

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 22, 2016**

The regular meeting of the Board of Education of the Sheboygan Area School District was held on Tuesday, the 22<sup>nd</sup> day of November at 6:00 p.m. in the Board of Education room, 830 Virginia Avenue, Sheboygan, WI. This regular meeting was announced in compliance with the Open Meeting Law of the Wisconsin State Statutes.

President Reinthaler called the meeting to order at 6:02 p.m.

President Reinthaler requested that everyone stand and join her in the Pledge of Allegiance.

Moved by Mr. Burg, seconded by Mr. Mancl to approve the agenda. All ayes. Motion carried unanimously.

Present: Mr. Larry Samet, Mr. Mark Mancl, Mr. David Gallianetti, Ms. Marcia Reinthaler, Ms. Mary Beth Martin, Mr. Ryan Burg, Mr. Peter Madden, Ms. Jennifer Pothast (arrived at 6:34 p.m.)

Excused: Dr. Susan Hein

**APPROVAL OF MINUTES**

Moved by Ms. Martin, seconded by Mr. Mancl to approve the minutes of the Regular Board of Education meeting of October 25, 2016. All ayes. Motion carried unanimously.

**DIPLOMAS**

Moved by Mr. Mancl, seconded by Ms. Martin to approve the Curriculum and Instruction Committee's recommendation to award high school diplomas to Brandon Ball, South High School class of 2012, and Chansouk Her, South High School class of 2016. All ayes. Motion carried unanimously.

**RECOGNITIONS**

North High School students were recognized as the 2016 Lakeland University Math Meet Championship Team, Karen Davis was recognized for receiving the Wisconsin Parks/Recreation Association George Wilson Service Award, and Jackson, Jefferson, Lincoln-Erdman Elementary Schools and South High School were recognized for completing all three team assessments around a Culturally Responsive Multi-level System of Support as part of the East Region's Primo Systems Surveyor.

**STUDENT REPRESENTATIVES**

Mr. Scales, South High School student representative provided an update on winter sports and talked about the Veteran's Day Program which was very well received. South will be hosting Challenge Day which is for sophomores and is a time and experience for students to not miss. He spoke about the recent Red Raider Manufacturing ribbon cutting ceremony and commented that some students had negative comments that the school does not need it; however, there are many students who are excited to take the classes. Mr. Mancl asked how flex mod was going and Mr. Scales responded that there have been some problems with slow access to the internet and some conflicts with classes that are being worked through. Ms. Reinthaler asked if there were less student complaints and he responded there have been fewer.

Ms. Buerger, North High School student representative reported on their student conferences and that parents had an opportunity to go from class to class to see what the students experience on a daily basis. They have many activities they are organizing including the holiday breakfast and making blankets for the homeless. She reported that homerooms are working well and that the first phase is to have the student(s) work more with the teacher; however, she noted it is difficult to get students

active in that environment. Homeroom has provided an opportunity to address certain issues with students and also talk about digital citizenship which teaches students how to properly use their Chromebooks. She added that students do use their personal computers as they cannot access everything they need on their Chromebooks.

## COMMUNITY INPUT

There was no community input.

## SUPERINTENDENT'S REPORT

Dr. Sheehan provided his report which included the Foster Grandparent Program which will continue through the end of January, Red Raider Manufacturing has been nominated for the Working Together Award at the Chamber's Annual Champions Gala, South High School hosted this year's Veteran's Day Program, the Mayor's International Committee dinner reception in honor of our foreign exchange students visiting this year, and the upcoming Hmong New Year taking place at North High School November 26-27, 2016.

## MISCELLANEOUS

### A. Referendum Financing Presentation

Ms. Lisa Voisin, Managing Director, Robert W. Baird & Co. talked about the bond anticipation note with the goal to stay bank qualified which will allow the District to maintain the lowest interest rate. The goal is to keep the note at \$10 million which will lock the District in at a 1.25 percent rate. The second portion of the resolution is the refunding bonds and having those locked in which will allow the District to get a twenty year loan to pay off the note. There are a number of other factors that impact this which include the state budget and interest rates. Mr. Boehlke added that Mr. Albright will be working with Bray Architects to put together the projects and costing to get the project timeline completed.

