

**School District of
Gibraltar Area
Fish Creek, Wisconsin**

Monday, May 23, 2022

**Regular Meeting of the
Gibraltar Board of Education**

**Secondary IMC – Room # 300D
And Remote/Virtual**

**Executive Session 6:00 p.m.
Regular Session 7:00 p.m.**

Agenda
School District of Gibraltar Area
Regular Meeting of the
Gibraltar Board of Education
Fish Creek, Wisconsin

Vision Statement

Gibraltar Schools, in partnership with family and community, will strive for excellence in educating each of our children to live responsible, creative and fulfilling lives in a global society.

Mission Statement

It is our mission to foster a learning environment that promotes student growth and achievement, instructional excellence, and academic rigor.

Monday, May 23, 2022

Gibraltar Area School District
3924 State Highway 42
Secondary IMC – Room #300D
Fish Creek, Wisconsin
Executive Session – 6:00 PM
Regular Board Meeting – 7:00 PM

Members of the public will be able to attend this meeting by joining the virtual/remote conference using the following link:

Please click the link below to join the webinar:

<https://zoom.us/j/94362766663>

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There are times for public participation during the meeting as indicated in the agenda.

Agenda

- I. Call to Order/Roll Call**
- II. Convene in Closed Session pursuant to Wisconsin Statute Sec. §19.85(1)(c), to Discuss Employee Personnel Matters – Considering employment, promotion, compensation, or performance evaluation**
- III. Approve the Minutes of the Regular Board Meeting on May 9th**

At each meeting, the Board reviews and has the opportunity to amend the minutes of the previous meetings prior to their approval. The minutes of a Board meeting are not official until they have been approved at the subsequent Board meeting.

IV. Communication

Correspondence that has been addressed to the Board and mailed or delivered to the school district will be acknowledged for the record. Some correspondence will be assigned to committee, some receives an administrative response, and some is intended only for acknowledgement.

V. Open Discussion

Audience members will have the opportunity to address the Board at this time of meeting. In addition, audience members will be provided time to comment on any agenda item when the Board discusses the item. Comments will be limited to three minutes for each audience member. The District shall audio record School Board meetings and will post the recording on the District's website. The audio recordings shall be maintained in accordance with provisions of the Public Records Law and shall be accessible to the public in accordance with state law requirements and District procedures. The District reserves the right to remove vulgar language, personal attacks of any kind, or offensive comments that target or disparage any ethnic, racial or religious group.

VI. Committee Reports

- A. Student Learning**
- B. Policy**

VII. Approve Employment of District Administrator

The Board will approve the employment of a District Administrator.

VIII. Approve 2022-24 Contract for District Administrator

The Board will approve the contract for a District Administrator.

IX. Approve Resignations from Employment

Employee resignations are accepted by the Board as the Board is the employer of all district employees.

X. Approve Posting for Director of Business Services

The administration will bring forth a recommendation to post for a Director of Business Services.

XI. Approve Job Posting for a Girls JV Assistant Basketball Coach

The administration will bring forth a recommendation to post for a JV assistant girls basketball coach.

XII. Approve Employment of a Head Varsity Boys Basketball Coach

The administration will recommend the employment of a varsity boys basketball coach.

XIII. Approve Employment of Bus Driver

The administration will recommend the employment of a bus driver.

XIV. Hear Report on Listening Session

The Board President will review highlights from the employee listening session held on May 10th.

XV. Approve Continuing Service Agreement With Johnson Controls

Representatives from Johnson Controls will attend the meeting to provide the Board with a proposal for continuing services.

XVI. Discuss and Take Possible Action on Proposal for Paid Advisors of the Door County Costume Consortium

Liz Thomas will attend the meeting to provide the Board with a proposal for paid advisors of the Door County Costume Consortium.

XVII. Approve WIAA Cooperative Team Renewal Sevastopol

The administration will bring forth a recommendation seeking Board approval to continue a cooperative team sponsorship with Sevastopol in girls soccer for the 2022-2023 and 2023-2024 school years.

