

School District of Fort Atkinson  
Board of Education  
**SCHOOL DISTRICT OF FORT ATKINSON**

**Board of Education**

**REGULAR MEETING MINUTES**

**November 20, 2008**

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The monthly meeting of the Board of Education of the School District of Fort Atkinson was held Thursday, November 20, 2008. President Kent Koebke called the meeting to order at 7:04 p.m., at the Luther Administration Center, 201 Park Street, Fort Atkinson, WI. Vice-President Carrie Chisholm, Treasurer Bob Chady, Clerk Rodger Thomann and Member Scott Johnson were present. The Board and audience recited the Pledge of Allegiance. President Koebke read the District's 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."

**APPROVAL OF MINUTES** – Mr. Thomann moved to approve the minutes of the regular meeting dated October 23, 2008. Motion seconded by Mrs. Chisholm and unanimously approved by voice vote.

**RECOGNITIONS**

**Comments on American Education Week** – Clerk Rodger Thomann read a letter published in the Jefferson County Daily Union regarding American Education Week. A copy of the letter is attached.

**Recognition of the High School Band** - The Board of Education recognized the High School Band for achieving third place in state competition and Band Directors Tom Cook and Jessica Rensberger.

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

**Recognition of Girls' Swim Team State Qualifiers** - The Board of Education recognized 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.

**Recognition of Barb Wiesmann** - The Board of Education recognized 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.

**COMMENTS FROM THE AUDIENCE ON AGENDA AND NONAGENDA ITEMS** – Mr. Gerald McGowan, Fort Atkinson, WI, announced the formation of a legacy scholarship honoring Business Manager Ardell Wiederhoeft for his many years of service to the District. Mr. Jim Kundert, Fort Atkinson, WI, felt the cause of the excess water near his farm and the athletic fields at the High School was due to excavation work around Rose Lake and hopes to find resolution for all involved parties. Mr. Ardell Wiederhoeft thanked past Board Members for the formation of the scholarship and to all the people who helped him during his 40 years at the District.

**STUDENT REPRESENTATIVE REPORTS** - Kim LeRoy and Joe Loof presented a report on activities in the buildings.

**INSTRUCTION**

**Report on Advanced Placement (AP) Exam Results** - Fort Atkinson High School Principal Jeff Zaspel presented a report on AP exam results. Principal Zaspel explained students have the opportunity to earn college credits in Biology, Human Geography, Calculus, English Literature, Environmental Science, Microeconomics, Psychology and Statistics. He stated in Spring of 2008, just over 2.5 million AP exams were taken by students worldwide and the College Board reported a global pass rate of 59%; comparatively, Fort Atkinson High School's pass rate is 77%, which exceeds both the global and state (67%) pass rates.

**High School Course Proposals** - Principal Zaspel presented information regarding new course proposals at the high school. Mr. Chady moved, seconded by Mr. Johnson and approved unanimously by roll call 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. A copy of the information is attached.

Mr. Chady asked Item G, under Noninstruction, 5-Year Financial Projection, be moved up on the agenda.

**5-Year Financial Projection** - Business Manager Ardell Wiederhoeft presented the 5-year financial projection for the District. Mr. Wiederhoeft stated the financial projection indicates the District should have at least three very good years until the \$694,000 Revenue Cap referendum dollars are depleted. Board Members discussed the projection. A copy of Mr. Wiederhoeft's presentation is attached.

**Strategic Plan Report** - Middle School Principal Rob Abbott, Director of Pupil Services John Peterson, Director of Instruction Naomi Gray and High School Principal Jeff Zaspel reported on the balanced literacy at the secondary level. A copy of the presentation is attached.

**Postsecondary At-Risk HSED Requests** - No requests.

**Board Curriculum Committee Report** - Mr. Thomann indicated Purdy Elementary School would be the pilot school for the Green and Healthy School Program.

**Request to Continue 66.03 Agreement with Jefferson School District for Carl Perkins Act** - Mrs. Chisholm moved, seconded by Mr. Johnson and approved unanimously by roll call 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 years and the School District of Jefferson be the operator and fiscal agent of the Carl Perkins Vocational Project Initiative Consortium.

## NONINSTRUCTION

**School Nursing Report** - School Nurse Lisa Jensen reported on school nursing services in the District. Board Members discussed services and determined a committee should explore additional ways to assist the nurse with the increasing number of student health needs.

**Board Buildings and Grounds Committee Report** – Mr. Johnson stated geothermal upgrades are near completion, solar hot water systems have been installed at the Middle and High Schools, photo voltaic and wind assessments are being considered. A copy of the report is attached.

**Board Finance Committee Report** – Mr. Chady stated the Finance Committee discussed the Board agenda items related to finance.

**Adoption of the 403(b) Employee Retirement Savings Plan Document and Supporting Materials** – Mr. Chady explained for over 50 years, the School District had the ability to help employees save for retirement with before-tax payroll deductions. Mr. Bret McKittrick, of Simandl and Murray, S.C., assisted with new compliance issues that become effective on January 1, 2009. Mr. Wiederhoeft stated changes to the plan could be made at any time. Mr. Johnson moved, seconded by Mr. Chady, and approved unanimously by roll call, to approve the following resolution: WHEREAS, the adoption or modification of any benefit plan for employees of the School District of Fort Atkinson (the “District”) must be approved and adopted by the Board of the 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.