### B. Resolution authorizing the issuance and sale of \$10,000,000 bond anticipation notes pursuant to section 67.12(1)(b), Wisconsin State Statutes

Moved by Mr. Mancl, seconded by Mr. Burg to approve the resolution authorizing the issuance and sale of \$10,000,000 bond anticipation notes pursuant to Section 67.12(1)(b), Wisconsin State Statutes. All ayes. Motion carried unanimously.

### C. Resolution authorizing the issuance establishing parameters for the sale of not to exceed \$10,000,000 general obligation refunding bonds

Moved by Mr. Burg, seconded by Mr. Mancl to approve the resolution authorizing the issuance establishing parameters for the sale of not to exceed \$10,000,000 general obligation refunding bonds. All ayes. Motion carried unanimously.

### D. Citizens interview team for the Superintendent search

Moved by Mr. Mancl, seconded by Ms. Pothast to approve the two additional names added to the interview team and all other members on the interview team. All ayes. Motion carried unanimously.

Mr. Mancl provided an overview from the Human Resources Committee meeting and noted that there was no one representing Student and Instructional Services or the Office of the Superintendent. Mr. Seth Harvatine and Ms. Jennifer Heus have been added to the interview team to represent those departments.

Mr. Mancl also noted they are looking to have a meeting to review applications and are looking to do so in December and then regroup in January. Ms. Holschbach noted the meeting to review applications with the Human Resources Committee members and school board president will be on December 20, 2016. Ms. Reinthaler asked if the process was running smoothly and Ms. Holschbach noted it was going fine and that we have been receiving positive comments but she would like to see more applicants. Mr. Mancl commented that there is much pride in the District and after his review of the packets of information that were put together for the position there are many good things happening in the District.

**E. Adoption (second reading) of revised Board of Education Policy 2411 – Guidance and Counseling**

Moved by Ms. Pothast, seconded by Mr. Gallianetti to approve the Curriculum and Instruction Committee’s recommendation for the adoption (second reading) of revised Board of Education Policy 2411 – Program; Guidance and Counseling. All ayes. Motion carried unanimously.

**F. Adoption (second reading) of revised Board of Education Policy 2451 – High School Education Programs**

Moved by Ms. Pothast, seconded by Mr. Mancl to approve the Curriculum and Instruction Committee’s recommendation for the adoption (second reading) of revised Board of Education Policy 2451 – Program; High School Education Programs. All ayes. Motion carried unanimously.

**G. Adoption (second reading) of revised Board of Education Policy 2460 – Exceptional Education Needs**

Moved by Mr. Madden, seconded by Ms. Martin to approve the Curriculum and Instruction Committee’s recommendation for the adoption (second reading) of revised Board of Education Policy 2460 – Program; Exceptional Education Needs. All ayes. Motion carried unanimously.

**H. Adoption (second reading) of revised Board of Education Policy 2421 – Career and Technical Education Program**

Moved by Mr. Mancl, seconded by Mr. Gallianetti to approve the Curriculum and Instruction Committee’s recommendation for the adoption (second reading) of revised Board of Education Policy 2421 – Program; Career and Technical Education Program. All ayes. Motion carried unanimously.

**I. Adoption (second reading) of revised Board of Education Policy 5113.01 – Course Options**

Moved by Mr. Mancl, seconded by Mr. Burg to approve the Curriculum and Instruction Committee’s recommendation for the adoption (second reading) of revised Board of Education Policy 5113.01 – Students; Course Options. All ayes. Motion carried unanimously.