XVIII. Hear First Reading of New Policies and Policy Amendments

The Board will be asked to review the new policy and proposed amendments to current policy listed below. Policy requires at least two readings before final Board approval. Each of these policies may viewed in the Board packet that is available on the District website.

A. 0167.5 – Use of Electronic Communications (Amendment)

B. 0180 – Board Member Visits to Schools During Instructional Day (New)

C. 1100.1 – District Organizational Flow Chart (Diagram)(New)

XIX. Approve Payment of Bills

The school district's financial bills are submitted for Board consideration at each regularly scheduled meeting. Each bill and its expense are listed. Board approval authorizes the Business Manager to pay the bills.

XX. Accept Donations

Donations to the school district must be accepted by the School Board.

XXI. Adjourn

**School District of Gibraltar Area
Fish Creek, Wisconsin
Regular Meeting of Gibraltar Board of Education
Minutes of May 9, 2022
Secondary IMC – Room #300D
Executive Session – 6:00 p.m. Regular Session – 7:00 p.m.**

Call to Order

President Stephen Seyfer called meeting to order at 6:00 p.m.

Roll Call

Present: Luca Fagundes, Don Helm, Karen Nordahl, Erick Schrier, Jeremy Schwab, Jessica Sauter, Stephen Seyfer.

Excused: None

Also Present: Tina Van Meer, Superintendent; Jim De Broux, Secondary Principal; Lisa Wing, Elementary Principal; Arba LeClair, Business Manager; Evelyn Eckhardt, Board Secretary; 34 visitors.

Convene in Closed Session pursuant to Wisconsin Statute Sec. §19.85(1)(c), to Discuss Employee Personnel Matters – Considering employment, promotion, compensation or performance evaluation

Moved Schwab/Helm to convene in closed session pursuant to Wisconsin Statute Sec. §19.85(1)(c), to discuss employee personnel matters – Considering employment, promotion, compensation or performance evaluation at 6:02 p.m. Aye –Fagundes, Helm, Nordahl, Sauter, Schrier, Schwab, Seyfer. Opposed – None. Motion carried.

Moved Helm/Schwab to reconvene to open session at 6:58 p.m. Aye –Fagundes, Helm, Nordahl, Sauter, Schrier, Schwab, Seyfer. Opposed – None. Motion carried.

Approve the Minutes of the Regular Board Meeting on April 25th and the Special Board Meetings on April 29th & May 2nd

Moved Schrier/Helm to approve the minutes of the regular Board meeting on April 25th, 2022. Aye – All. Opposed – None. Motion carried.

Moved Schrier/Helm to approve the amendments to the minutes of the Special Board meeting on April 29th, 2022. Aye – All. Opposed – None. Motion carried.

Moved Schrier/Helm to approve the minutes of the Special Board meeting on May 2nd, 2022. Aye – All. Opposed – None. Motion carried.

Communication

The Board received communication from: Jay Kita, David Tupa, Pat Neudecker, and several from applicants to posted positions that must remain confidential. There was also Board correspondence regarding the Superintendent interview process from: Chelsea Roberts, Kasie Sattler, Laura Anschutz, Jim DeBroux, Evelyn Eckhardt, Jodi Hoyerman, Trish Lindenberg, Carla Marr, Donna McMurray, Devin Thomas, Lisa Wing, Mariah Goode, Sarah Martin, Margaret Anderson, Carrie Baldwin, Missy Northrop, Christoph Ptack, Steve Sauter, Lauren Schar, Lauren Ward, Mike Peot, Brett and Katy Lecy, Jade Toney, and Sarah Daubner.

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Open Discussion

Stephen Seyfer- there will be a listening session for all Gibraltar staff on May 10th at 3:45 p.m., in-person and remote. The next Student Learning Committee will meet on May 10- topic will be trauma-informed services, social-emotional learning and mental health services.

