

**RIO COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
MONDAY, FEBRUARY 13, 2017 - 6:30 P.M.  
MIDDLE/HIGH SCHOOL, RM 142**

- I. The meeting was called to order at 6:30 p.m. by Board President, Alice Marquardt. Suzie Ferriter led the Pledge of Allegiance.
- II. Roll Call: Alice Marquardt, Kate Carlson, Doug Shippert, Suzie Ferriter, and Bob Hagenow were present.
- III. Also present were District Administrator, Mark McGuire; Elementary Principal, Craig Vetter; Director of Business, Lois Sunde; Administrative Assistant, Nicole Howard; and four visitors. Dana Tait, Middle/High School Principal, was excused.
- IV. This meeting was properly posted in the district.
- V. Recognition of Visitors. There were four visitors present for items pertaining to them on the agenda.
- VI. Approve Minutes From the January 23rd and February 7, 2017 Regular Meetings. A motion was made by Suzie Ferriter and seconded by Doug Shippert to approve the January 23rd and February 7, 2017 meeting minutes as presented and amended. Motion carried by a voice vote; five votes yes.
- VII. Action Items
  - a) A motion was made by Bob Hagenow and seconded by Suzie Ferriter to approve checks #53326 - #53440 in the amount of \$619,606.96.
  - b) A motion was made by Suzie Ferriter and seconded by Doug Shippert to approve the wage memos and job share agreement for Erica Bateson and Susie Bender for the two elementary cook positions, as presented. Motion carried by a voice vote; five votes yes. A motion was then made by Kate Carlson and seconded by Bob Hagenow to approve the hiring and wage memo for Mallory McConochie as the early learning teaching assistant. Motion carried by a voice vote; five votes yes. A third motion was made by Bob Hagenow and seconded by Suzie Ferriter to approve the hiring and wage memo for Katy Bobzin as the elementary library assistant. Motion carried by a voice vote; five votes yes.
- VIII. Discussion/Information/Possible Action
  - a) Request for Land Detachment. A motion was made by Kate Carlson and seconded by Suzie Ferriter to deny the request for land detachment made by Gene and Debra Waterworth. Motion carried by a voice vote; five votes yes.

- b) Investment of Bond Proceeds. A motion was made by Doug Shippert and seconded by Bob Hagenow to approve the investment of bond proceeds with Farmers and Merchants Union Bank and to approve Mark McGuire and Lois Sunde as dual signatories. Motion carried by a roll call vote; Marquardt, Ferriter, Carlson, Shippert, and Hagenow voting yes.
- c) Financing for the Utility Task Vehicle (UTV). A motion was made by Suzie Ferriter and seconded by Doug Shippert to approve the Farmers and Merchants Union Bank financing proposal for the UTV.
- d) Technology Committee Update. Mark McGuire provided information to the Board regarding a recent technology committee meeting he had.
- e) The Board will consider adopting certain policies and procedures, as identified by number and topic in Appendix A, attached to this notice. A motion was made by Kate Carlson and seconded by Doug Shippert to adopt certain policies and procedures, as identified by number and topic in Appendix A, attached to these minutes. Motion carried by a voice vote; five votes yes.
- f) The Board will consider expressly repealing certain policies, procedures, and forms/exhibits as identified by number and topic in Appendix B, attached to this notice. A motion was made by Bob Hagenow and seconded by Suzie Ferriter to expressly repeal certain policies, procedures, and forms/exhibits as identified by number and topic in Appendix B, attached to these minutes. Motion carried by a voice vote; five votes yes.
- g) The Board will consider amending and/or re-numbering certain existing policies, procedures, and forms/exhibits, as identified by number and topic in Appendix C, attached to these minutes. A motion was made by Bob Hagenow and seconded by Kate Carlson to amend and/or re-number certain existing policies, procedures, and forms/exhibits, as identified by number and topic in Appendix C, attached to these minutes. Motion carried by a voice vote; five votes yes.
- h) Maternity Leave Request. A motion was made by Suzie Ferriter and seconded by Doug Shippert to approve the maternity leave request for Stacia Koenig as presented. Motion carried by a voice vote; five votes yes.
- i) Legislative Report. Suzie Ferriter provided the Board with a legislative update via email.
- j) Administrative Reports. **Craig Vetter** discussed the Rio School District Spelling Bee held on January 31st. Sarah Hagenow, Brett Bender, Aubrey Benisch, and Jesse Fox were the top four spellers and went on to represent our district in the regional bee. Of our students, Sarah Hagenow placed third and Jesse Fox placed fourth. He then shared that Mrs. Bongert and Mrs. Marquardt have started an after school Maker's Club. The students have the opportunity to work on different challenges and be creative. Lastly, Mr. Vetter discussed the Forward Exam training that he attended on February 2nd. Overall, he feels very comfortable with the testing system that is in place. **Mark McGuire** informed the Board that the Area-Wide Board of Education Meeting will be held on February 22, 2017 at 6:30 p.m. He also discussed upcoming Wisconsin Association of School Boards (WASB) events.

IX. Adjourn into closed session at 8:00 PM according to Wisconsin State Statutes 19.85 (1)(c) Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Specifically: Personnel: (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: (g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved: and section 120.13(1)(c) Wisconsin Statutes. Specifically: 1. Conducting a student expulsion hearing 2. Considering an administrator contract matter. 8:00 p.m. Motion carried by a roll call vote; Marquardt, Ferriter, Carlson, Shippert, and Hagenow voting yes.

