

Office of the Superintendent
SHEBOYGAN AREA SCHOOL DISTRICT
Sheboygan, WI 53081

**BOARD OF EDUCATION
SHEBOYGAN AREA SCHOOL DISTRICT
Sheboygan, Wisconsin
REGULAR MEETING MINUTES
Tuesday, November 26, 2013**

The regular meeting of the Board of Education of the Sheboygan Area School District was held on Tuesday, the 26th day of November at 6:00 p.m. in the Board of Education room, 830 Virginia Avenue, Sheboygan, Wisconsin. This regular meeting was announced in compliance with the Open Meeting Law of the Wisconsin State Statutes.

President Gallianetti called the meeting to order at 6:04 p.m.

Present: Mr. David Gallianetti, Ms. Barbara Tuszynski, Ms. Marcia Reinthaler, Mr. John Hill, Mr. Ryan Burg, Dr. Susan Hein, Mr. Mark Mancl, Mr. Larry Samet

Excused: Ms. Jennifer Pothast

President Gallianetti requested that everyone stand and join him in the Pledge of Allegiance.

Moved by Ms. Tuszynski, seconded by Ms. Reinthaler to approve the agenda as presented. All ayes. Motion carried unanimously.

APPROVAL OF MINUTES

Moved by Mr. Burg, seconded by Ms. Reinthaler to approve the minutes of the Regular Board of Education meeting of October 22, 2013; Closed Session meeting minutes of October 22, 2013; Special Session meeting minutes of October 23, 2013; Closed Session meeting minutes of October 23, 2013; Special Session meeting minutes of November 5, 2013; Closed Session meeting minutes of November 5, 2013; and Closed Session meeting minutes of November 12, 2013. All ayes. Motion carried unanimously.

RECOGNITIONS

Mr. Tony Johannes recognized North High School math students as the Championship Team for the Lakeland College Math Meet and noted that nearly 300 students competed in five rounds. Mr. Kevin Herber recognized North High School students for qualifying for the 2013 Boys' Cross Country State Tournament; Ms. Lindsay Harrison-Eirich recognized North High School students for qualifying for the 2013 Girls' State Tennis Tournament; and Mr. Chad Prisinger recognized North High School students for qualifying for the 2013 Girls' Swim State Tournament.

DIPLOMAS

Moved by Mr. Mancl, seconded by Ms. Tuszynski to award high school diplomas to Casimir Soiney, North High School class of 2013; Tori Brown, South High School class of 2013; Luis Flores, Central High School class of 2013; Tiffany Lepak, North High School class of 2012; and Kao Chee Yang, Central High School class of 2012. All ayes. Motion carried unanimously.

STUDENT REPRESENTATIVES

Ms. Sara Leibham, North High School student provided a report that a tardy policy has been implemented which has helped to reduce the amount of tardies by seventy-five percent and invited the school board to the Community Holiday Breakfast on December 15, 2013. Mr. Jesus Rivera, South High School student was unable to attend; however, provided a YouTube video to the school board regarding flexible scheduling.

COMMUNITY INPUT

There was no community input.

SUPERINTENDENT'S REPORT

Superintendent Sheehan provided his report of events/activities in the district including the staff, student, school board member visit to Merrill to observe their Flexible Model Plan in action. He talked about the Veterans' Day Program and how proud he was of the students in the district as well as the 21st Annual Clothing Exchange and its success and noted the Sheboygan Fire Department also donated 65 new coats.

MISCELLANEOUS

A. Early Learning Center School Presentation

Ms. Pam Kugi and Ms. Darcie Mueller presented the Early Learning Center's achievements and successes as well as school goals and initiatives. Ms. Mueller talked about the parent component which includes approximately 3,000 family visits per year at home and in school. Ms. Mueller explained the team-taught classroom that allows for students who may have typically been in an enclosed environment integrate into the regular classroom setting. Ms. Kugi added that technology integration with a clear purpose has been very successful. Academic skills are covered each month which ensures that all teachers are teaching the same. The goal is to develop their own curriculum companion. The program at the Early Learning Center is very academically focused; however, the perception that 4K is more or less a daycare is a challenge. The special education population is increasing as they are finding more children who have learning needs which allows for them to provide early interventions; however, it comes with challenges as often the children come with a variety of needs. Ms. Tuszynski asked if there is a reason we are seeing an increase in students with special needs and Ms. Kugi responded that most districts do not offer the screening we do which does a very good job of early detection which allows them to direct the families to specific services. Mr. Samet noted that our local legislators should visit the Early Learning Center so they have a good understanding of how important the program is. The Office of the Superintendent will schedule the visits. Ms. Kugi lastly indicated that on October 18, 2014 the Early Learning Center will be celebrating their 25th year.

B. Grant Elementary School Presentation

Ms. Deb Streblov and Ms. Lisa Biemann provided a presentation of Grant Elementary School's achievements and successes as well as their school goals and initiatives. Ms. Streblov reported they have increased their enrollment in areas of ethnicity, demographics, and at every grade level. Ms. Streblov talked about the goal to have English Language Learner students become more proficient in reading by five percent as well as the goal to maintain student behavior on the playground because of their increased enrollment. Ms. Biemann talked about what makes Grant Elementary School unique which includes providing a purposeful education that helps students prepare to be successful adults. She further reported that students from Washington School for Comprehensive Literacy along with Grant Elementary School students have continued their opportunities to be involved with the Boys' and Girls' Club. Ms. Streblov talked about the success of their students' MAP scores and noted they reference the NWA site which provides activities on how a teacher can improve students' scores which has been successful for them. She added there are bumps with almost doubling the amount of students, but they have managed. A big challenge is the continual movement of students on a weekly basis in and out. Additional professional development opportunities will be provided for staff to help with some of the challenges.