Response to Citizen Complaint Regarding Board Member Interactions

Mary Gerbig attended the meeting and gave a summary of the investigation of a citizen complaint initiated in December of 2021. The investigation found that there was not a walking quorum and the Board abided with Robert's Rules of Order, which was the basis of the complaint. There are some recommendations for the Board moving forward: Board training and in-service- specifically on public meetings law and Robert's Rules of Order and a self- evaluation process possibly including a policy regarding this Board self-evaluation.

Committee Reports

Policy – Met on May 2nd, reviewed new policy and amendments to policy from the 1000s (Administration) section. Next meeting is May 16th.

Approve Employment of Elementary Principal

Moved Seyfer/Schrier to approve the employment of Lauren Ward as elementary principal for the 2022-2023 school year. Aye – All. Opposed – None. Motion carried.

Approve 2022-2023 Contracts for Elementary Principal, Secondary Principal/Athletic Director and Pupil Services Director

Moved Schwab/Fagundes to approve the 2022-2023 contract for elementary principal for Lauren Ward. Aye – All. Opposed – None. Motion carried.

Moved Fagundes/Schwab to approve the 2022-2023 contract for the secondary principal/athletic director for James DeBroux. Aye – All. Opposed – None. Motion carried.

Moved Helm/Schrier to approve the 2022-2023 contract for pupil services director for Lisa Wing. Aye – All. Opposed – None. Motion carried.

Hear Update on Superintendent Search

The Board has extended a contract to one person. Reference checks, criminal background check, and contract terms are in the works. The Board anticipates bringing a recommendation for superintendent at the May 23rd regular meeting.

Hear Update on District 4K Program for the 2022-2023 School Year

Child development day is May 17th, all day, by appointment only for 4k and 5k students for the 22-23 school year.

Discuss Committee Meeting Calendars

Student Learning Committee will meet the first and third Monday of each month at 4:00 p.m. Policy Committee will meet the first and third Monday of each month at 5:00 p.m. The next Financial Planning Committee meeting will be May 24th. Extracurricular Committee Chair will meet with Mrs. Van Meer to set up the next meeting. Employee Handbook Committee will meet

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Minutes of May 9, 2022
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as needed, 3 to 4 times a year. Campus Maintenance will meet once a month/as needed and the next meeting is May 17th at 4:00 p.m.

Approve CESA 7 Contract

Moved Schrier/Helm to approve the 2022-2023 CESA 7 contract in the dollar amount of \$34,098. Aye – All. Opposed – None. Motion carried.

Approve Payment of Bills

Moved Helm/Nordahl to approve payment of bills totaling \$71,701.48 as presented. Aye – All. Opposed – None. Motion carried.

Accept Donations

- An anonymous donation of fifteen \$25 gift cards for families in need and four \$25 gift cards to recognize students caught being kind

Moved Schrier/Helm to accept donation with thanks. Aye – All. Opposed – None. Motion carried.

Adjourn

Moved Schrier/Sauter to adjourn at 8:05 p.m. Aye – All. Opposed – None. Motion carried.

Respectfully submitted,

Evelyn Eckhardt- Board Secretary

Wisconsin Interscholastic Athletic Association

Email Completed Application to: Sheila Schulfer sschulfer@wiaawwi.org

APPLICATION FOR COOPERATIVE TEAM RENEWAL

NOT FOR FOOTBALL – SEE SEPARATE APPLICATION

Fall Sports – February 1, 2022

Winter Sports – April 1, 2022

Spring Sports – June 1, 2022

1. We are applying to renew our cooperative agreement for the school years of 2022-2023 & 2023-2024

SPORT: Soccer (Gymnastics Co-op Application is due annually)

BOYS/GIRLS: Girls (one sport per application)

2. Contact School (WIAA contact, where materials are sent, etc.) Sevastopol

LIST ALL SCHOOLS INVOLVED IN CO-OP

<u>Sevastopol</u>	_____	_____
<u>Gibraltar</u>	_____	_____
_____	_____	_____
_____	_____	_____

3. With the signatures below, we agree to continue this co-op agreement for the school years indicated based on the stipulations of the initial co-op agreement drafted between all involved schools. All schools involved in this agreement agree to continue the agreement. We guarantee a no-cut policy, where any interested students will have an opportunity to participate in the requested co-op.

