

BOARD OF EDUCATION
COCHRANE-FOUNTAIN CITY SCHOOL DISTRICT
Policy Committee Meeting Minutes
October 1, 2020 at High School Library at 5:00 p.m.

1. Call to Order: Meeting was called to order by Kalene Engel at 5:04 p.m.
2. Members Present: Kalene Engel, Karen Knospe and Areny Bork (by Zoom); Guests present: Dr. Jo-Ellen Fairbanks and Tom Hiebert (by Zoom).
3. Kalene reviewed the Committee's Charge- The Policy Committee is charged with making recommendations for the adoption, deletion or revision of school board policies, and, in limited circumstances, administrative rules.
4. The committee discussed the following policies/rules and had the following comments and/or requests for revision:
 - a. Policy 150 : Board Governance: There are three sample policies, all of which relate to the duties of the school board. Since there are plans underway for a board retreat and since the duties of the school board will likely be discussed at the retreat, this policy was tabled and referred to the board retreat.
 - b. Policy 221.1 Recruitment and Hiring of Administrative Staff: The policy is basically the same as the WASB sample, except paragraph 7, which relates to Board involvement in the hiring process, was removed. Dr. Fairbanks explained that this was done due to past district practice and concerns about availability of board members for interviews. She noted that the policy, as presented, would allow—but not require—board member participation. It was noted that the full board may have a different opinion on board participation in the process.
 - c. 221.1 Rule: Hiring Administrative Staff: The committee requested that an additional paragraph be added between #4 and #5, which stated something to the effect of: "The candidate completes a successful negotiation of a proposed employment contract with the Administrative Negotiations Committee." This policy is intended to clarify that an offer of employment made to administrative staff is contingent upon all items listed in the numbered list.
 - d. 223 Rule: Procedures Related to Professional Development Activities of the District Administrator: To allow greater flexibility and discretion of the Administrator regarding professional development, the word "School Board" in paragraph 2 was replaced with Board President.
 - e. Policy 225.1: Evaluation of Administrative Staff: Dr. Fairbanks expressed some concerns about a possible discrepancy between existing administrator employment contracts and the proposed policy, such that it might require two different evaluations. The problem was resolved by adding the following sentence as the second-to-last sentence in the policy, "A performance evaluation conducted under Educator Effectiveness will suffice for purposes of this policy."
 - f. Policy 254: Employee Job Description: The committee recommended the creation of a C-FC Employee Job Description Handbook and a reference to that handbook in the cross-reference section of the policy.

- g. Policy 260: Temporary Administrative Arrangement: The committee recommended adding the following sentence as the first sentence in the policy: "It is the expectation of the School Board that there will be at least one administrator in the school building during any time that school is in session." This is consistent with past and current practices.
 - h. Policy 831: Tobacco Free Schools: It was noted that there are already laws prohibiting use of tobacco on school premises, but people may lack awareness of this fact. Dr. Fairbanks will speak with Garek Barum about getting appropriate signs posted, notifying people of this fact.
 - i. Policy 431: Attendance Policy: Modifications were requested to the existing policy due to distance learning experiences.
- 5. Addition to student handbook regarding attendance when engaged in virtual learning: Dr. Fairbanks went over the changes to the student handbook.
 - 6. Recommendation: By consensus, the committee recommended adoption of the policies listed in b-i to the full board, with changes. The committee also recommended the referral of Policy 150 to the full board, for consideration at an upcoming board retreat.
 - 7. Adjourn: Meeting adjourned at 5:53 p.m.

Minutes by Kalene Engel, Chairperson

Board of Education
Cochrane-Fountain City School District
Curriculum Committee meeting
October 1, 2020
High School library

Meeting was called to order at 6:30 p.m.

Attendees in person: Larry Cyrus, Bonnie Breza, Jo-Ellen Fairbanks. Attendees via Zoom: Areny Bork, Tom Hiebert.

Points clarified:

Curriculum director position is currently being filled by the 3 administrators as a team.

Agenda for October 7, 2020 in-service day was shared. Focus of in-service will be completion and coordination of Essential Learning Outcomes (ELOs) and instruction on and beginning creation of formative and summative assessment.

Our curriculum review is now on a 7-year cycle to coordinate with the DPI cycle. Math and language arts will be the first two curricula to be studied.

Money is being reallocated to allow for payment of staff for curriculum writing over the summer to continue curriculum updates.

After having worked in committees for two years now, we asked to review and refine our role and goals as a committee at our board retreat - may be a good. Time for all committees to do this.

Special thanks to staff who made the time to respond to our three questions about the realities of how technology and other adaptations are actually working in the classrooms. Very informative.

Areny Bork moved to adjourn the meeting. Bonnie Breza seconded the motion. Meeting was adjourned at 7:46 p.m.

Cochrane-Fountain City School District
Human Resource Committee Minutes
October 6, 2020

Karen Knospe, chair of the committee called the meeting to order at 5:00 p.m. in the High School Library. Committee members present were Karen Knospe, Lynn Doelle and Rita Greshik. Others present included Dr. Jo-Ellen Fairbanks, Kalene Engel and Larry Cyrus.

Review the Committee's Charge-The Human Resources Committee is charged with providing recommendations concerning the recruiting, hiring, training, compensating, and retaining a highly qualified and diverse staff.

Consider motion to go into Closed Session-Pursuant to Wisconsin State Statute Section 19.85(1) for the purpose of (c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Rita Greshik made a motion, seconded by Lynn Doelle to go into closed session at 5:05 p.m. On a roll call vote all committee members present voted yes.

- a. A discussion was held about extending the Assistant Principal's contract.

Lynn Doelle made a motion to return to open at 5:34 p.m. seconded by Rita Greshik. Motion carried.

Adjourn: Lynn Doelle made a motion to adjourn at 5:35 p.m., seconded by Rita Greshik. Motion carried.

Board of Education
Cochrane-Fountain City School District
Communications meeting
Wednesday, October 7, 2020
High School library

Meeting was called to order at 5:05 p.m.

Board members in attendance: Lynn Doelle, Kalene Engel and Bonnie Breza. Superintendent Jo-Ellen Fairbanks. No one in attendance by Zoom.

Goals of the communication committee were read and reviewed. Definition of committees and their uses and goals may be ready to be reevaluated as a full school board.

Ideas for how to increase communication more efficiently and effectively were discussed. A second board meeting each month for information sharing was considered as was the identification of an educational technology/communications person.

We also explored the need/desire to develop promotional materials about our school, "branding" materials.

Board members recommended that our superintendent include these ideas as part of the agenda for the coming board retreat with a plan for how the communication committee can be most supportive in advancing the education of our students.

Kalene Engel moved to adjourn the meeting. Lynn Doelle seconded the motion. Meeting was adjourned at 6:45 p.m.