C. Instructional Technology Plan Timeline/Update

Mr. Mark Holzman and Mr. Michael Jaber provided an overview of the Instructional Technology Plan. Mr. Jaber reviewed the timeline and that many meetings were held so he could get a feel for the buildings as well as build rapport with staff. He talked about Google Apps which is like a suite of offerings that may be the direction the district moves to. He talked about having a help desk in the buildings – possibly utilizing students to do some of the work. He noted they are working with students and addressing their questions. He asked the school board to keep in mind that a device is just a tool if you do not have teachers who know how to use them. He would like to use our own staff to provide professional development rather than contract those services out or he can meet one on one with teachers. The middle school students roll out of the iPads has begun ahead of schedule. There are critical discussions going on to create a system to help the district move forward as the internet/intranet needs to be invisible to our students and staff. Mr. Jaber reported that becoming more involved with a learning management system can be very cost effective for a district. Part of the replacement cycle for replacing desktop computers will be to provide core teachers with laptops so they are portable. There will be a Chrome Book pilot at North and South High Schools next year. Ms. Tuszynski asked how the Chrome Book is different and Mr. Jaber responded that you cannot download applications – everything follows you in the cloud and is all web-based. He added administration is very confident about the infrastructure moving forward with the one to one initiative. There has been no decision as to what device the district will move to in the future but other options are

being reviewed. Mr. Burg asked what the timeline would be on any decision and Mr. Holzman responded they will bring this discussion back to the school board in January for approval. Ms. Tuszynski asked that if the district does move to a Chrome Book if it is a more universal tool and Mr. Jaber noted yes and that we want to teach transferable skills and not just be software specific. Mr. Samet asked if the district has enough bandwidth to support the one to one initiative and Mr. Jaber responded that the district's current infrastructure will most certainly handle whatever direction the initiatives go. They continue to review options of becoming less reliable on a third party source and utilizing our staff more effectively and efficiently.

D. School Choice Update

Mr. Holzman recapped the executive summary and that the administration wanted to inform parents in December as a courtesy that there would be no open enrollment allowed for Cooper, Grant, Jefferson, Wilson and Pigeon River Elementary Schools as they are at capacity; however, there is a caveat that if you have a current child who has a sibling we would make every opportunity available to make sure that family would stay together. The population of the schools mentioned need to be controlled as they can only grow so large. Ms. Tuszynski talked about whether the school board philosophically agrees with this and Mr. Samet commented that it makes sense to provide this notice to parents but noted it does tie the hands of the parents and does not allow the district the opportunity to market our beautiful facilities. Ms. Reinthaler asked if administration was going to look at those schools that are less desirable and Mr. Holzman responded this is purely based on enrollment and not on choice and all sorts of parameters factor in. Mr. Mancl noted we are a school district of choice and simply do not have enough room for everyone to be able to choose where they would like to school. Mr. Gallianetti added this is outlined by policy, so if the school board wants to revisit the policy they will need to do so. Dr. Sheehan also added that administration has always followed this practice as per policy and this is just a proactive way for us to share the information up front with parents. Mr. Burg asked that each year administration provides an update on school choice and the capacity in our buildings.

E. Peer Review Mentor Grant-2014

Mr. Seth Harvatine provided an overview of the Peer Review Mentor grant and that it will support the implementation of the Wisconsin Educator Effectiveness System within the Sheboygan Area School District. The grant amount is \$25,000 total for the Consortium (85% or \$21,250 for the Sheboygan Area School District).

Moved by Ms. Tuszynski, seconded by Mr. Hill to approve administration's recommendation to submit a grant application for the Peer Review Mentor Grant in the amount of \$25,000. All ayes. Motion carried unanimously.

F. Policy Waiver Request of Bylaw 0131.1

Moved by Ms. Reinthaler, seconded by Mr. Samet to approve administration's request to waive Bylaw 0131.1 which requires one month between the introduction (first reading) and adoption (second reading) of policy. All ayes. Motion carried unanimously.

G. NEOLA Recommended Policy Revisions

Moved by Mr. Mancl, seconded by Dr. Hein to approve administration's request to adopt Volume 22 Number 2 policy revisions. Motion carried 7-1 (Mr. Burg – no).

The revised policies are as follows:

- Policy 2131.01 – Reading Instructional Goals and Kindergarten Assessment
- Policy 2270 – Religion in the Curriculum
- Policy 3362 – Employee Anti-Harassment
- Policy 4362 – Employee Anti-Harassment
- Policy 5517 – Student Anti-Harassment
- Policy 4162 – Controlled Substance and Alcohol Policy for Commercial Motor Vehicle (CMV) Drivers
- Policy 5111.01 – Homeless Students
- Policy 5730 – Equal Access for Nondistrict-Sponsored, Student Clubs and Activities
- Policy 8330 – Student Records
- Policy 8390 – Animals on District Property
- Policy 9130 – Public Requests, Suggestions, or Complaints
- Policy 9150 – School Visitors
- Policy 9160 – Public Attendance at School Events

Moved by Mr. Burg, seconded by Ms. Tuszynski to add to the second paragraph, on page 2 of Policy 3362, the complete list of related information an employer cannot discriminate against. Mr. Burg withdrew his motion, and Ms. Tuszynski withdrew her second.

Dr. Hein moved the previous question.

