

SCHOOL DISTRICT OF ITHACA
24615 State Highway 58
Richland Center, WI 53581

BOARD OF EDUCATION MINUTES
December 12, 2011

1. Meeting was called to order by board president Pat Magee. Verification of meeting notice took place. It was posted on the web site, faxed to WRCO and the Richland Observer as well as posted on the doors of the school.
2. Roll call – Mr. Anderson, Mrs. Burch, Mr. Huffar, Mr. Magee, Mr. Marchwick, Mrs. Peterson, and Mrs. Ziemke.
3. Motion made by Mrs. Ziemke to approve the agenda. Motion seconded by Mrs. Burch. Motion carried 7-0.
4. Approval of Board Minutes
 - 4.1. Motion made by Mrs. Peterson to approve the November 14, 2011 board minutes. Motion seconded by Mr. Anderson. Motion carried 7-0.
5. Citizens Forum – All agreed that the band concert preceding the meeting was wonderful.
6. Finance/Personnel Committee Report – Mr. Marchwick reported on the items that were questioned and resolved.
7. Curriculum Meeting Report
 - 7.1. Mrs. Joy Walker highlighted LMC curriculum. See attached.
8. Athletic Director's Report – Mr. Anderson gave a report. Wrestling is going very well. Ithaca will host DeSoto on Friday for both the boy's and the girl's basketball games. Boys: Varsity in new gym at 6:00pm; JV in old gym at 7:30pm. Girls: Varsity in new gym at 7:30pm; JV in old gym at 6:00pm.
9. Administrator's Report – Dr. Kujawa's report can be found below.
10. Principal's Report – See attached for Mr. Smudde's report.
11. Business Manager's Report. – See Mrs. Richards attached report.
12. NEW BUSINESS
 - 12.1. Discussion took place on formalizing the Football Booster's Organization.
 - 12.2. Motion made by Mr. Huffar to approve the purchase of Football Helmets for the 2012-13 school year. Ordering to be done before December 31st but billing and delivery to take place in the 2012-13 budget cycle.
 - 12.3. Motion made by Mrs. Burch to approve bills and balances with receipts of \$632,375.97 and disbursements of \$405,371.94. Motion seconded by Mr. Huffar. Roll call vote – Mr. Anderson-yes; Mrs. Peterson-yes; Mr. Marchwick-yes; Mr. Magee-yes; Mrs. Ziemke-yes; Mr. Huffar-yes; Mrs. Burch-yes. Motion carried 7-0.
 - 12.4. Motion made by Mr. Marchwick to approve the donation of a snow blower, valued approximately at \$1,000 by Slama's Lawn and Sports in Hillsboro. Motion seconded by Mrs. Burch. Roll call vote – Mrs. Burch-yes; Mr. Anderson-yes; Mrs. Peterson-yes; Mr. Marchwick-yes; Mr. Magee-yes; Mrs. Ziemke-yes; Mr. Huffar-yes. Motion carried. 7-0.
 - 12.5. Motion made by Mrs. Peterson to accept a \$600.00 donation, with thanks from the Salvation Army. Motion seconded by Mrs. Ziemke. Roll call vote - Mr. Huffar-yes; Mrs. Burch-yes; Mr. Anderson-yes; Mrs. Peterson-yes; Mr. Marchwick-yes; Mr. Magee-yes; Mrs. Ziemke-yes. Motion carried 7-0.