We further confirm that all school districts will provide the same level of institutional oversight to this program as to other sports sponsored by their district. In addition, we acknowledge that any monetary funds provided to us by outside sources will be handled according to district policies. Parent support groups, etc., shall not be involved in paying program expenses directly.

List Contact School	Board of Ed or Governing Body President Signature	District Administrator Signature
_____	_____	_____

List Non-Contact School/s	Board of Ed or Governing Body President Signature	District Administrator Signature
_____	_____	_____
_____	_____	_____

Name of Conference	Conference Approval Signature	Conference Position
<u>PACKERLAND</u>	<u>Mark Holtz</u>	<u>COMMISSIONER</u>

Note: If at any time your co-op is discontinued or not renewed, both (all) schools must re-apply for tournament eligibility for the following season by the appropriate deadline ([click here](#)).

Date submitted to WIAA _____

You may check the Board of Control action status March 10, 2022, April 29, 2022, July 1, 2022 (Login to website, schools, manage your school, school name, teams, season (2022-2023), click co-op app)

OFFICIAL ACTION OF WIAA BOARD OF CONTROL

The above request for cooperative team sponsorship is hereby granted, and must continue, for the school years indicated above. Application must be made again in the event any or all schools are interested in continuing agreement beyond the school year(s) indicated.

Stephanie L Hauser, WIAA Executive Director

Amendment

0167.5 - USE OF ELECTRONIC COMMUNICATIONS

Electronic communications (e-mail, texting, social media apps et al), though ubiquitous in our society, can pose a challenge for Board member compliance with Wisconsin's Open Meetings law. Board members may not use electronic communications to discuss and reach agreements on a Board course of action regarding a topic that will or may appear on a school board agenda nor share in such communications with a number of Board members which would equal a quorum of the Board. Where there is no such tacit or express agreement or number of participants, exchanges among individuals and separate groups of members may take place without violating the open meetings law.¹

A Board member's electronic communications that relate to School Board business constitute an official record that must be preserved in the event of an open records request. This includes all electronic communications, including those on social media. The key understanding is "relates to Board business."

All Board member electronic communications using the school's Internet systems will be maintained on school and contracted servers. A Board member is responsible for maintaining all other electronic communications relating to Board business.²

The district shall provide each Board member with a school-managed cell phone for the purposes of Board-related telephone, text, and email communications. The district's management of the device includes supervision of the electronic records created by the use of this device.

New

0180 – Board Member Visits To School During The Instructional Day

To assist Board members in fulfilling their statutory duties under WI Stat 120.12(2) – General Supervision, a Board member shall notify the district administrator of a planned visit to the school during the instructional day and shall be advised if there are any contravening events scheduled for the time of the planned visit. The Board member shall sign in and out in the office of the school being visited and shall wear a school identification badge at all times.

New

1100.01 – District Organizational Diagram

The district administrator shall construct a district organizational flow chart displaying supervisory and reporting relationships among all employees. The diagram shall be amended each time there is significant reorganization.