Ms. Reinthaler noted that she feels confident with the recommended changes to Policy 3362 and Mr. Flaherty explained why the change came forward from NEOLA. Mr. Burg raised a concern regarding the language on page 2, second paragraph of Policy 3362 which has been struck through. He would like the policy to reflect the State of Wisconsin's Department of Workforce Development listing of related information to be included. Dr. Hein commented that the language is not being eliminated rather it is being defined further into the policy. Mr. Mancl and Mr. Samet both commented the policy is appropriately worded and that statute or law has been referenced in the policy so it should not have to be included. Ms. Tuszynski appreciated how well NEOLA presents the information to the school board.

REPORT OF COMMITTEES

A. CURRICULUM & INSTRUCTION COMMITTEE

Moved by Mr. Mancl, seconded by Ms. Tuszynski to approve agenda items #2, #3 and #4. All ayes. Motion carried unanimously.

1. Diplomas

From the committee meeting:

Moved by Ms. Tuszynski, seconded by Mr. Hill to approve administration at North High, South High, and Central High Schools' recommendation to award high school diplomas to Casimir Soiney, Tori Brown, and Luis Flores, class of 2013, and to Tiffany Lepak and Kao Chee Yang, class of 2012. All ayes. Motion carried unanimously.

2. Introduction (First Reading) of Revised Board Rule 5117.1 – School Boundary Lines - Elementary

From the committee meeting:

Moved by Mr. Hill, seconded by Mr. Mancl to approve the introduction (first reading) of revised Board Rule 5117.1 – Students; Elementary and Secondary; Attendance; School Attendance Areas; School Boundary Lines -Elementary. All ayes. Motion carried unanimously.

Mr. Holzman noted that the revisions will reflect the new school attendance areas created by the closure of Washington Elementary School for Comprehensive Literacy.

3. Introduction (First Reading) of Revised Board Rule 5117.2 – Middle Schools

From the committee meeting:

Moved by Ms. Tuszynski, seconded by Mr. Hill to approve the introduction (first reading) of revised Board Rule 5117.2 – Students; Elementary and Secondary; Attendance; School Attendance Areas; Middle Schools. All ayes. Motion carried unanimously.

4. Introduction (First Reading) of Revised Board Rule 5117.4 – Private School Attendance Areas

From the committee meeting:

Moved by Ms. Tuszynski, seconded by Mr. Mancl to approve the introduction (first reading) of revised Board Rule 5117.4 – Students; Elementary and Secondary; Attendance; School Attendance Areas; Private School Attendance Areas. All ayes. Motion carried unanimously.

5. Flexible Model Update

Mr. Mancl noted they would like to have the flexible schedule model in place for the 2014-15 school year. There will be an update to the school board in January. Mr. Gallianetti added there will be a significant discussion at the December 10, 2013 Regular Board of Education meeting.

From the committee meeting:

Mr. Holzman reported that he and the high school principals continue to meet and work with Rayalco on logistics to be sure the computer system will be able to manage the flexible model scheduling. He further reported that Marcia Reinthaler and Jennifer Pothast will be going to Merrill and Wausau with administrators and teachers to witness a flexible model in action. He noted that Rayalco was paid additional funds, approximately \$20,000 in order to get the system to work for the district. The timeframe for implementing this provided staff does not have any major concerns would be the start of the 2014-15 school year. There will be further discussion at the Regular Board of Education meeting in January.

6. Professional Development Options

From the committee meeting:

Mr. Holzman reported there are continued efforts to look for ways to provide more time for teachers. He noted that the three main areas of focus are educator effectiveness, common core, and smarter balance. The model used will increase the amount of time available for the district to provide professional development to teachers. Mr. Holzman has been working with Prigge's regarding the busing routes to see what is most reasonable. Logistics and transportation must be taken into account in order for some professional development to occur. They are looking to extend the school day and have a common dismissal time to provide professional development/grade level meetings during those times. Having a common release time on Wednesdays would allow for professional development across grades and additional options for teachers. Adding minutes to the day would also allow for additional flexibility which would guarantee prep every day for teachers. He has also been meeting with teacher meet and confer and working with principals. Mr. Holzman noted he will bring this item back to the committee in February for a full report. Ms. Tuszynski commented that for our staff to be looking to add some additional hours for collaborating with their colleagues and more time with their students is quite impressive.

7. School Choice Update

From the committee meeting:

Mr. Holzman provided information regarding space availability at neighborhood schools. He further reported that there is limited space at some schools and there are some schools he would recommend a freeze for one year which are as follows: Cooper, Grant, Jefferson, Pigeon River, and Wilson Elementary Schools. The school district has space for students to go to their neighborhood schools, but does not have room for students to choice to the schools mentioned. There have been some boundary changes made to also fit this recommendation. Mr. Holzman added that it is important to be aware of the enrollment numbers between our schools as well. December 1, 2013 is the window by which we would like to begin notifying parents of the change. April 30, 2014 is the state's deadline for open enrollment. Mr. Mancl asked if this freeze would impact the Washington School for Comprehensive Literacy students or those students who had been moved as a result of the closure and Mr. Holzman responded that it would only affect students for this coming year. He added that whether they applied last year and were denied, they would be denied again this year because we do not have enough room. He further commented that this is the way the district has always operated - it is just going to feel a little different because we are freezing a few schools. Students are moving every single day from school to school; however, the schools that would have a freeze are the neighborhood schools so they see more of it. This item will be reported out during the Committee Reports or will be added under the Miscellaneous portion of the Regular Board of Education agenda on November 26, 2013 for possible action.

