

**HORTONVILLE AREA SCHOOL DISTRICT**  
**BOARD OF EDUCATION REGULAR OPEN SESSION MEETING MINUTES**  
**MONDAY, SEPTEMBER 28, 2010**

1. The Board of Education Open Session was called to order by President Thome at 7:00 p.m. Board members were present for roll call and for the duration of the meeting – Willard Griesbach, Bill Murphy, Marv Obry, Jim Richards and Paul Thome. Craig Dreier was excused. Bob Van Den Elzen arrived at 7:12 p.m. and left at 8:00 p.m.
2. President Thome confirmed that the public was given notice of the meeting by postings at Greenville Elementary, Hortonville Elementary, Greenville Middle, Hortonville Middle and Hortonville High schools; Hortonville Public Library and the District website ([www.hasd.org](http://www.hasd.org)). Notice of the meeting and agenda was also sent to the Appleton Post Crescent, Post Crescent West and County Post East.
3. The Pledge of Allegiance was led the Kyle Werth, September Student of the Month.
4. Mr. Obry made a motion to approve the September 13, 2010 Open Session Minutes. Mr. Griesbach seconded the motion; unanimous by roll call vote; motion carried.
5. Mr. Griesbach made a motion to approve the following recognitions: Mr. Greg Forton – donation of aerial photos of Greenville and Hortonville campuses for the Hortonville High School Meeting/Training Room (G151); Mrs. Jenny Meyer – donation to Greenville Middle School; Community First Credit Union, Capital Credit Union, Kimberly Clark Foundation and Ms. Robin Bovee – donations to Greenville Elementary School. Mr. Murphy seconded the motion; unanimous by roll call vote; motion carried.
6. Mr. Patrick Cota, Bank Mutual Assistant Vice President and Mr. Larry Sikowski, Hortonville Elementary School Principal presented the September Student of the Month award to Kyle Werth, Grade 4.
7. Mr. Bob McIntosh, Hortonville High School Principal and Mrs. Barb Parker, Spirit Club Adviser, presented the activities planned during Homecoming Week (October 11<sup>th</sup> – 16<sup>th</sup>).
8. Dr. Heidi Schmidt, District Administrator and Mr. David Wuebben, Director of Business Services led the Board in the discussion of the 2010-11 District Budget.
9. Mr. Van Den Elzen was excused from the meeting.
10. Mr. Obry made a motion to approve changing the Board meeting dates from October 4<sup>th</sup> to October 11<sup>th</sup> beginning at 6:00 p.m. and October 18<sup>th</sup> to October 25<sup>th</sup> with the Annual Meeting on October 25<sup>th</sup>. Mr. Richards seconded the motion; unanimous by roll call vote; motion carried.
11. Mr. Murphy made a motion to approve the preliminary 2010 Annual Meeting Agenda. Mr. Griesbach seconded the motion; unanimous by roll call vote; motion carried.
12. Mr. Richards made a motion to approve the revised “Coaches Code of Conduct/Ethics”. Mr. Obry seconded the motion; unanimous by roll call vote; motion carried.

13. Mr. Murphy made a motion to approve a field trip request from the Hortonville High School Choir to New York City from March 30<sup>th</sup> – April 4<sup>th</sup>, 2011 with all costs paid by the participants and fundraising. Mr. Obry seconded the motion; unanimous by roll call vote; motion carried.
14. Mr. Murphy made a motion to approve a field trip request from the Social Studies Department to Costa Rica March 28<sup>th</sup> – April 5<sup>th</sup>, 2011 with all costs paid by the participants. Mr. Richards seconded the motion; unanimous by roll call vote; motion carried.
15. Mr. Obry made a motion to approve a request from Greenville Elementary School for an additional Playground Aide position (1 hour 15 minutes). Mr. Griesbach seconded the motion; unanimous by roll call vote; motion carried.
16. Mr. Obry made a motion to approve a salary increase for the Grounds Worker from \$11.62 to \$13.15 per hour. Mr. Griesbach seconded the motion. Mr. Obry, Mr. Griesbach, Mr. Thome voted yes; Mr. Murphy and Mr. Richards voted no; motion carried.
17. Mr. Obry made a motion to approve deleting the following language in the Food Service Employee Handbook: ***“Those employees working four hours or less per day may elect to take an unpaid fifteen (15) minutes lunch break”***. Mr. Murphy seconded the motion; unanimous by roll call vote; motion carried.
18. Mr. Richards made a motion to approve the following language change in the Food Service Employee Handbook regarding the salary schedule: “Time worked beyond the normal school lunch period ***day for special events*** will be paid an additional 30¢ per hour. ***The normal school day is defined as 5:00 a.m. – 3:30 p.m.*** Time worked outside the normal school lunch period ***day*** shall be defined as after school or weekend work. ***Work performed during the summer months or when school is not in session will be paid at the normal hourly rate.***” Mr. Obry seconded the motion; unanimous by roll call vote; motion carried.
19. Mr. Obry made a motion to approve the addition of the following language in the Instructional Aide Handbook regarding body fluid: ***“Special education aides provided with training and supplies by the school nurse will clean up body fluids and address other health related issues such as tube feedings, toileting, etc. The need to involve a custodian in the cleanup will be made with the Special Education Teacher based on the size of the cleanup task.”*** Mr. Griesbach seconded the motion; unanimous by roll call vote; motion carried.
20. Mr. Murphy made a motion to approve the addition of the following language which will be incorporated into the instructional aide, food service, secretaries, secretary 10’s and transportation handbooks: ***“For those support staff employees working more than 1 job in the district, the employment position with the greater number of hours, shall be declared the support staff member’s main job. Support staff health benefits will be offered according to the position with the greatest number of hours. Those employees who already combine the health benefit of more than one employment position will be grandfathered in.”*** Mr. Richards seconded the motion; unanimous by roll call vote; motion carried.
21. Mr. Griesbach made a motion to approve the addition of the following language to Support Staff handbooks regarding family medical leave: ***“For the purposes of family medical***

*leave, the District's calendar year for the 12-month period is July 1<sup>st</sup> – June 30<sup>th</sup>.*” Mr. Richards seconded the motion; unanimous by roll call vote; motion carried.

22. Mr. Murphy made a motion to approve the addition of the following language to the Secretary Handbook regarding sick leave payout: ***“Any payment over \$500, when applicable, will be paid by the District into the Secretary’s Special Pay Plan account.”*** Mr. Obry seconded the motion; unanimous by roll call vote; motion carried.
23. Mr. Griesbach made a motion to approve a limited term teaching contract for the 2010-11 school year with Mr. Thomas Breunig, Hortonville High School Math Teacher. Mr. Richards seconded the motion; unanimous by roll call vote; motion carried.
24. Mr. Obry made a motion to approve a .50 F.T.E. teaching contract with Mrs. Julie Castagna, Hortonville High School Guidance Counselor. Mr. Griesbach seconded the motion; unanimous by roll call vote; motion carried.
25. Mr. Obry made a motion to give approval for attendance at the following meetings: Curriculum Committee – October 13<sup>th</sup>; WASB Legislative Advocacy Conference - November 13<sup>th</sup>. Mr. Griesbach seconded the motion; unanimous by roll call vote; motion carried.
26. Mr. Griesbach made a motion to adjourn the meeting. Mr. Obry seconded the motion; unanimous vote; motion carried.
27. With no further business, President Thome adjourned the meeting.

Respectfully submitted,  
Sherry LaCosse, Personnel Secretary  
Mary Snyder, Superintendent’s Assistant  
Marv Obry, Board Clerk