New

1710 – Administrator On Duty

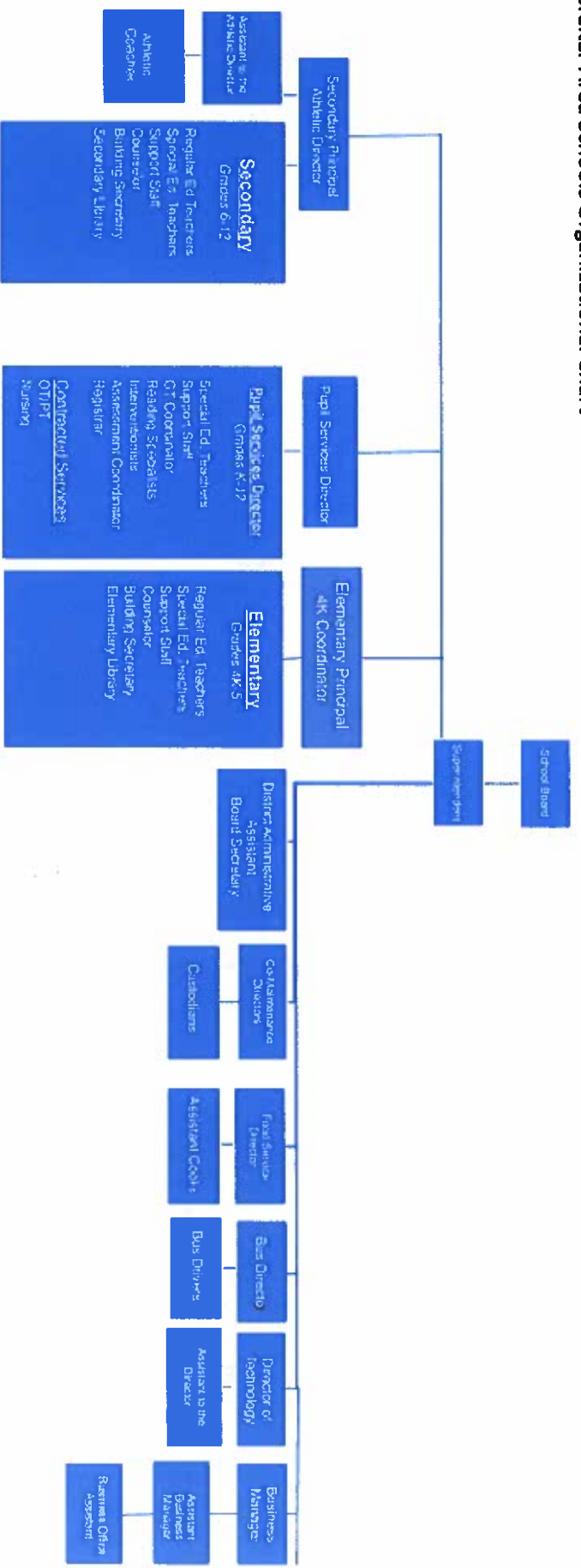
The Board requires a district-employed administrator to be on duty in the schools each day of scheduled student instruction.

The Athletic Director or Assistant Athletic Director shall be on duty whenever student athletic events, games and meets are scheduled in the school.

The administration shall designate the administrator contact whenever student-based arts and activities are scheduled in the schools and the name of this contact will be posted with arts and activities directors and advisors and on-duty custodians.

An administrator or designee is not required to be on duty for non-district events scheduled in the schools by non-district groups.