B. HUMAN RESOURCES COMMITTEE

Moved by Ms. Reinthaler, seconded by Dr. Hein to approve agenda items #1 and #3. All ayes. Motion carried unanimously.

1. Appointments

From the committee meeting:

Moved by Mr. Samet, seconded by Dr. Hein to confirm the following appointments as listed. All ayes. Motion carried unanimously.

TEACHERS

Bobbie Jo Capetillo-Pena Grade 3 SAGE Lakeland College Bachelor's Degree
Sheboygan, WI Sheridan No experience \$31,594.43 (prorated)

Ms. Capetillo-Pena has been hired for the 2013-2014 school year as a Third Grade SAGE Teacher at Sheridan Elementary School. She received her degree from Lakeland College in January 2013. She is certified in Regular Education, birth-age 11. She was one of five candidates interviewed.

Dedric Harris Cross Categorical Lakeland College Bachelor's Degree
Plymouth, WI MOSAIC 8 years of experience \$31,329.92 (prorated)

Mr. Harris has been hired for the 2013-2014 school year as a Cross Categorical Teacher at MOSAIC Charter School. He received his degree from Lakeland College in June 1996. He is certified in Regular Education, grades 1-6. He was one of four candidates interviewed.

Karen Miller Cross Categorical Lesley University Master's Degree
LaCrosse, WI Madison 22 years of experience \$44,396.03 (prorated)

Ms. Miller has been hired for the 2013-2014 school year as a Cross Categorical Teacher at Madison Elementary School. She received her degree from Lesley University in May 2003. She is certified in Cross Categorical, ages 6-13, and Elementary Education, grades 1-8. Ms. Miller was a Cross Categorical Teacher with the District from August 23, 2004 through June 13, 2008. She was the only candidate interviewed.

Laurie Preston CDS UW-Milwaukee Bachelor's Degree
Grafton, WI Horace Mann No experience \$36,414.49 (prorated)

Ms. Preston has been hired for the 2013-2014 school year as a CDS Teacher at Horace Mann Middle School. She received her degree from UW-Milwaukee in June 1982. She is certified in Art Education, PK-12, and Cross Categorical, ages 6-13. She was one of five candidates interviewed.

SUBSTITUTE ADMINISTRATOR

Susan Williamson School Psychologist

SUBSTITUTE TEACHERS

Paula Hagerman Retired SASD High School Teacher
Angela Genzel Substitute license for EC-Exceptional Ed Needs, PK-KG
William Gesch Degreed, Non-Certified Substitute
Joanne Howe Substitute license for Business and Office and Business Education, grades 7-12, and Guidance Counselor, PK-12
Michael Kobelsky Cross Categorical, Learning Disabilities, and Alternative Education, ages 10-21
Matthew Kohler Elementary Education, grades 1-8; Math and Social Studies, grades 1-9
Jill Ladwig Elementary Education, birth-age 11
Penny Petrie Art and Adaptive Education, birth-age 21
Susan Puls Retired SASD ELL Teacher
Constance Rusch Retired SASD Elementary Teacher

SUBSTITUTE EDUCATIONAL ASSISTANT

Debra Glynn

AFTER-SCHOOL PROGRAM COORDINATOR

Andrea Jones Longfellow September 23, 2013 \$33.60 per hour

AFTER-SCHOOL ACTIVITY LEADER

Timothy Sandee MOSAIC November 13, 2013 \$23.00 per hour

BUS SAFETY ASSISTANTS

Juanita Ignacio ELC October 17, 2013 \$8.48 per hour
Jodi Zittel ELC October 14, 2013 \$8.48 per hour

CUSTODIAN

Stacy Hebert North High October 21, 2013 \$16.50 per hour

DISTRICT SCHOOL NURSE

Christine Grunwald North October 29, 2013 \$24.00 per hour

SECRETARY

Heather Roelse Farnsworth October 9, 2013 \$13.25 per hour

LEAD NOON HOUR SUPERVISOR

Cathleen Beumler Jackson September 3, 2013 \$7.71 per hour

NOON HOUR SUPERVISORS

Nancy Gosse Longfellow October 16, 2013 \$7.47 per hour

Monica Hermosillo Sheridan October 2, 2013 \$7.47 per hour

Cynthia Rejholec Pigeon River October 3, 2013 \$7.47 per hour

Darlene Waier Lincoln-Erdman October 1, 2013 \$7.47 per hour

SUBSTITUTE NOON HOUR SUPERVISORS

Tracy Krause Madison October 17, 2013 \$7.47 per hour

Justinne Lopez Jackson October 14, 2013 \$7.47 per hour

Heidi Olvera Madison October 21, 2013 \$7.47 per hour

April Schramm Grant October 4, 2013 \$7.47 per hour

Lisa Schultz Wilson October 28, 2013 \$7.47 per hour

Ashley Wagner Jackson October 21, 2013 \$7.47 per hour

EDUCATIONAL ASSISTANTS

Monica Benton Grant October 14, 2013 \$11.37 per hour

Cheryl Berndt Horace Mann October 7, 2013 \$11.37 per hour

Kristin Boutelle Madison October 21, 2013 \$11.37 per hour

SECURITY ASSISTANT

Travis Brunette* Tower October 24, 2013 \$14.22 per hour

EXTRA PAY FOR EXTRA SERVICE (COACHES/ADVISORS)