- 12.6. Motion made by Mr. Anderson to accept a donation of \$750, with thanks, from Country in the Country to be used for the music department. Motion seconded by Mrs. Ziemke. Roll call vote – Mrs. Ziemke-yes; Mr. Huffar-yes; Mrs. Burch-yes; Mr. Anderson-yes; Mrs. Peterson-yes; Mr. Marchwick-yes; Mr. Magee-yes. Motion carried 7-0.
- 12.7. Discussion took place on the Resolutions for the School Board Convention. No formal action taken.
- 12.8. Motion made by Mr. Huffar to set the next regular board meeting on January 9th, 2012. Motion seconded by Mrs. Ziemke. Motion carried 7-0.
- 12.9. Motion made by Mrs. Burch to set the Finance Committee meeting on January 9th, 2012 at 6:30 p.m. and the Policy Committee meeting on January 9th at 6:00 p.m. Motion seconded by Mr. Marchwick. Motion carried 7-0.
- 12.10. No action on setting the agenda items.
13. Old Business – Discussion on 2012-13 Homecoming/Fair Date – No formal action.
14. Motion made by Mrs. Burch to adjourn to closed session under Wisconsin Statute 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.” Motion seconded by Mr. Anderson. Motion carried 7-0.
15. Motion made by Mr. Marchwick to reconvene to open session. Motion seconded by Mrs. Burch. Motion carried 7-0.
16. Motion made by Mrs. Burch to increase the LMC position to one more day per week. Motion seconded by Mrs. Peterson. Roll call vote – Mr. Huffar-yes; Mrs. Burch-yes; Mr. Anderson-yes; Mrs. Peterson-yes; Mr. Marchwick-yes; Mr. Magee-yes; Mrs. Ziemke-yes. Motion carried 7-0.
17. Motion made by Mr. Huffar to approve the hiring of Ashley Palmer as a 3rd Forensics Coach. Motion seconded by Mrs. Ziemke. Roll call vote – Mrs. Ziemke-yes; Mr. Huffar-yes; Mrs. Burch-yes; Mr. Anderson-yes; Mrs. Peterson-yes; Mr. Marchwick-yes; Mr. Magee-yes. Motion carried 7-0.
18. Motion made by Mrs. Ziemke to adjourn the meeting. Seconded by Mr. Anderson. Motion carried 7-0. Meeting adjourned at 9:50 p.m.

Respectfully Submitted

Robin Ziemke, Board Clerk

District Administrator Report

Board of Education Meeting
Monday, Dec. 12, 2011

General Comments: The Winter sports & other activities are well underway. The school activities intensify during the time period of Thanksgiving & Christmas. This enthusiasm contributes toward a positive school climate.

Agenda

District Administrator Report: The Lathrop & Clark Law Seminar was well attended & highly informative. Since our last meeting, I have had meetings with Dan Erickson, Appraisal Center, Richland Center & discussions related to the required services of a licensed surveyor. I received an estimate from MSA of \$1870 / not including county recording fees & selected Chris Running of Running Land Surveying who agreed to a fee of \$1200. Based upon the meeting with Dan Erickson & assessing the cost of the narrative appraisal, a second legal opinion was obtained which indicated a narrative appraisal was not required if Eminent Domain was not a consideration. Consequently, I am moving forward to complete all the survey work. The other issue which I wish to address is the draft proposal for referendum consideration. This document accurately addresses the issue of required land. The issue of land resolution is paramount to further discussion of scope, dates, etc. for a referendum. Community input /involvement & completion of a final draft for Board approval prior to attempting a referendum will involve a lot more activity. I have continued to visit classroom instruction and as of Dec. 6, 16 observations & conferences have been completed. I am pleased to share with the Board members, the activity is positive.

Principal's Report
Board of Education Meeting
December 12, 2011

Principals Report:

WKCE Testing

- Finished and Sent in
- Results to follow in early spring

Met Don Slama from Hillsboro Equipment

- Wanted to donate a new snowblower to the school
- All he asked is that we get a press release in our local paper

Beginning of Basketball Seasons

- Fielding phone calls of concern and of content

- Spoke with both Varsity coaches about expectations

Continued contact with Pepsi about Contractual Obligations

- Met with representative to find out what are the stipulations
- Planning to resolve cooling issues

Ridge and Valley Conference Meeting (did not attend, received minutes)