Gibraltar Area Schools Organizational Chart



CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
5/5/2022	99510	Washington Island Lions Club	Field Trip / Boy Scout Camp Cabin Rental / 5.13.22 -5.14.22	20.00
5/16/2022	99511	Bay Beach Wildlife Sanctuary	Field Trip / Gr 2 / 5.23.22	337.50
5/16/2022	99512	Dumas, Don	Official / Baseball / 5.5.22	180.00
5/16/2022	99513	Nelson, Lyle	Official / Baseball / 5.5.22	180.00
5/16/2022	99514	Spude, Paul	Official / Softball / 5.2.22	85.00
5/16/2022	99514	Spude, Paul	Official / Softball / 5.5.22	160.00
5/16/2022	99515	Zimdars, Thomas	Official / Softball / 5.5.22	160.00
5/17/2022	99516	A-1 Elevator Sales & Serv Corp	Maint / Elevator Service	427.25
5/17/2022	99517	AbsorbTech	Maint / Supplies	663.93
5/17/2022	99518	Airgas Inc	Cylinder Rental / May 2022	520.05
5/17/2022	99519	Algoma Motors	Drivers Ed / Vehicle Lease / May 2022	357.40
5/17/2022	99520	Amazon Capital Services	Tech Ed / Supplies	27.56
5/17/2022	99520	Amazon Capital Services	Secondary Counselor / C Roberts / Supplies	35.78
5/17/2022	99521	Captain Commodore Inc	Portable Units / May 2022	400.00
5/17/2022	99522	Cellcom	Mobile Phone Service / May 2022	899.30
5/17/2022	99523	Charter Communications	Internet Services / May 2022	1,100.00
5/17/2022	99524	Clean Water Testing LLC	Maint / Water Testing / April 2022	165.00
5/17/2022	99525	DC Medical	Nursing Services / April 2022	5,480.00
5/17/2022	99526	Door County YMCA - Sturgeon Bay	Employee Benefit / February 2022	3,506.00
5/17/2022	99526	Door County YMCA - Sturgeon Bay	Employee Benefit / March 2022	3,536.00
5/17/2022	99526	Door County YMCA - Sturgeon Bay	Employee Benefit / April 2022	3,506.00
5/17/2022	99526	Door County YMCA - Sturgeon Bay	Employee Benefit / May 2022	3,536.00
5/17/2022	99527	Door Community Auditorium	Drama / Tickets / HS Musical	65.99
5/17/2022	99528	Door County Medical Center	Gibraltar PT / April 2022	1,258.51
5/17/2022	99529	Doorway to Nature, LLC	FOG / Tree Talks / Gr 7,8 / April 2022	200.00
5/17/2022	99530	Eastbay	HS Track / C Buske / Shorts	258.00
5/17/2022	99531	Going Garbage & Recycling Inc.	Auditorium Service / May 2022	46.80
5/17/2022	99531	Going Garbage & Recycling Inc.	Service / May 2022	865.92
5/17/2022	99532	Hilbert School District	Track / Invite Fee	175.00
5/17/2022	99533	ITsavvy LLC	Technology / A Moore / Repair Student Laptop Touchscreens (4)	400.00
5/17/2022	99534	Johnson Controls Inc	Bldg Maint / Maint Agreement / 4.1.22 - 6.30.22	4,806.00
5/17/2022	99535	Johnson Controls Fire Protection LP	Bldg Maintenance / Annual Fire Alarm System Test & Inspect / 6.1.22-5.31.22	3,107.26
5/17/2022	99536	Kiel Area School District	Technology / Chromebook Charging Racks (4)	200.00
5/17/2022	99537	Lakes Gas Co.	Propane / Garage	318.72
5/17/2022	99537	Lakes Gas Co.	Propane / Garage	308.73
5/17/2022	99538	Lampert Lumber	Tech Ed / D Braun / Supplies	149.52
5/17/2022	99539	Lautenbach Refrigeration	Food Service / Walk-In Cooler Repair	205.00
5/17/2022	99540	MBM	Contract Meter Charges /4.5.22-5.4.22	1,490.54
5/17/2022	99541	Meikle, Laura	Destination Imagination / Coach Stipend	100.00
5/17/2022	99542	Moore, Jessica	Destination Imagination / Coach Stipend	100.00
5/17/2022	99544	Nelson's Bus Service, Inc.	Transportation / Maint / Bus 8	713.49