North High

Christopher Weber External Candidate Assistant Wrestling \$2,743

South High

Kate Gallman-Delong South High Family, Career, & \$2,762

Community Leaders of America

Scott Mealiff** External Candidate Communications Mgr. \$3,000

Carlee Reinemann** External Candidate Assistant Dance \$1,372

Recreation Department

Rigoulot, Bob * Basketball staff 11/1/13 \$12.75 per hour

Rigoulot, Mike * Basketball staff 11/1/13 \$12.75 per hour

Taylor, Dante ** Basketball staff 11/1/13 \$11.75 per hour

Phalin, Kelsey ** Basketball staff 11/1/13 \$11.75 per hour

Walters, Michele Basketball staff 11/1/13 \$12.75 per hour

Wiegand, Aaron ** Basketball staff 11/1/13 \$12.75 per hour

Yang, Peter ** Basketball staff 11/1/13 \$11.00 per hour

Hittman, Trevor ** Basketball staff 11/1/13 \$11.00 per hour

Smith, Matt ** Basketball staff 11/1/13 \$12.00 per hour

Henderson, Jeremiah ** Basketball staff 11/1/13 \$11.00 per hour

Wright, Robin * Basketball staff 11/1/13 \$11.00 per hour

Wright, Tommy * Basketball staff 11/1/13 \$11.00 per hour

Pfeifer, Evan ** Soccer staff 9/7/13 \$8.25 per hour

Bieber, Carson ** Soccer staff 9/7/13 \$8.25 per hour

Dekarske, Jason **	Soccer staff	9/7/13	\$8.25 per hour
Stone, Stacy **	Soccer staff	9/7/13	\$8.25 per hour
McNellis, Jessika **	Soccer staff	9/7/13	\$8.25 per hour
Hopp, Alex **	Soccer staff	9/7/13	\$8.25 per hour
Blindauer, Alex **	Soccer staff	9/7/13	\$8.50 per hour
Brahan, Erica *	Soccer staff	9/7/13	\$8.50 per hour
Burgard, Eric *	Soccer staff	9/7/13	\$8.00 per hour
Veesser, Abby **	Soccer staff	9/7/13	\$8.00 per hour
Davis, Sydne *	Soccer staff	9/7/13	\$8.75 per hour
Rautmann, Tina **	Gymnastics staff	8/31/13	\$10.50 per hour
Buckley, Makayla **	Gymnastics staff	8/31/13	\$8.75 per hour
Ly, Sophia **	Gymnastics staff	8/31/13	\$8.25 per hour
Fessler, Dani *	Gymnastics staff	8/31/13	\$8.75 per hour
Kaiser, Calie **	Gymnastics staff	8/31/13	\$8.50 per hour
Steffes, McKenzie **	Gymnastics staff	8/31/13	\$8.50 per hour
Silva, Peta **	Gymnastics staff	8/31/13	\$8.50 per hour

*Relative of SASD employee

**Not a SASD employee

2. Educator Effectiveness (EE) Model/Teachscape Update

From the committee meeting:

Mr. Flaherty provided an update on the new teacher evaluation model and its implementation. He demonstrated Teachscape and noted that administrators are meeting a couple a times a month and will have put in 30-40 hours of staff development and six hours for taking the exam. He added administrators are going through the training and practice modules as a group have discussions afterwards to ensure they comprehend the components then review sample videos which show interaction of a teacher with students and then they judge how that teacher should be scored, which they will be doing when testing.

3. Retirement

From the committee meeting:

Moved by Dr. Hein, seconded by Mr. Samet to grant the following request to retire and recognize the employee for her years of service per Board policy. All ayes. Motion carried unanimously.

Cynthia Last	Cook	Nutrition Services	30.3 years of service
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4. Calendar for the 2014-2015 School Year

Moved by Ms. Reinthaler, seconded by Mr. Samet to approve the calendar for the 2014-2015 school year. All ayes. Motion carried unanimously.

Mr. Flaherty added they are looking more closely at the days they have rather than extending or eliminating days off the calendar and will likely bring the following year's calendar to the school board in the future.

From the committee meeting:

Moved by Dr. Hein, seconded by Mr. Samet for approval of the calendar for the 2014-2015 school year. All ayes. Motion carried unanimously.

Mr. Flaherty provided a draft of the 2014-2015 school year for approval. He expressed the calendar looks fairly traditional as previous years. He noted fall break is only one day and that administration felt it is necessary to have school on December 22-23, 2014 to simply balance out first and second semesters. Dr. Hein questioned if basically everything is consistent as this current school year and Mr. Flaherty responded that there are still the same number of days, snow days and yes fairly similar. Mr. Flaherty added that administration is looking at changes to the calendar for the 2015-2016 school year. Once a draft calendar has been completed it will be presented to the committee.

5. Resignations

From the committee meeting:

The following resignations have been granted:

Terri Flores	Educational Assistant	Central High	October 4, 2013
Barbara Kolosso	Noon Supervisor	Washington	June 18, 2013
Tina Schuh	Noon Supervisor	Washington	June 18, 2013

6. Leaves of Absences

From the committee meeting:

The following leaves of absences for maternity/paternity/personal reasons have been granted:

