

NEENAH JOINT SCHOOL DISTRICT  
Board of Education

May 20, 2014

The meeting of the Board of Education was held in the Board room of the Administration Building on Tuesday, May 20, 2014.

Vice President John Lehman called the meeting to order at 6:00 p.m. and ascertained that the meeting had been properly noticed on the District's web site and at each of the school buildings. Board members Jean Maurice Boyer, Betsy Ellenberger, Peter Kaul, Christopher Kunz, John Lehman, Margaret Murphy, Jeff Spoehr, Michelle Swardenski, student representative Luke Nelessen, and the following administrators were present: Mary Pfeiffer, District Administrator; Victoria Holt, Assistant District Administrator of Human Resources & Instructional Support Services; Kathleen Davis, Assistant District Administrator of Business Services; Steve Dreger, Assistant District Administrator of Learning & Leadership; Susan Nennig, Director of Curriculum, Instruction & Assessment; Paul Hauffe, Director of Business Services; Jon Joch, Director of Revenue Enhancements & Business Services Support; and Jim Strick, Communications Manager. The absence of Scott Thompson was excused. Diane Haug was present as Board Secretary/Deputy Clerk.

OPEN FORUM

Heather Shebesta, W1924 Coenen Road, Kaukauna, NJSD music instructor, shared her appreciation with Island Music and Heid Music in sharing instruments for students to try out, iterated her concerns with the resignation requirement of support staff in the Employee Policy Manual, questioned whether the Board policies for support staff will be only for support staff or possibly applied to all staff, and stated that she is a proud member of the Neenah Education Association, the Wisconsin Education Association, and the National Education Association and even though Act 10 changed the legal rights of unions, Neenah does have a union.

Luke Nelessen, 1029 Highland Park Road, Neenah, 12<sup>th</sup> grade student at NHS, asked the Board to consider allowing Neenah High School to have a six minute time for announcements during the school day.

Tom Hanby, 706 E. Forest Avenue, Neenah, reiterated his question regarding how the District can establish wages in the wage compensation study without establishing benefits until a later date, echoed Ms. Shebesta's concern with the resignation requirement for non-certified staff, shared his thoughts regarding benefits for administrators, urged the Board to find a way to compensate employees who do not use their allotted vacation days each year, and questioned, again, when employees earn their health care benefits.

Vice President Lehman declared the open forum closed at 6:13 p.m.

**Board minutes are available on the district's web site: [www.neenah.k12.wi.us](http://www.neenah.k12.wi.us)**

DISTRICT ADMINISTRATOR/BOARD CONSIDERATION OF OPEN FORUM ISSUES

Dr. Pfeiffer echoed Heather Shebesta's appreciation for the businesses that support our music students, stated that discussion will take place related to the resignation requirement for non-certified staff when it comes up in the meeting, shared that the 3000 series of Board policies which covers certified staff was approved by the Board and is posted on the District web site, and stated that she is not aware of our staff being in a union and that NJSD staff chose not to recertify as a union. Dr. Pfeiffer shared that the District received confirmation of this from the Wisconsin Employment Relations Commission (WERC) last August.

Regarding Mr. Hanby's comments, Dr. Pfeiffer stated that she addressed his concerns with the wage compensation study at the last meeting, the resignation piece will be discussed during the meeting, and echoed Mr. Lehman's response that staff should use their vacation rather than lose it.

Dr. Pfeiffer stated that related to Luke's request, they are looking at the school schedules for next year and will consider the request for an announcement time at NHS.

APPROVAL OF MINUTES

Motion was made by Michelle Swardenski and seconded by Peter Kaul to approve the minutes of the May 6, 2014 regular meeting. The motion carried by unanimous vote.

STUDENT COUNCIL REPORT

Luke Nelessen...

- shared that there was a 5<sup>th</sup> grade and high school choir concert in the past week.
- stated that the NHS talent show took place recently.
- shared that the Hershey Track and Field meet took place last Sunday.
- invited everyone to an orchestra concert at NHS tonight at 8:00 p.m.
- stated that there will be an early dismissal tomorrow with Senior Awards taking place in Pickard Auditorium at 7:00 p.m.
- shared that the senior trip to Six Flags will take place this Friday.
- invited everyone to the Gold Tassel Jazz concert next Wednesday evening in Pickard Auditorium at 7:00 p.m.
- shared that Mr. Fox Valley will be taking place on Friday, May 30, in Pickard Auditorium to benefit Habitat for Humanity.
- invited everyone to the Memorial Day parade next Monday, May 26.
- provided an update to recent and upcoming sports events.
- stated that NHS clubs have made transitions with their executive boards recently.

DISTRICT ADMINISTRATOR'S REPORT

District Administrator Pfeiffer...