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
5/17/2022	99544	Nelson's Bus Service, Inc.	Transportation / Maint / Bus 1	5,230.62
5/17/2022	99544	Nelson's Bus Service, Inc.	Transportation / Maint / Bus 3	231.70
5/17/2022	99544	Nelson's Bus Service, Inc.	Transportation / Maint / Bus 14	92.68
5/17/2022	99544	Nelson's Bus Service, Inc.	Transportation / Maint / Bus 13	1,019.48
5/17/2022	99544	Nelson's Bus Service, Inc.	Transportation / Maint / Bus 12	648.76
5/17/2022	99545	NEOLA, Inc	District Admin / Policy Updates	1,295.00
5/17/2022	99546	Northrop, Samuel	Reimb / Mileage / Golf Meet /5.12.22	106.47
5/17/2022	99547	OMNI Group	403(b) Remitter Svc / April 2022	79.00
5/17/2022	99548	Peninsula Pulse	Publications / April 2022	138.32
5/17/2022	99548	Peninsula Pulse	Publications / Legal Notices /Apr 2022	332.07
5/17/2022	99549	Powergistics	Technology / A Moore / Computer Cart for Elementary	969.00
5/17/2022	99550	Prescott, Allison	Reimb / Books for Kinder Registration / / Scholastic	142.43
5/17/2022	99550	Prescott, Allison	Reimb / Early Childhood / Mileage / NDCC / 3.1.22 -3.24.22	127.76
5/17/2022	99550	Prescott, Allison	Reimb / Early Childhood / Mileage / NDCC / 4.4.22 -4.28.22	118.64
5/17/2022	99551	Prevea Health Occupational Health	Admin / Driver Physical	75.00
5/17/2022	99552	Quadient Leasing USA, Inc.	Central Svcs / Postage Meter Lease 3.1.22 - 5.31.22	468.39
5/17/2022	99553	Quality State Oil Inc	Transportation / Fuel	920.85
5/17/2022	99553	Quality State Oil Inc	Transportation / Fuel	920.86
5/17/2022	99554	RBS Activewear	MS Track / A Bahrke / TShirts	919.58
5/17/2022	99554	RBS Activewear	MS Track / A Bahrke / Tshirts	21.74
5/17/2022	99555	Ridges Sanctuary	FOG / Forest Day K-6 Science Program / Mental Health	4,615.00
5/17/2022	99556	School Specialty, LLC	Elem Art / K Donohue / Supplies	3.44
5/17/2022	99557	Scoville, Michael	Reimb / Mileage / 5.3.22	111.15
5/17/2022	99558	Thomas, Kurt	Reimb / Drama / Mileage, Set Supplies, Postage, Food / HS Musical 2021-2022 / Habitat for Humanity, Menards, Nelsons, Costco, Fleet Farm, Amazon / 2.3.22 - 4.15.22	806.56
5/17/2022	99559	Thomas, Lizbeth	Reimb / Drama / HS Musical 2021-2022/ Costumes / eBay	156.55
5/17/2022	99559	Thomas, Lizbeth	Reimb / Drama / HS Musical 2021-2022/ Costumes / eBay	288.43
5/17/2022	99560	Thyme Catering	NHS / E Schoreder / Induction Dinner / 5.17.22	1,372.25
5/17/2022	99561	Time Warner Cable	Telephone / May 2022	214.79
5/17/2022	99562	Wander Springs Golf Course	Golf / Match Fee	50.00
5/17/2022	99563	Warner-Wexel LLC	Maint / Supplies	426.15
5/17/2022	99564	WASB	Admin / Workshops	105.00
5/17/2022	99565	Wells Fargo Financial Leasing	Copier Lease / May 2022	1,370.27
5/17/2022	99566	Whsfa	Forensics / State Speech Entry Fee / 21-22	10.00

CHECK DATE	CHECK NUMBER	VENDOR	INVOICE DESCRIPTION	AMOUNT
5/17/2022	99567	Wing, Lisa	Reimb / Mileage / Skyward Conf, New Bldg Academy	263.25
5/17/2022	99569	Wis Public Service Corp	Electric / Scoreboard / April 2022	29.80
5/17/2022	99569	Wis Public Service Corp	Electric / TH Fld / April 2022	90.85
5/17/2022	99569	Wis Public Service Corp	Electric / Auditorium / April 2022	1,554.74
5/17/2022	99569	Wis Public Service Corp	Electric / FLSG Lights / April 2022	75.82
5/17/2022	99569	Wis Public Service Corp	Electric / School / April 2022	6,513.45
5/17/2022	99569	Wis Public Service Corp	Electric / Scoreboard / April 2022	31.17
5/17/2022	99570	Wisconsin School Music Association	Band / C Eckhardt / State Solo & Ensemble Fees Choir / M Bondeson / State Solo & Ensemble Fees	115.05
5/17/2022	99571	Wulf Brothers, Inc.	Maint / HVAC Repairs	225.00
5/16/2022	212200138	Spude, Juliane	Official / Softball / 5.2.22	85.00
			Total:	\$72,424.32