Pamela Braatz	Teacher	Jefferson	October 2-28, 2013
Melissa Burgard	Secretary	Recreation Dept.	Intermittent
Anna Grunwald	Teacher	Cooper	Intermittent
Matthew Horzen	Teacher	Urban	October 9-18, 2013
Kendra Kooistra	Teacher	Madison	December 20, 2013-February 28, 2014
Tracy Kurtzbach	Secretary	Transportation Services.	Intermittent
Kelly Lugonjic	Teacher	Urban	September 9-November 28, 2013
Julie Mallmann	Educational Assistant	ELC	October 22-28, 2013 and Intermittent
Kathryn Meyer	Teacher	Grant	September 23-27, 2013
Vicki Nimmer	Educational Assistant	Jefferson	September 23-October 4, 2013
Jennifer Rogler	Teacher	Farnsworth	November 15-December 20, 2013
Mallory Spaeth	Teacher	Longfellow	January 2-April 1, 2014
Lori Sucha	Teacher	Jackson	October 8-11, 2013
William Torrison	Carpenter	Facilities Services	October 22-28, 2013
Mary Liz Towne	Teacher	Farnsworth	November 8, 2013-January 2, 2014
May Vang	Educational Assistant	Sheridan	Intermittent
John VanVeghel	Teacher	Grant	November 21-December 19, 2013
Jon Wellna	Teacher	Farnsworth	September 11-20, 2013
Lynn Wilterdink	Teacher	Madison	October 22-December 2, 2013
Der Yang	Educational Assistant	Horace Mann	November 11-December 20, 2013
Houa Yang	Bilingual Specialist	S&I	February 14-April 11, 2014

C. FACILITIES/RECREATION/THEATRE COMMITTEE

1. Community Recreation Department Annual Report

Mr. Koehler added that Karen Davis is working with Jeri Dreikosen to offer free fitness for staff for the month of January.

From the committee meeting:

Mr. Koehler reported on the 2012-13 Community Recreation Department Annual Report. He added they were able to keep the levy the same for the Sheboygan Theatre Company and plan to keep it the same for the next few years. Mr. Burg asked about the decreased participation at the fitness centers and Mr. Koehler commented that with Planet Fitness and Anytime Fitness being open twenty-four hours a day as well as the YMCA addition it is not surprising. The newness is over; however, he still feels it is the best deal in the community. He further commented that they change up the fitness courses often because working out has become very trendy.

2. Sheboygan Theatre Company's Financial Reports

Moved by Mr. Hill, seconded by Ms. Tuszynski to accept the financial reports for the fiscal year ending June 30, 2013 and for the periods of July 1 through September 30, 2013. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Burg, seconded by Ms. Pothast to accept the financial reports for the fiscal year ending June 30, 2013 and for the periods of July 1 through September 30, 2013. All ayes. Motion carried unanimously.

Mr. Koehler reported that the Sheboygan Theatre Company is reaching out to the Chamber of Commerce to send a letter encouraging more community involvement. Mr. Gleason has also written \$14,000 in grants. Mr. Koehler noted that in reviewing the bylaws of the Sheboygan Theatre Company the responsibility of the organization falls to the Recreation Department. Mr. Koehler, Mr. Gleason, and Dr. Sheehan continue to meet with regards to the STC's budget. It was noted that they are looking to bring back a smaller version of the Festival of Trees.

3. Facility Permit Report

From the committee meeting:

Administration presented the Facility Permits Report for the period of October 1-31, 2013 for information.

D. FINANCE & BUDGET COMMITTEE

Moved by Mr. Samet, seconded by Ms. Reinthaler to approve agenda items #1 and #2. All ayes. Motion carried unanimously.

1. Fund 41 Capital Projects

From the committee meeting:

Moved by Mr. Burg, seconded by Ms. Reinthaler to approve Fund 41 capital projects fund. All ayes.

Motion carried unanimously.

	Capital Projects Appropriation	Interest Earned To Date	Expenses To Date	Under Appropriation
A. CAP IMPROV PRIOR YEARS	2,411,105.00		2,111,097.84	300,007.16
B. CAPITAL IMPROVEMENTS 2012-2013 Completed Project Totals	1,000,000.00		607,654.33	392,345.67
C. CAPITAL IMPROVEMENTS 2013-14				
a. ADA	10,000.00		0.00	10,000.00
b. Asbestos Removal	20,000.00		0.00	20,000.00
c. Blacktopping	60,000.00		0.00	60,000.00
d. Door Hardware Replace	15,000.00		0.00	15,000.00
e. New/Replace Fencing	6,000.00		0.00	6,000.00
f. HVAC	50,000.00		0.00	50,000.00
g. Lighting Improvements	35,000.00		0.00	35,000.00
h. Replace Lockers	50,000.00		0.00	50,000.00
i. Playground/Athletic	10,000.00		0.00	10,000.00
j. Plumbing	10,000.00		0.00	10,000.00
k. Roofing	278,500.00		0.00	278,500.00
l. Security/Fire	78,000.00		0.00	78,000.00
m. Service System	90,000.00		0.00	90,000.00
n. Tractor/Truck	50,000.00		0.00	50,000.00
o. Tuckpointing	50,000.00		0.00	50,000.00
p. Facility Upgrades	175,000.00		0.00	175,000.00
q. Bleachers	<u>12,500.00</u>		<u>0.00</u>	<u>12,500.00</u>
	1,000,000.00		0.00	1,000,000.00
Total Fund 41	4,411,105.00	88,991.03	2,718,752.17	1,781,343.86
D. QSCB Proceeds Phase II	895,000.00	1,334.36	896,310.05	24.31

2. Statement of Cash Flow

From the committee meeting:

Moved by Ms. Reinthaler, seconded by Mr. Burg, to approve the September 30, 2013 Statement of Cash Flow. All ayes. Motion carried unanimously.

Mr. Boehlke noted that the Statement of Cash Flow includes the months of July, August, and September due to the end of the fiscal year. He also noted that the difference of cash flow compared from last year to this year has been added as per the committee's request.