- Discussion about signs of child abuse
- Title 1 discussion of resource allocation
- Coaches' inservice discussion
- Discussion on development of new handbooks

Curriculum Meeting

- Mrs. Walker presented on Library Activities
- Discussed how we would like teachers to present to Board

Met with Life Touch Representative about School Pictures

- Set up tentative picture dates for next school year
- Only obligated through 2012-13

Elementary Staff Meeting

- WKCE follow-up
- Curriculum Presentation to School Board
- Ongoing discussion about changes to report cards
- Who is wanting to teach what grades next year

**ITHACA SCHOOL DISTRICT
Business Manager's Report
December 2011**

Required Reports	Due Date:	File Date:
1 st Qtr Flow Thru Claim	Nov. 31	Nov. 16
1 st Qtr Early Childhood Claim	Nov. 31	Nov. 16
2011-12 Spec Ed Budget	Dec. 2	Nov. 16
2011-12 Financial Budget	Dec. 2	Nov. 16
Verification of Free & Reduced Apps	Nov. 15	Nov. 15
Class B Notice of Election to Newspaper	Nov. 22	Nov. 17
2009-10 Medicaid Cost Report	Dec. 13	Dec. 7
2007-08 MAC Cert, of Expenditures	Dec. 16	Dec. 7
2008-09 MAC Cert, of Expenditures	Dec. 16	Dec. 7
November NSL - Breakfast Claim	Dec. 15	Dec. 2
November NSL - Lunch Claim	Dec. 15	Dec. 2
REAP Fund Claim	Jan. 3	Dec. 8
Title II-A Claim	Dec. 30	Dec. 8
2011 Fall Staff Report - DPI	Dec. 15	In Progress

WRS - Prior Service Liability - UPDATE for December/January

Talked with Nancy Kittleson in regards to the prior year service % on the WRS. She wanted to let us know that the 1 % is going away this next year and that the percent listed on the website says 12.8, but for us it will be 11.8. She wanted to remind us to check on the balance after we sent in the October reported amount as it could be close at that point. It was at \$6699.31 after the June report and \$1811.40 after October's. I will call again after filing November's report to get the correct amount remaining and pay the balance with December's report. The district's required contribution rate will then be 1% less of eligible gross wages. Approximate savings for the remainder of the 2011-12 school year will be \$10,000.

Explanation:

Unfunded Actuarial Accrued Liability (UAAL)

Unfunded Actuarial Accrued Liability (UAAL) (also known as Prior Service Liability) is the cost of providing benefits for service credit earned prior to an employer joining the WRS or for providing benefit improvements based on service credit earned prior to the effective date of certain major benefit legislative changes.

Monthly retirement contribution rates include a small component for prior service liability (1 or 2% for most employers), if applicable. Each month retirement contributions are made, you are also paying toward your prior service liability. The liability is amortized over 40 years, beginning January 1, 1986, or the employer's participation effective date, whichever is later.

Two lump sum payments were made using Fund Balance at year end. One in June of 2005 for \$150,000 and one in June of 2008 for \$175,000. Prior to these two payments, the annual interest on the unfunded prior service liability was more than the amount that was paid down each year. Therefore the principal amount of the liability continued to increase the amount owed. With paying down the principal the district was able to save money in interest.

Ithaca School District will have their WRS Prior Service Liability paid off this month.

2010-11 Audit

The auditors recommended developing Anti-fraud policy and procedures to help lower the risk of fraud within the school district. I have forwarded a possible policy and procedure to Mr. Smudde to take to the policy committee for their review, input and possible revisions. Once again the auditors made a note on the segregation of duties, which is common for school districts, as it is too costly to add staff in order to meet these requirements. The other item that the district needs to improve on is the number of journal entries made by the auditors at audit time to re-allocate to correct accounts codes. This qualifier is if they don't have to do more than 10 journal entries a year for two years then they can remove this from our audit report. Therefore, with that said, the auditors issued an unqualified audit report. (This is good)