**Adoption of the 457(b) Employee Retirement Savings Plan Document and Supporting Materials** – Mr. Chady stated there is another opportunity for employees to save for retirement with before-tax payroll deductions under section 457(b) beyond the 403(b) contribution limits. The School District did not currently have a 457(b) plan, 403(b) and 457(b) plans can exist simultaneously, plans are available for sponsorship by governmental employers, employee deductions can be transferred to a variety of vendors and the District would not need to find a trustee or manage its own trust since Wisconsin Deferred Compensation will provide that service without charge using the Wisconsin Employee Trust Fund and will be available July 1, 2009. Board Members agreed a vendor fair may be helpful to employees in considering these options. Mr. Chady moved, seconded by Mrs. Chisholm and approved unanimously by roll call, to approve the following resolution: WHEREAS, the adoption or modification of any benefit plan for employees of the School District of Fort Atkinson (the “District”) must be approved and adopted

by the Board of the 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.

**Request to Transfer Funds** – Dr. Fitzpatrick explained the request is for the 4-Year-Old Kindergarten Program. The request is to move \$3,500 from pupil transportation to instructional staff in-service. Not all of the estimated amount for pupil transportation will be needed and the \$125,550 State startup grant for the 4-Year-Old Kindergarten Program carries with it the obligation for the District to provide in-service activities for the instructional staff. Mr. Thomann moved, seconded by Mrs. Chisholm and approved unanimously by roll call to approve the 2007-2008 General Fund (Fund 10) Expenditure budget be adjusted as follows: Decrease Business Administration by \$3,500.00 and increase Instructional Staff Services by \$3,500.00.

**Review of Election Timeline** – Mr. Thomann reviewed the timelines and procedures for filing papers for one seat on the Board of Education. January 9, 2009, is the last day for candidates (other than incumbents) to file Declarations of Candidacy. Any interested citizens should contact the District's Business Office.

**Board Policy Committee Report** – Mr. Thomann stated the Policy Committee reviewed and changed the following four policies and discussed future agenda items. Mr. Thomann moved, seconded by Mr. Chady and approved unanimously by voice vote Board Policy 345.6 – Graduation Requirements be placed on the table and considered at the December Board Meeting. Mr. Thomann moved, seconded by Mr. Chady and approved unanimously by voice vote Board Policy 453.1 – Emergency Nursing Services be placed on the table and considered at the December Board Meeting. Mr. Thomann moved, seconded by Mr. Chady and approved unanimously by voice vote Board Policy 453.11 – Automatic External Defibrillators (AED) be placed on the table and considered at the December Board Meeting. Mr. Thomann moved, seconded by Mr. Chady and approved unanimously by voice vote Board Policy 458 – Student Nutrition and Wellness Education be placed on the table and considered at the December Board Meeting.

**Board Communication Committee Report** – Mrs. Chisholm reviewed the progress of Strategic Plan goals and recent communications to the public. Dr. Fitzpatrick reported on the diversity goal progress.

**Date to Conduct the Semiannual Evaluation of the Superintendent of Schools** - The Board of Education will conduct the semiannual evaluation of the Superintendent of Schools on Friday, January 16, 2009, beginning at 8:00 a.m.

**PERSONNEL**

**Appointments** – Mrs. Chisholm moved, seconded by Mr. Thomann and approved unanimously by roll call 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 checks. Mrs. Chisholm moved, seconded by Mr. Thomann and approved unanimously by roll call, Julie Kusel be appointed as Summer School Coordinator effective immediately.

**Resignation** – Mrs. Chisholm moved, seconded by Mr. Thomann and approved unanimously by voice vote the resignation request of Susan Probst, Special Education Teacher at the High School, effective at the end of the first semester, be accepted, section 1.05(6) of the negotiated agreement between the Board of Education and the Fort Atkinson Education Association, Inc., be applied and the Board of Education thanks 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.

**TREASURER’S REPORT** - Treasurer Chady presented the Treasurer’s Report. Mr. Johnson moved, seconded by Mr. Chady and approved unanimously by roll call 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.

**WASB/CESA REPORT(S)** – Mr. Koebke and Board Members discussed the state budget and the attached WASB letter regarding school finance. The financial impact of School Choice was also discussed.

**ITEMS FOR FUTURE BOARD MEETINGS** – Final approval of new course proposals, audit report approval, election timeline review, data point report, approval of 4K Provider contracts, update on 4K Program, 21<sup>st</sup> Century Grant opportunity and discussion of assumptions for the development of the next budget.

**ADJOURNMENT** – Mrs. Chisholm moved, seconded by Mr. Chady and approved unanimously by voice vote to adjourn the meeting at 11:27 p.m.

Respectfully submitted,

Debra Kopps  
Board Secretary

**MINUTES APPROVED:**

Rodger P. Thomann

12/18/08

Rodger Thomann, Clerk  
SCHOOL DISTRICT OF FORT ATKINSON

Date