3. 2012-13 Audit

Mr. Samet provided a brief update on the audit. One concern was the fund balance – although we are at the twenty percent threshold, from time to time we need to borrow for payroll. This is something that will be reviewed in the future.

From the committee meeting:

Mr. Bryan Grunewald, Schenck Business Solutions, presented the results of the 2012-2013 audit including the Management Communications and Annual Financial Report, June 30, 2013. Mr. Grunewald noted there were no difficulties working with Management. He reviewed Schenck's responsibilities under U. S. Generally Accepted Auditing Standards, OMB Circular A-133 and the State Single Audit Guidelines. Mr. Grunewald added there was a deficiency in internal control with the preparation of the annual financial report, which he indicated is a very common concern throughout several districts. He further added each year they are required to test two programs and this year they tested the Medicaid program, which he stated is a more complex program and there was an isolated incident with the cost report. The error was corrected and the report was submitted. Mr. Grunewald added nothing else is needed to be done regarding this report. The pupil transportation program was also tested and errors were found in the reporting of mileage and attendance, which Mr. Grunewald expressed were due to the shifting of staff in that department and procedures have been put in place to assist in this process. Mr. Grunewald reviewed the district fund balances and noted the general fund balance increased approximately \$2,200,000 with a June 30, 2013 balance of \$25,798,798. The district's current general fund balance of \$25,798,798 represents 22.2% of the district's general fund operating expenditures. A common general guideline for appropriate fund balance levels for school districts is 20-25% of the general and special education funds operating expenditures.

4. 2012-13 Fund Balance Designation

Moved by Mr. Samet, seconded by Dr. Hein to approve the annual designation of fund balances on the district's Balance Sheet. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Burg, seconded by Ms. Reinthaler to approve the annual designation of fund balances on the district's Balance Sheet as follows. All ayes. Motion carried unanimously.

Mr. Boehlke noted in the future, designation of funds will be presented before the end of the fiscal year and anticipates this will take place in June and will be brought back to the committee in November with the numbers adjusted according to the audit.

General Fund 10

Non-spendable Inventories	\$62,850.00
Restricted - Self Insurance	\$4,629,627.00
Assigned - Subsequent Year's Budget	\$3,302,125.00
Assigned - Future Building Projects	\$500,000.00
Assigned - Future Software Purchase	\$500,000.00
Assigned - House Project	\$79,478.88
Unassigned	<u>\$16,671,791.29</u>
	\$25,745,872.17

<u>Special Revenue Trust Fund 21</u>	
Restricted - Gifts	\$381,734.79
 <u>School Stores Fund 22</u>	
Assigned - School Stores	\$52,928.57
 <u>Sheboygan Public Education Foundation Fund 25</u>	
Restricted - Gifts	\$171,524.06
 <u>Non-Referendum Debt Service Fund 38</u>	
Restricted - Retirement of Long-term Debt	\$686,537.77
Restricted - OPEB	\$5,008,085.00
	\$5,694,622.77
 <u>Referendum Debt Service Fund 39</u>	
Restricted - Retirement of Long-term Debt	\$559,246.00
 <u>Qualified School Construction Bonds Fund 40</u>	
Restricted - QSCB Capital Projects	\$1,793.31
 <u>Capital Expansion Fund 41</u>	
Restricted - Capital Projects	\$1,365,018.53
 <u>Food Service Fund 50</u>	
Restricted - Food Service	\$33,997.87
 <u>Employee Benefit Trust Fund 73</u>	
Restricted - OPEB	\$5,730,161.93
 <u>Community Service Fund 85</u>	
Assigned - Subsequent Year's Budget	\$63,213.69
Unassigned	\$464,881.03
	\$528,094.72

5. Update on Financial Software

Mr. Samet added that this item will be discussed at the January Finance and Budget Committee and then the Regular Board of Education meeting.

From the committee meeting:

Mr. Boehlke provided a brief update on the financial software, noting two bids were received from vendors and the selection committee has met and came to a consensus as to the preferred vendor. He added this information will be presented at the December 10th Finance and Budget committee and also to the December Regular Board of Education meeting as an action meeting. Mr. Samet suggested placing this item on the November 26, 2013 Regular Board of Education agenda as an information item and then presented in December as an action item. He also suggested placement of this item to be discussed with Mr. Gallianetti.

6. Gifts

Moved by Mr. Samet, seconded by Ms. Reinthaler to accept all gifts, approving those \$2500 and greater. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Ms. Reinthaler, seconded by Mr. Burg to accept all gifts, approving those \$2500 and greater. All ayes.
Motion carried unanimously.