- recognized the students and staff who participated in the Green Bay Cellcom Half Marathon through the Runner's High Program.
- thanked Luke Nelessen for his service as a student representative on the Board of Education and presented him with a gift from her and the Board of Education.

- introduced Stephanie Phernetton, principal of Shattuck Middle School, who introduced staff from Shattuck and shared information related to their math and literacy school goals and progress (Exhibit 5-J-14).

#### OFFICIAL ACTION

Dr. Pfeiffer stated that several employment of personnel items were added to the agenda, introduced Melissa Chrisman, candidate for principal of Roosevelt/Alliance, and shared that Melissa is coming from the Howard-Suamico School District. Motion was made by Peter Kaul to approve the items under Consent Agenda as follows: 1. Presentation of Accounts (Schedule of Vouchers No. 10 dated April 30, 2014 reflecting revenues of \$2,766,705.02 and expenditures of \$5,802,078.29) (Exhibit 5-K-14), 2. Request for a Waiver of Tuition (Exhibit 5-L-14), and 3. Employment of Personnel which includes a request for employment of certified staff (Benjamin McDonald, Business Instructional Technology at Neenah High School; and Caleb Feidt, Cross Categorical at Coolidge School); a request for employment of non-certified staff (Carin Tijan, administrative assistant at Coolidge School; and Aaron Rebman, building mechanic, District); a request for employment of an administrator (Melissa Chrisman, principal at Roosevelt/Alliance Charter); and a request for resignation of non-certified staff (Katy Havlik, administrative assistant at Neenah High School) (Exhibit 5-M-14). The motion was seconded by Jeff Spoehr and carried by unanimous vote.

#### EXEMPT AND SUPPORT STAFF COMPENSATION MODEL

Victoria Holt, Assistant District Administrator of Human Resources and Instructional Support Services, stated that the Wellness Coordinator position has been added to the pay grade structure. Vice President Lehman stated that related to Mr. Hanby's comment, benefits will be looked at in the coming year. Discussion ensued regarding getting those employees who are under the minimum wage recommendation to the minimum recommendation and how and when the performance piece will be addressed. Motion was made by Jeff Spoehr to approve the Wage Compensation Model for non-certified staff (Exhibit 5-N-14) as presented. The motion was seconded by Peter Kaul and carried by unanimous vote.

#### EMPLOYEE POLICY MANUAL

Mrs. Holt summarized additional changes requested by the Board at the May 6, 2014 Board of Education meeting to the Employee Policy Manual for the 2014-15 school year (Exhibit 5-O-14) and answered questions of Board members. Discussion ensued regarding whether employees are allowed to use their vacation as part of their notice of resignation. Motion was made by Peter Kaul to approve the suggested changes to the Employee Policy Manual for the 2014-15 school year. The motion was seconded by Betsy Ellenberger and carried by unanimous vote.

#### POLICY ADOPTION – FIRST READING

Dr. Pfeiffer explained that NEOLA Board Policy Section 4000 (Exhibit 5-P-14) is the section related to support staff. The Board reviewed NEOLA Board Policy Section 4000 for a first reading. Discussion ensued regarding Board-staff communications, whether background checks are required for all volunteers, and adding e-cigarettes and taking out the word "indoor" to Policy 4215. The NEOLA Board Policy Section 4000 will be brought back to the June 3, 2014 Board meeting for a second reading.

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ANNOUNCEMENTS

Jean Maurice Boyer stated that he was very impressed with the choir concert and particularly with the fifth grade students.

Jean Maurice Boyer stated that he had the pleasure of observing the kindergarten screening at Roosevelt and Alliance and was impressed with what he observed.

Jean Maurice Boyer reminded everyone of Alliance Charter's 10 year anniversary celebration on May 30.

Michelle Swardenski shared that Neenah Rotary invited the seniors with the highest honors to share what their plans are after graduation.

Margaret Murphy shared that she saw 40 to 50 Launch students at Starbucks recently and was very impressed with their politeness and enthusiasm.

John Lehman stated that several Board members attended the Quarter Century Club dinner recently at which Mrs. Holt was inducted this year.

Mr. Lehman stated that there will be a Finance and Personnel Committee meeting on June 9, 2014 at 5:00 p.m.

FUTURE AGENDA ITEMS

Vice President Lehman reviewed the future agenda items.

Dr. Pfeiffer stated that there will be only one Board meeting in July on July 22, 2014.

Christopher Kunz asked about a focus for Taft School.

ADJOURNMENT

Motion to adjourn was made by Peter Kaul, seconded by Jeff Spoehr, and carried by unanimous vote. The meeting adjourned at 8:04 p.m.

Diane Haug  
Board Secretary/Deputy Clerk

Jeff Spoehr  
Board Clerk