**J. Adoption (second reading) of revised Board of Education Policy 8330 – Student Records**

Moved by Mr. Mancl, seconded by Ms. Martin to approve the Curriculum and Instruction Committee’s recommendation for the adoption (second reading) of revised Board of Education Policy 5113.01 – Operations; Student Records. All ayes. Motion carried unanimously.

**K. Board of Education operating procedures**

Ms. Reinthaler wanted to review District and school board procedures. She talked about the Executive Summary and that often the interpretation of what is in the summary is missed. She had made some suggestions on how to simplify the summary which was discussed and agreed to by all school board members. The five points agreed to were: 1) Why do we need this proposal? 2) Who is it going to effect? 3) How much is it going to cost and what budget? 4) How are we going to implement the proposal/timing? 5) How will we know it was successful and how to assess? Dr. Sheehan commented that he and the Executive Management Team will review the Executive Summary and provide a sample template of the requested changes in December or January. Ms. Reinthaler noted that any changes requested after the agenda setting has been finalized need to be discussed with her. If school board members want to visit any schools or buildings they should coordinate the visit through the Office of the Superintendent which will help with the new Superintendent. The intent behind this is to be respectful of staff time and also not be speaking on behalf of the entire school board. She also reminded members that when they are on special committee’s they are not voting members but rather serve as a liaison to the school board. Mr. Burg commented that the chair of a committee should also be aware if a question is being raised within a specific area. Ms. Holschbach commented that when a school board member asks her a question, she automatically jumps to the conclusion that something was done wrong. If and when a question is raised by a school board member if they can be specific to what they are looking for it is much more helpful for administration to respond.

## REPORT OF COMMITTEES

### A. CURRICULUM & INSTRUCTION COMMITTEE

Moved by Ms. Pothast, seconded by Mr. Mancl to approve agenda items #4, #5 and #6. All ayes. Motion carried unanimously.

Moved by Ms. Pothast, seconded by Mr. Mancl to approve agenda items #7, #8, #9, #10, #11, #12, and #13. All ayes. Motion carried unanimously.

#### 1. Diplomas

From the committee meeting:

Moved by Ms. Mr. Mancl, seconded by Ms. Martin to award high school diplomas to Brandon Ball, South High School class of 212 and Chansouk Her, South High School class of 2016. All ayes. Motion carried unanimously.

#### 2. Introduction of New Courses

Moved by Ms. Pothast, seconded by Mr. Gallianetti to approve the Curriculum and Instruction Committee's recommendation for the adoption of new courses Anthropology 1 & 2 (North) for the 2017-2018 school year, Descriptive Physics 1 & 2 (North and South) and Physics 1A & 2A (South) for the 2017-2018 school year. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Mancl, seconded by Ms. Martin to approve the adoption of Anthropology 1 & 2 (North) for the 2017-2018 school year. All ayes. Motion carried unanimously.

Moved by Mr. Mancl, seconded by Ms. Martin to approve the adoption of Descriptive Physics 1 & 2 (North and South) and Physics 1A & 2A (South) for the 2017-2018 school year. All ayes. Motion carried unanimously.

Mr. Harvatine, Mr. Brahan and a handful of staff members talked about each of the new courses and their course descriptions.

#### 3. Grade 3-8 Interim Assessment Update

From the committee meeting:

Mr. Konrath referenced the attachment and noted that assessments were changing through the Department of Public Instruction (DPI). As a result of the time it took to test students', principals and teacher leaders determined it was necessary to revisit the interim assessment tool. Principals, Psychologists, and teachers serving as educator effectiveness coaches determined to move to STAR 360 which is also used for progress monitoring. We have the ability to review test results with national data and a cohort within ten days. This assessment will correlate with the ACT scores. Mr. Konrath referred to the cost of the program which will save the District approximately \$60,000. Ms. Pothast added that the money is part of Mr. Konrath's annual assessment budget. Ms. Martin requested clarification on the reason for the change to STAR 360 and Mr. Konrath provided that the District would have had interim and summative assessments that would have been costly. He further commented that twelve hours of testing of our students was just not something the District would support. The usability of the ACT Aspire reports was not very good compared to the STAR 360. Ms. Pothast added that this test will show growth. Ms. Martin commented that if the District were considering STAR 360 then why did we go with the ACT Aspire and Mr. Konrath responded that decision was made because it was in the State budget at that time.

