardians Concerning Head Lice, 453.1 Nursing Services, 453.1 Rule Nursing Services Guidelines, 453.11 First Aid, 453.2 Pupil Immunization , 453.2 Exhibit 1 Student Immunization Law & Age/Grade Requirements, 453.4 Administering Medication to Pupils, 453.4 Rule Administering Medication to Pupils Guidelines, 453.4 Exhibit 1 Physician & Parent (Guardian) Prescription Medication Authorization Form, 453.4 Exhibit 2 Over the Counter Medication Administration in School Form, 453.5 Life-Sustained Emergency Care, 650 Trust Fund Investment Policy for Other Post Employment Benefits, 661 Disposition of District Funds, 661.1 Authorized Signatures, 840 Public Gifts to the School, second by Jackie Merila. Motion carried.**

### 9.2 NEW BUSINESS

- 9.2.1 Consider Recreation Center Lease: Consensus of Board for Superintendent Kunelius to continue work on the Recreation Center Lease and roof replacement proposal.

9.2.2 Consider Snow Removal Bids

**Motion by Rocky Tribovich to award the 2008-2009 Snow Removal Bid to Dunn's Trucking at a rate of \$90.00 per hour, second by Don Jeffords. Motion carried.**

9.2.3 Consider Special Education Aid Recommendations

**Motion by Rocky Tribovich to approve Hiring Committee's recommendation to hire Stephanie McCreery and Annette Kopp as the Districts new Special Education Aides beginning with the 2008-2009 school year, second by Don Jeffords. Motion carried.**

9.2.4 Consider Coaching Recommendation

**Motion by Rocky Tribovich to approve recommendation to hire Leah Leafblad for the position of Assistant High School Volleyball Coach for the 2008-2009 school year, second by Don Jeffords. Motion carried.**

9.2.5 Consider Final Budget Adjustments for 2007-2008

**Motion by Rocky Tribovich to approve final budget adjustments for 2007-2008 as presented, second by Deb Knopf. Roll Call Vote: Cindy Garrity-Absent, Bob Nelson-Yes, Deb Knopf-Yes, Jackie Merila-Yes, Rocky Tribovich-Yes, Brian Goodwin-Yes, and Don Jeffords-Yes. Motion carried.**

9.2.6 Consider Changing Unreserved Designated Fund Balance to \$1,000,000

**Motion by Rocky Tribovich to approve changing unreserved designated fund balance to \$1,000,000, second by Don Jeffords. Roll Call Vote: Cindy Garrity-Absent, Bob Nelson-Yes, Deb Knopf-Yes, Jackie Merila-Yes, Rocky Tribovich-Yes, Brian Goodwin-Yes, and Don Jeffords-Yes. Motion carried.**

9.2.7 Consider Substitute Cook, Substitute Aide, and Substitute Secretary Pay

**Motion by Rocky Tribovich to approve increasing hourly wage for substitute cooks and substitute aides to \$10.00/hour and substitute secretaries to \$11.00/hour as recommended by the Finance Committee, second by Don Jeffords. Motion carried.**

9.2.8 Youth Options Contact Person: Robert Kent

**Motion by Rocky Tribovich to appoint Robert Kent as the Youth Options Contract Person for the District for the 2008-2009 school year, second by Don Jeffords. Motion carried.**

10. Adjourn to Executive Session in accordance with Wisconsin Statute 19.85

- (1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations

Consider Enrollment Request from Student Expelled from Other District

**Motion by Rocky Tribovich to adjourn to Executive Session in accordance with Wisconsin Statute 19.85 (1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations – Consider Enrollment Request from Student Expelled from Other District at 8:05 a.m. in accordance with Wisconsin Statutes 19.85, second by**

**Jackie Merila. Roll Call Vote: Cindy Garrity-Absent, Bob Nelson-Yes, Deb Knopf-Yes, Jackie Merila-Yes, Rocky Tribovich-Yes, Brian Goodwin-Yes, and Don Jeffords-Yes. Motion carried.**

Minutes of Executive Session are withheld as confidential.

11. Reconvene in open session to act on any items from executive session if necessary. The meeting reconvened at 8:25 a.m.

12. Adjournment

**Motion by Don Jeffords to adjourn meeting at 8:25 a.m., second by Rocky Tribovich. Motion carried.**

Respectfully submitted,

Sheila Kelly  
Recording School Board Secretary

Approved: \_\_\_\_\_  
Robert J. Nelson, President

Approved: \_\_\_\_\_  
Jacqueline Merila, Clerk