



Meeting: **Village Board of Trustees Special Meeting**  
Place: **106 S. Main St.**  
Date: **Monday, August 20, 2012 @ 6:00 P.M.**  
Webpage: **[www.poynette-wi.gov](http://www.poynette-wi.gov)**

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## MINUTES

Called to Order at 6:00 pm. Present were: Ross, Hutchinson, Avery, Burke, Chapa, Kaschinske and DeBoer

1. Approval of Agenda: DeBoer/Avery motion to approve, MC 7-0
2. Review of Red-line Employee Manual: The Section on PTO was reviewed and changes were made to PTO Accruals as follows: Regular Holidays will not be combined in the PTO, the 2 personal day's will be converted to PTO; PTO is available to use as soon as it is accrued; Comp Time will convert to PTO; PTO will continue to accrue as long as the employee is being paid by the Village; Maximum Accumulation was set at 560 hours and rewrite the section on donations of PTO to other employees
3. Kaschinske/DeBoer motion to convene into Closed Session per 19.85(1)(c), to discuss compensation of non-union employees at 7:22 pm. Roll Call Vote: DeBoer-Y; Kaschinske-Y; Chapa-Y; Burke-Y; Avery-Y; Hutchinson-Y; Ross-Y, MC 7-0 (Clerk Finstad left the meeting with Ross taking over the minute taking)
4. Kaschinske/Chapa motion to reconvene to Open Session and take any necessary actions on closed session items, MC 7-0. Hutchinson/Chapa motion to appoint Sue Deuth as Interim Administrator for the Village of Poynette effective August 20th 2012 until a permanent appointment is made. Pay to be based on an annual salary of \$55k. Roll call vote: Ross-Y; Hutchinson-Y; Avery-Y; Burke-Y; Chapa-Y; Kaschinske-Y; DeBoer-Y, MC 7-0. Burke/Chapa motion that the Interim Administrator's duties will be the same as those proposed in the new Personnel Policies and Procedures Manual, MC 7-0

The meeting adjourned at 8:20 pm.

Approved: 8-27-2012  
Susan E. Finstad, Village Clerk  
& Andy Ross, Trustee