<u>Gift</u>	<u>Donor</u>	<u>Building/Program</u>	<u>Amount</u>
<u>For Information</u>			
Backpacks w/school supplies	Hope Reformed Church	Grant	\$800.00
Monetary	Johnsonville Sausage	Jackson	\$500.00
Monetary	North High School Student Council	North	200.00
Monetary	Dick Brantmeier Ford	South	\$100.00
Monetary	Sheboygan Chevrolet	South	\$250.00
Monetary	DBA SCU Thunder c/o Paul Rivas	South	\$115.00
Monetary	Thielmann's Athletic Club	South	\$300.00
Monetary	The Sewing Machine Shop	South	\$1400.00
Monetary	Johnsonville Foods	South	\$1500.00
Sanitizing wipes	Rockline Industries	Wilson	\$122.40
Monetary	Alliant Energy Foundation	Wilson	\$100.00
Monetary	Precision Roofing Services	Recreation Dept	\$1000.00
Monetary	Aurora Health Care	Sheboygan Theatre Co.	\$53.90
Monetary	Maeve Quinn & Hugh Ross	Sheboygan Theatre Co.	\$54.75
Monetary	John/Catherine Perronne	Sheboygan Theatre Co.	\$200.00
Monetary	ACT, Inc.	South	\$400.00
Monetary	Target Corporation	South	\$40.00
Monetary	George/Angelica Longo	South	\$100.00
Monetary	Becky J. Thomas	South	\$100.00
Monetary	Natalie Black	Jefferson	\$2,000.00
<u>For Action</u>			
Monetary	UW-Extension-Madison	North-Radio Station Fund	\$3,000.00
Monetary	LTC Foundation	South-Project Grill	\$2,500.00
Movie tickets	Marcus Corporation	SASD Schools	\$23,782.00

E. COMMITTEE OF THE WHOLE

1. James Madison Elementary School Presentation

From the committee meeting:

Administration provided a presentation of James Madison Elementary School's achievements and successes of the 2012-13 school year and school goals/initiatives for the 2013-2014 school year.

2. Horace Mann Middle School Presentation

From the committee meeting:

Administration provided a presentation of Horace Mann Middle School's achievements and successes of the 2012-2013 school year and school goals/initiatives for the 2013-2014 school year.

3. Cooper Elementary School Expansion

From the committee meeting:

Moved by Mr. Burg, seconded by Ms. Pothast to approve administration's recommendation of the plans and budgets as presented and authorization to proceed to the bidding phase. All ayes. Motion carried unanimously.

Mr. Albright introduced Mr. Geoffrey Bray, Bray Associates Architects and Mr. Steve Woods, Quasius Construction. Mr. Albright provided a presentation of the building plans and budgets for Cooper Elementary School expansion. He expressed that there are 343 students at Cooper Elementary School this year and staff have been very creative and cooperative with utilizing the current space. He noted that the presentation includes plans for an addition, as well as future construction and renovation. Mr. Woods, Quasius Construction, added the addition is under 3,200 square feet and just under \$450,000. Mr. Burg questioned if this included labor and materials and Mr. Woods responded yes; however, there may be some additional costs with getting the steel, etc. to the location as there are some limitations.

As far as schedule, looking at having bidding in January, construction starts in April and to be completed in August. Choose early April as a key element is the floor slab which can only be done at a certain time. This project would be completed roughly in a 4 ½ month schedule. Mr. Albright expressed that funds have been set aside from two years ago of \$500,000 and in February administration will bring back bids for final approval. Ms. Reinthaler questioned what the forecast is for Cooper's enrollment and Mr. Holzman responded that Cooper is one of the schools administration recommends to cap at its current enrollment and not take school choice, if continue to allow school choice then there will not be enough space. Ms. Tuszynski noted that the green highlighted areas of the presentation is what administration is recommending approval for and the yellow highlighted areas are possibilities in the future which was confirmed by Mr. Albright.

4. Moved by Ms. Pothast, seconded by Mr. Mancl, to adjourn to Closed Session at 8:18 p.m. A roll call vote was taken and motion carried unanimously. (Samet, Hein, Mancl, Pothast, Tuszynski, Reinthaler, Burg, Hill)
5. Moved by Ms. Pothast, seconded by Ms. Reinthaler to reconvene to Open Session at 8:53 p.m. All ayes. Motion carried unanimously. (Samet, Hein, Mancl, Pothast, Tuszynski, Reinthaler, Burg, Hill)
6. Moved by Mr. Burg, seconded by Mr. Hill to adjourn at 8:54 p.m.

F. SPECIAL BOARD COMMITTEES/ASSIGNMENTS

1. Legislative Breakfast – Mr. Boehlke provided information regarding Senate Bill 51 that would allow credits to students for technical education courses which would allow them to fulfill the math credit requirement. School districts would like local control on the start of school, in particular because of testing that occurs at a certain period in the year. A representative from the tourism committee will review this along with the education committee.
2. Human Growth and Development – Mr. Samet noted the minutes that were provided.
3. Sheboygan Public Education Foundation – Ms. Reinthaler reported that SPEF is in the fall project selection grant process for both technology and non-technology grants. They will be working with the school district to determine how to best meet the technology needs in the district. All In For Education raised approximately \$14,000 and the Diploma Dash saw a sixty-eight percent increase. She also noted that scholarships will be in full gear after the first of the year.

COMMUNICATIONS

Communications were noted.

FUTURE MEETING DATES

December 10, 2013 –Committee meetings beginning at 6:00 p.m. with the Regular Board of Education meeting beginning at 6:30 p.m.

ADJOURN

Moved by Ms. Tuszynski, seconded by Mr. Mancl to adjourn at 8:32 p.m. to Closed Session per Wisconsin State Statutes Sec. 19.85(1)(e) – To Discuss Strategy with Respect to Deliberating or Negotiating the Sale of a Public Property. A roll call vote was taken and carried unanimously. (Samet, Hein, Mancl, Tuszynski, Gallianetti, Reinthaler, Hill, Burg)

Moved by Ms. Reinthaler, seconded by Dr. Hein to reconvene in Open Session at 8:48 p.m. All ayes. Motion carried unanimously.

Moved by Mr. Mancl, seconded by Ms. Reinthaler to adjourn at 8:49 p.m. All ayes. Motion carried unanimously.



Joseph M. Sheehan, Ph.D.
Secretary and Superintendent

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