
NOTICE

The regular meeting of the Board of Education of the School District of Fort Atkinson will be held on **Thursday, November 20, 2008, at 7:00 p.m., in the Board Room at the Luther Administration Center, 201 Park Street, Fort Atkinson, Wisconsin.** Among the items to be considered, in addition to its regular business, the Board will:

- Recognize students and staff;
- Receive a report on Advanced Placement (AP) Exam Results;
- Consider approval of High School course proposals;
- Receive a Strategic Plan report;
- Receive Board Committee reports;
- Consider request to continue 66.03 Agreement with Jefferson School District for Carl Perkins Act;
- Receive a school nursing report;
- Consider adoption of the 403(b) and 457(b) Employee Retirement Savings Plan documents and supporting materials;
- Consider request to transfer funds;
- Receive a 5-year financial projection;
- Receive comments on American Education Week;
- Review election timeline;
- Consider Board Policies;
- Consider date to conduct semiannual evaluation of superintendent;
- Consider appointments and resignation request;
- Receive a treasurer's report and consider payment of bills; and
- Receive WASB and CESA 2 reports;
- Consider a resolution to go into closed session as authorized under ss.19.82 (1) and 19.85 (1) and 19.85 (1) (c) of Wisconsin Statutes to discuss negotiations and personnel matters.

The public is invited and encouraged to attend.

Rodger Thomann, Clerk
SCHOOL DISTRICT OF FORT ATKINSON

If you require special accommodations to fully participate, please notify the School District office by telephone (920) 563-7807 or in writing 24 hours prior to the meeting time.

School District of Fort Atkinson
Board of Education

ORDER OF BUSINESS FOR REGULAR MEETING

**November 20, 2008
7:00 PM**

Luther Administration Center
201 Park Street
Fort Atkinson, Wisconsin 53538

Strategic Plan Mission Statement

The School District of Fort Atkinson is committed to delivering the quality opportunities and services each student needs to achieve his or her academic and personal potential

AGENDA

I. CALL TO ORDER

- A. Meeting Will be Called to Order by President Kent Koebke
- B. Roll Call Will be Taken
- C. Pledge of Allegiance
- D. Reading of Mission Statement

II. APPROVAL OF MINUTES

- A. Minutes of the Regular Meeting Dated October 23, 2008

The Board may wish to consider the following resolution:

BE IT RESOLVED that the minutes of the regular meeting dated October 23, 2008, be approved.

Moved by _____ Seconded by _____

Board Action _____

III. RECOGNITIONS

- A. Comments on American Education Week

Comments may be made on American Education Week scheduled November 17-22.

- B. Recognition of the High School Band

The Board of Education will recognize the High School Band for achieving third place in state competition and Band Directors Tom Cook and Jessica Rensberger.

C. Recognition of Cross-Country Team

The Board of Education will recognize Cross-Country Team Members, Spencer Agnew and Micaela Magsamen for qualifying for state competition and coaches Chick Westby and Chris Reed.

D. Recognition of Girls' Swim Team State Qualifiers

The Board of Education will recognize Girls' Swim Team Members Makenzie Foerster, Hilary Hancy, Hannah Johnson and Allison Scott for qualifying for state competition and coaches Miles Allie and Tammy Foerster.

E. Recognition of Barb Wiesmann

The Board of Education will recognize Mrs. Barb Wiesmann, teacher at the Fort Atkinson Middle School. Mrs. Wiesmann was the recipient of the Fort Atkinson Rotary Club's Educator-of-the-Month award.

IV. COMMENTS FROM THE AUDIENCE ON AGENDA AND NONAGENDA ITEMS

V. STUDENT REPRESENTATIVE REPORTS

VI. INSTRUCTION

A. Report on Advanced Placement (AP) Exam Results

Fort Atkinson High School Principal Jeff Zaspel will present a report on AP exam results.

B. High School Course Proposals

High School Principal Jeff Zaspel will present information regarding course proposals at the high school. The Board may wish to consider the following resolution:

BE IT RESOLVED that the high school course proposals IT Essentials I, IT Essentials II, Personal Finance, Television Writing & Productions, Introduction to Hospitality (Prostart Level I) and Culinary Arts/Food Service Management (ProStart Level II) be placed on the table for one month and be considered for adoption at the regular Board meeting in December.