#### 4. 2018 French Homestay/Immersion Field trip

From the committee meeting:

Moved by Mr. Mancl, seconded by Ms. Martin to approve South High School students to travel to Bordeaux and Paris, France, March 20-30, 2018 to further develop their understanding of French culture and language. All ayes. Motion carried unanimously.

Mr. Harvatine reported that this request is so far in advance due to the cost and fundraising. Ms. Martin would like to have the students attend a school board meeting to provide an update of their experience and Mr. Mancl commented that he did not feel it was necessary as the school board has too many other topics to discuss.

5. Concordia Language Villages – Language Camp Field Trip

From the committee meeting:

Moved by Ms. Reinthaler, seconded by Mr. Mancl to approve North High School students to travel to Bemidji, Minnesota, February 23-26, 2017 to experience language immersion, cultural enrichment and to enhance the curriculum for North High School students and staff. All ayes. Motion carried unanimously.

Mr. Harvatine reported that this field trip is outside of the school year; however, it is required that the students use this experience as part of a project presentation.

6. Costa Rica Service Learning Field Trip

From the committee meeting:

Moved by Ms. Martin, seconded by Mr. Mancl to approve IDEAS High School students to travel to Costa Rica, June 11-21, 2017 to experience language immersion, cultural enrichment and service learning by helping with projects at the area school. All ayes. Motion carried unanimously.

7. Introduction (First Reading) of Revised Board of Education Policy 5320 - Immunization

From the committee meeting:

Moved by Mr. Mancl, seconded by Ms. Martin to approve the introduction (first reading) of Board of Education Policy 5320 – Students; Immunization. All ayes. Motion carried unanimously.

Mr. Mancl asked if the District is facing more issues with parents choosing not to immunize their children and Ms. Hamilton responded that it is not a new problem.

8. Introduction (First Reading) of Revised Board of Education Policy 2700.01 – School Performance and Accountability Report

From the committee meeting:

Moved by Mr. Mancl, seconded by Ms. Martin to approve the introduction (first reading) of revised Board of Education Policy 2700.01 – Program; School Performance and Accountability Report. All ayes. Motion carried unanimously.

9. Introduction (First Reading) of Revised Board of Education Policy 5113 – Copen Enrollment Program

From the committee meeting:

Moved by Ms. Martin, seconded by Mr. Mancl to approve the introduction (first reading) of revised Board of Education Policy 5113 – Students; Open Enrollment Program. All ayes. Motion carried unanimously.

Mr. Konrath noted there would be an amendment to the policy on Page 7 under the Alternative Application Procedures in which the underlined added paragraph would be struck through and the verbiage in parentheses should be unstruck and remain in the policy. Those corrections will be made and presented at the Regular Board of Education meeting in December.

10. Introduction (First Reading) of Revised Board of Education Policy 5230 – Release of Students to Authorized Persons

From the committee meeting:

Moved by Mr. Mancl, seconded by Ms. Martin to approve the introduction (first reading) of revised Board of Education Policy 5230 – Students; Release of Students to Authorized Persons. All ayes. Motion carried unanimously.

Mr. Harvatine noted that the majority of the language struck out of this policy is being added to Policy 5200.

11. Introduction (First Reading) of Revised Board of Education Policy 5200 – Attendance

From the committee meeting:

Moved by Mr. Mancl, seconded by Ms. Martin to approve the introduction (first reading) of revised Board of Education Policy 5200 – Students; Attendance. All ayes. Motion carried unanimously.

12. