

**School Board Personnel & Finance Committee**  
**OEG IMC – December 14, 2015 – 7:02 PM**

**Minutes**

**Membership:**

Brian Miesen  
Heather Connolly  
Josh Grabandt

Connie Valenza  
Art Beaulieu

**I. Minutes**

- Minutes from the November 9, 2015 meeting were reviewed and accepted as printed.

**II. Financial Considerations**

- Art Beaulieu presented the Financial Report and Bills of the Month of November 2015.
- Art Beaulieu discussed the 2014-15 Financial Audit Report with the committee members. He briefly covered the handout that was included in the member's packets and explained the routine deficiencies and concerns from the auditors. 1 - Internal controls – deficiency of separation of duties, 2 - Preparation of statements – we have the auditors prepare our financial statements annually and 3 - Student Activity Disbursement- documents are being turned in without the proper signatures. Art discussed and answered questions related to the internal controls that were listed on the back of the summary report.
- Art Beaulieu explained that the auditors recently completed our Federal Audit. This audit includes federal funds received (that are more than \$300,000.00) which we receive for Title, IDEA/Early Childhood and Food Service.

**III. Personnel Considerations**

- Superintendent Valenza discussed the new hires. She is recommending that the board approve Kelsey Duss as a permanent hire as the Elementary Music Teacher. When the position was posted, temporary position was listed. Kelsey Duss is a very qualified candidate and came highly recommended. She was only interested in a permanent, full-time position. Kelsey is presently teaching music in the Shullsburg School District.
- Superintendent Valenza discussed the HS Special Education Teacher position. We had 4 applicants interested in the position but determined that Taylor Hartfield would be the best fit for our students. Superintendent Valenza is recommending that Taylor be hired for the HS Special Education Teacher on a provisional license. Taylor has been accepted in the program to secure the necessary licensure. Taylor has a BA in Communication Studies with a minor in Psychology. She has done an outstanding job as a substitute teacher in this position and has been a valued teacher assistant since 2014.
- Superintendent discussed co-curricular hires and one resignation. Katie Huss has been offered the PHS Assistant Girls' Basketball-Freshmen Coach position for the 2015-16 season. Katie attends UW-Platteville and has been competitively active in basketball, volleyball and softball and has coaching experience.  
Jeff Henderson was offered the position of PHS Head Girls' Softball Coach for the 2015-16 season. Jeff teaches high school Spanish and has 25 years of high school/middle school coaching experience. He also is the advisor for the International Student Club.  
Mike Willis submitted his letter of resignation as the PHS Drama Director after 29 years. His resignation took affect after the WHSFA Fall Play Festival on November 21, 2015. His expertise will be missed.

**IV. Other**

- Superintendent Valenza briefly discussed the 2016-17 Employee Handbook with the committee members. It was noted that not many changes will be needed. This will be the 6<sup>th</sup> year that School Board and Superintendent Valenza have gone through this process. Looking at what we currently have – the members asked if there has been any talk of what is wanted/needed? Calendar issues and requests were discussed. The committee members asked if other districts re-visit their handbook annually. It's very difficult to compare handbooks (i.e. salaries, benefits, etc) with other districts. The complete package must be looked at.  
Superintendent Valenza concluded that any/all board members are invited to staff meetings that will be set up for questions/requests for the 2016-17 Employee Handbook (make sure there is not a quorum!) in the near future.
- The committee members and Superintendent Valenza discussed the upcoming board retreat. More discussion during the board meeting to decide date and time.

Meeting adjourned at 7:17 pm

Recorded by Lynne Tanner