Moved by _____ Seconded by _____

Board Action _____

C. Strategic Plan Report

The administration will report on the Strategic Plan progress including balanced literacy at the secondary level, communication agenda and diversity.

- D. Postsecondary At-Risk HSED Requests – No requests.

- E. Board Curriculum Committee Report

A member of the Board Curriculum Committee may wish to present a report.

- F. Request to Continue 66.03 Agreement with Jefferson School District for Carl Perkins Act

The School District of Fort Atkinson and the Jefferson School District have participated as a 66.03 consortium to offer vocational education programs. The administration recommends that this agreement be continued. The Board may wish to consider the following resolution:

BE IT RESOLVED that the School District of Fort Atkinson continue the 66.03 Agreement with the Jefferson School District for the operation of a consortium under the Carl Perkins Vocational and Applied Technology Education Amendment for the 2009-2012 school year; and

BE IT FURTHER RESOLVED that the School District of Jefferson be the operator and fiscal agent of the Carl Perkins Vocational Project Initiative Consortium.

Moved by _____ Seconded by _____

Board Action _____

VII. NONINSTRUCTION

- A. School Nursing Report

Lisa Jensen, School Nurse, will report on school nursing.

- B. Board Buildings and Grounds Committee Report

A member of the Board Building and Grounds Committee may wish to present a report.

- C. Board Finance Committee Report

A member of the Board Finance Committee may wish to present a report.

- D. Adoption of the 403(b) Employee Retirement Savings Plan Document and Supporting Materials

For over 50 years, the School District has had the ability to help employees save for retirement with before-tax payroll deductions under section 403(b) of the Internal Revenue Service (IRS) code.

The final 403(b) regulations the IRS published last year become effective on January 1, 2009. The District needs to:

1. Construct a written plan document by that date which describes the specific terms of the District's 403(b) plan;
2. Annually distribute to all employees a plain-language explanation of the plan which satisfies the "Meaningful Notice" component of the IRS' Universal Availability requirement, and
3. There needs to be a Board resolution to adopt the plan and supporting documents.

Bret McKitrick, an employee benefits specialist with the law firm of Simandl and Murray, S.C., met with Mr. Chady, Mr. Thomann, Linda Banker and Ardell Wiederhoeft on August 11, 2008, to discuss the compliance issues. At that time, each of the options available to the District were discussed, and Attorney McKitrick used the guidance given to him at that meeting to create the Plan Document and supporting materials the Board is being asked to approve at this time. The Board may wish to adopt the following resolution.

WHEREAS, the adoption or modification of any benefit plan for employees of School District of Fort Atkinson (the "District") must be approved and adopted by the Board of School District of Fort Atkinson (the "Board");

WHEREAS, the Board desires to amend its current plan providing employees with a mechanism to accumulate additional funds for retirement through salary reduction contributions;

WHEREAS, the School District of Fort Atkinson Employees Savings Plan (the "Plan") is a plan designed for qualification under Section 403(b) of the Internal Revenue Code of 1986, as amended (the "Code"), and has been presented for approval;

WHEREAS, the Board believes that the adoption of the amended and restated Plan is in the best interests of the District.

NOW, THEREFORE, BE IT RESOLVED, that the adoption by the District of the Plan is hereby approved;

FURTHER RESOLVED, that the proper officers of the District are hereby authorized and directed to take any and all further actions as they deem necessary or advisable to implement and maintain the Plan in accordance with its respective terms and applicable law;

FURTHER RESOLVED, that the proper officers of the District are hereby authorized to adopt such amendments to the Plan as they deem necessary or advisable to effectuate or carry out fully the purpose and intent of the foregoing resolutions;

FURTHER RESOLVED, that the proper officers of the District are hereby authorized to perform all such acts, and to execute and deliver all such agreements, undertakings, documents, instruments or certificates in the name and on behalf of the District or otherwise as each such officer may deem necessary, advisable or appropriate to effectuate or carry out fully the purpose and intent of the foregoing resolutions; and

FURTHER RESOLVED, that any and all actions taken by any one or more of the officers of the District, in the name of or otherwise on behalf of the District prior to the effective date of these resolutions, which actions would have been authorized by the foregoing resolutions, except that such actions were taken prior to the adoption of the foregoing resolutions, are hereby ratified, approved, and confirmed.

Moved by _____ Seconded by _____

Board Action _____

E. Adoption of the 457(b) Employee Retirement Savings Plan Document and Supporting Materials

Another opportunity for employees to save for retirement with before-tax payroll deductions is under section 457(b) of the IRS code. The School District does not currently have a 457(b) plan, but it is easy and relatively inexpensive to set one up. It is also much easier to administer than a 403(b) plan.

403(b) and 457(b) plans can exist simultaneously. 457(b) plans are available for sponsorship by governmental employers. In a 403(b) plan employee deductions can be transferred to a variety of vendors. In a 457(b) plan, the employee deductions are transferred to a single trust account—the employee can choose the fund(s) within the trust in which the deductions are invested, but there is essentially only one vendor. The District would not need to find a trustee or manage its own trust—Wisconsin Deferred Compensation will provide that service without charge using the Wisconsin Employee Trust Fund as the trust. A plan document is required, but the 403(b) regulations do not apply. A 457(b) plan provides employees with another option, and an opportunity to save for retirement beyond the 403(b) contribution limits. The Board may wish to adopt the following resolution.

WHEREAS, the adoption or modification of any benefit plan for employees of School District of Fort Atkinson (the “District”) must be

approved and adopted by the Board of School District of Fort Atkinson (the "Board");

WHEREAS, the Board desires to amend its current plan providing employees with a mechanism to accumulate additional funds for retirement through salary reduction contributions;

WHEREAS, the School District of Fort Atkinson Deferred Compensation Plan (the "Plan") is a plan designed for qualification under Section 457(b) of the Internal Revenue Code of 1986, as amended (the "Code"), and has been presented for approval;

WHEREAS, the Board believes that the adoption of the amended and restated Plan is in the best interests of the District.

NOW, THEREFORE, BE IT RESOLVED, that the adoption by the District of the Plan is hereby approved;

FURTHER RESOLVED, that the proper officers of the District are hereby authorized and directed to take any and all further actions as they deem necessary or advisable to implement and maintain the Plan in accordance with its respective terms and applicable law;

FURTHER RESOLVED, that the proper officers of the District are hereby authorized to adopt such amendments to the Plan as they deem necessary or advisable to effectuate or carry out fully the purpose and intent of the foregoing resolutions;

FURTHER RESOLVED, that the proper officers of the District are hereby authorized to perform all such acts, and to execute and deliver all such agreements, undertakings, documents, instruments or certificates in the name and on behalf of the District or otherwise as each such officer may deem necessary, advisable or appropriate to effectuate or carry out fully the purpose and intent of the foregoing resolutions; and

FURTHER RESOLVED, that any and all actions taken by any one or more of the officers of the District, in the name of or otherwise on behalf of the District prior to the effective date of these resolutions, which actions would have been authorized by the foregoing resolutions, except that such actions were taken prior to the adoption of the foregoing resolutions, are hereby ratified, approved, and confirmed.

Moved by _____ Seconded by _____

Board Action _____

F. Request to Transfer Funds

The administration is requesting the approval of a budget transfer which requires Board action under Board Policy 623.1 because the transfer exceeds \$3,000.

The request is for the 4-year-old kindergarten program. The request is to move \$3,500 from pupil transportation to instructional staff inservice. Not all of the estimated amount for pupil transportation will be needed for that purpose, and the \$125,550 State startup grant for the 4-year-old kindergarten program carries with it the obligation for us to provide inservice activities for the instructional staff for the program.

The Board may wish to consider the following resolution, which effects the transfer above in a format consistent with the budget as presented at the annual meeting:

BE IT RESOLVED that the 2007-2008 General Fund (Fund 10) Expenditure budget be adjusted as follows:

Decrease Business Administration by	<u>\$3,500.00</u>
Total decrease	<u>\$3,500.00</u>
Increase Instructional Staff Services by	<u>\$3,500.00</u>
Total increase	<u>\$3,500.00</u>

Moved by _____ Seconded by _____

Board Action _____

G. 5-Year Financial Projection

Business Manager Ardell Wiederhoeft will present the 5-year financial projection for the District.

H. Review of Election Timeline

Board Clerk Rodger Thomann will review the timelines and procedure for filing papers for seeking election to the Board of Education.

I. Board Policy Committee Report

A member of the Policy Committee may wish to present a report. The Board may wish to consider the following resolutions:

BE IT RESOLVED that Board Policy 345.6 – Graduation Requirements be placed on the table and considered at the December Board Meeting.

Moved by _____ Seconded by _____

Board Action _____

BE IT RESOLVED that Board Policy 453.1 – Emergency Nursing Services be placed on the table and considered at the December Board Meeting.

Moved by _____ Seconded by _____

Board Action _____

BE IT RESOLVED that Board Policy 453.11 – Automatic External Defibrillators (AED) be placed on the table and considered at the December Board Meeting.

Moved by _____ Seconded by _____

Board Action _____

BE IT RESOLVED that Board Policy 458 – Student Nutrition and Wellness Education be placed on the table and considered at the December Board Meeting.

Moved by _____ Seconded by _____

Board Action _____

J. Board Communication Committee Report

A member of the Board Communication Committee may wish to present a report.

K. Date to Conduct the Semiannual Evaluation of the Superintendent of Schools

The Board of Education may wish to conduct the semiannual evaluation of the Superintendent of Schools on Friday, January 16, 2008, beginning at 8:00 a.m.

VIII. PERSONNEL

A. Appointments

The Board may wish to consider the following resolution:

BE IT RESOLVED that Ryan Gerber be employed as a 1.0 FTE Social Studies Teacher at the Fort Atkinson Middle School and Shannon Farrell as a 1.0 FTE Agriculture Teacher at the Fort Atkinson High School, effective immediately, contingent upon completion and satisfactory results of the pre-placement health screening and background check.

Moved by _____ Seconded by _____

Board Action _____

B. Resignation

The Board may wish to consider the following resignation.

BE IT RESOLVED that the resignation request of Susan Probst, Special Education Teacher at the High School, effective at the end of the first semester, be accepted, and;

BE IT FURTHER RESOLVED that section 1.05(6) of the negotiated agreement between the Board of Education and the Fort Atkinson Education Association, Inc., be applied; and

BE IT FURTHER RESOLVED that the Board of Education thank Susan Probst for her eleven and one-half years of service and dedication to the students and community of the School District of Fort Atkinson.

Moved by _____ Seconded by _____

Board Action _____

IX. TREASURER'S REPORT

A. Financial Report by the Treasurer

B. Payment of District Bills

The Treasurer and administration recommend the following resolution:

BE IT RESOLVED that District bills be approved for payment as posted up to November 11, 2008 in the amount \$545,295.18 and the construction bills in the amount of \$135,882.54.

Moved by _____ Seconded by _____

Board Action _____

X. WASB REPORT / CESA REPORTS

XI. ITEMS FOR FUTURE BOARD MEETINGS

- A. Final approval of new course proposals
- B. Audit report approval
- C. Election timeline review
- D. Data Point report
- E. Approval of 4K Provider Contracts
- F. Update on 4K Program

XII. CLOSED SESSION

The Board of Education may wish to consider the following resolution to go into closed session under authority granted in Wisconsin Statutes 19.82(1) and 19.85(1) and 19.85(1)(c):

BE IT RESOLVED that the Board of Education convene in closed session as authorized under ss. 19.82(1) and 19.85(1) and 19.85(1)(c) of Wisconsin Statutes to discuss negotiations and personnel matters.

Moved by _____ Seconded by _____

Board Action _____

XIII. ADJOURNMENT

Respectfully submitted,

Dr. James Fitzpatrick
Superintendent of Schools