- X. Reconvene into Open Session.
- XI. Consideration and Potential Action on an Administrator’s Contract.
- XII. A motion was made by Suzie Ferriter and seconded by Doug Shippert to adjourn at 9:25 p.m. Motion carried by a voice vote; five votes yes.

**Appendix A to the Notice of the February 13, 2017 Meeting of the School Board of the Rio Community School District:**

Policies and procedures recommended to be ADOPTED by the School Board:

Proposed Policy/Rule Number and Title/Topic			Recommended Action
662.3	Policy	FUND BALANCE	ADOPT
664	Policy	HANDLING MONEY IN DISTRICT BUILDINGS/ACTIVITIES	ADOPT
665	Policy	FRAUD PREVENTION AND REPORTING	ADOPT
672	Policy	AUTHORITY TO MAKE PURCHASES AND ENTER INTO PROCUREMENT CONTRACTS	ADOPT
672.1	Policy	PROCUREMENT METHODS FOR SERVICES, SUPPLIES, EQUIPMENT, AND OTHER PROPERTY	ADOPT
<u>672.1</u>	<u>Rule</u>	<u>PROCUREMENT PROCEDURES IMPLEMENTING FEDERAL REGULATIONS</u>	<u>Adopt as a Board Rule</u>
672.2	Policy	STANDARDS OF CONDUCT IN PURCHASING AND CONTRACTING	ADOPT
<u>672.2</u>	<u>Rule</u>	<u>STANDARDS OF CONDUCT IN PURCHASING AND CONTRACTING</u>	<u>ADOPT as a Board Rule</u>
672.51	Policy	SUSPENSION AND DEBARMENT OF	ADOPT

		VENDORS AND CONTRACTORS	
683	Policy	MANAGEMENT OF CAPITAL ASSETS	ADOPT
690	Policy	DISPOSITION OF DISTRICT PROPERTY	ADOPT

**Appendix B to the Notice of the February 13, 2017 Meeting of the School Board of the Rio Community School District:**

Existing Rio policies and procedures in the Article-based numbering/coding system recommended to be repealed in full:

Rio Policy Number and Title/Topic		Recommended Action
Sections 301.1 and 301.2	Budget/Fiscal Year and Annual Budget Preparation	REPEAL
Section 301.3	Statement of Revenues and Expenditures (monthly reports)	REPEAL
Section 301.4 and 301.5	Depositories and Investments	REPEAL
Section 301.8, Part e. only	Student Activities Funds Management	REPEAL
Section 301.8, Part f. only	School Property Disposal Procedure	REPEAL
Section 301.8, Part g. and Part h. only	Purchasing/Leasing Overview; Purchasing Guidelines	REPEAL
Article 310	Asset Management	REPEAL
Section 303.2	Inventory of District Equipment and Supplies	REPEAL
Article 616	Student Activity Funds Management	REPEAL; DIRECT the administration to create an administrative rule consistent with new Policy 662.1 that addresses any procedural elements of from Article 616 that are not sufficiently addressed in Policy 662.1 but that reflect administratively useful procedures.
Article 201.6	District Auditor and Attorney	REPEAL

**Appendix C to the Notice of the February 13, 2017 Meeting of the School Board of the Rio Community School District:**

Existing policies and procedures coded under the “Article” classification that are recommended to be retained and renumbered and, in some instances, expressly classified as rules or exhibits:

Rio Policy Number and Title/Topic		Recommended Action
Section 301.6	Bonded Officers and Employees	RETAIN; RENUMBER as Policy 663
Section 301.7	Annual Audit	RETAIN; RENUMBER as Policy 684; AMEND to include the following additional sentence (adapted from repealed Article 201.6): “The District’s contracted auditors shall report directly to the School Board and shall perform their functions as needed in accordance with applicable laws and auditing standards.”
Section 301.8, Part a. only	Disbursements of District Funds; Use of Facsimile Signatures	RETAIN; RENUMBER as Policy 673
Section 301.8, Part b. only	Petty Cash Account	RETAIN; RENUMBER as Policy 662.2
Section 301.8, Part c. only	Payroll Procedures	RETAIN; RENUMBER as Policy 671; within the policy, DELETE the current list of authorized salary deductions in c.2 and REPLACE said list with the following language: <ul style="list-style-type: none"> <li>a. Federal Income Taxes and FICA</li> <li>b. State Income Taxes</li> <li>c. Wisconsin Retirement System contributions</li> <li>d. Section 125 cafeteria plan deductions, including employee group insurance premium contributions and Flexible Spending Account contributions</li> <li>e. Employee elective contributions to the District-approved 403(b) plan</li> <li>f. Such other deductions as may be required under state or federal law (e.g., court-ordered wage garnishments)</li> </ul>

Regular Meeting Minutes of February 13, 2017

		g. Such other deductions as may be separately authorized by the Board.
Section 301.8, Part d. only	Expense Reimbursement	RETAIN; RENUMBER as Policy 671.2
301.8-Exhibit	EXHIBIT: Notice to Bidders	DESIGNATE as an Exhibit under administrative control/authority. To the extent retained, RENUMBER as 672.1-Exhibit
Article 309	Investment of School District Funds	RETAIN; DESIGNATE as a BOARD RULE; RENUMBER as 652-RULE
Article 306	Annuity Agents and Companies	RETAIN; RENUMBER as Policy 671.3
Article 511	Depreciation Scale for Books	RETAIN; RENUMBER as Policy 656.1
Section 303.1	Insurance of Equipment	RETAIN; RENUMBER as Policy 780.1
None	EXHIBIT: Student Activity Fund Statement of Purpose	DESIGNATE as an Exhibit under administrative control/authority. To the extent retained, RENUMBER as 662.1-Exhibit.