

**FAIRVIEW AREA SCHOOLS' BOARD OF EDUCATION  
WORK SESSION  
JULY 23, 2008**

Board President Beth Miller called the meeting to order at 7:02 p.m. in the Elementary Media Center.

PRESENT: Diana Danhoff, Beth Miller, Chris Neff, Beth Oaks, Kirk Peterson, and Anne Tompkins

ABSENT: None

**II. Approval of Agenda**

Two items were added to the agenda: Restrooms Renovations, and Computer Lab Renovations. The agenda was then approved by consensus.

**III. Public Comment**

There was none.

**IV. Restrooms Renovations**

At the July 14, 2008 Board meeting, the following motion was made, seconded, and passed:

That the bid from Bear Builders, Inc. with D. J. Mechanical of \$28,210.03 for the restrooms renovations be accepted.

Bear Builders, Inc. submitted a contract with additions to the bid totaling \$44,753.00. Chris Neff informed the Board that items were missed in the original walk-through and bidding process.

Neff/Tompkins            That the bid from Bear Builders, Inc. in the amount of \$44,753.00 for restrooms renovations be accepted.

Ayes – 2; Nays – 4 (Miller, Oaks, Peterson, & Danhoff)      Motion failed.

Peterson/Oaks            That the July 14, 2008 acceptance of the bid of \$28,210.03 from Bear Builders, Inc. be rescinded.

Ayes –4; Nays – 2 (Tompkins & Neff)                                      Motion carried.

Specifications for the project will be drawn up and the project will be re-bid.

**V. Computer Lab Renovations**

The computer lab, Room 19, requires renovations prior to the start of the 2008-2009 school year.

Danhoff/Neff            That the Building/Maintenance Committee be granted the authority to accept bids, not to exceed \$35,000, for computer lab renovations prior to the August 11, 2008 Board meeting.

Ayes – 6; Nays – 0    Motion carried.

**VI. Review Board Goals**

The following Board goals were adopted on December 9, 2002:

1. Emphasize Effective Two-Way Communication
2. Maintain a Sound Fiscal Standing
3. Promote Quality
4. Build Community Relations

The goals were reviewed, with a Board member noting that improvements in effective communication are needed.

**VII. Establish Specific Goals for 2008-2009**

The Board discussed and listed specific goals it would like to set for the coming school year:

1. **Reduce the student drop-out rate.** Mr. Poellet noted that the new 9-12 curriculum should aid in achieving this goal. Academic support will be provided for at-risk students this year, as well as for special ed students.
2. **Complete restrooms and computer lab renovations.**

**VIII. Establish Expectations for Superintendent**

Mr. Wilcoxon provided the Board with his goals for 2008-2009. The Superintendent Job Description, Policy No. 2110, Evaluation of Superintendent, and the Annual Superintendent Evaluation tool were reviewed. An informal evaluation will be conducted in November, with the annual evaluation to be conducted in March. The Board and Mr. Wilcoxon determined that the annual evaluation tool in place is satisfactory.

**IX. Establish Board's Method of Relating to Superintendent**

Mr. Wilcoxon prefers that Board members come in to see him or telephone him. A Board member commented that committee members should not overstep administrative bounds, but allow administration to perform the jobs for which they are hired.

**X. Establish Chain of Responsibility**

Mr. Wilcoxon and Mr. Poellet established the chain of responsibility:

1. Mr. Poellet is responsible for the building if Mr. Wilcoxon is out of the building.
2. Mr. Wilcoxon is responsible for the building if Mr. Poellet is out of the building.
3. Mrs. Sonja Handrich is responsible for the building if Mr. Wilcoxon and Mr. Poellet are out of the building. A substitute teacher will be provided for Mrs. Handrich if needed.

**XI. Review 3-5 Year Financial Strategic Plan**

The 2007-2008 Budget is balanced, pending the auditor's report. The plan should be updated every year to keep it current.

**XI. Review Curriculum Plan**

Mr. Poellet reviewed the four-year plan presented earlier to the Board. The plan will be reviewed in December 2008 to make changes, if necessary, prior to scheduling students for 2009-2010. Opportunities to share services with adjoining districts should continue to be explored.

Mr. Wilcoxon presented a tentative information ad for the newspapers, which outlines Fairview Area Schools' services and goals for students.

**XII. Board Comments and Closing Public Comments**

Proposed job descriptions for support staff were reviewed and will be presented at the August 11, 2008 Board meeting for the Board's approval.

There were no closing public comments.

The president adjourned the meeting at 9:16 p.m.

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Diana Danhoff, Secretary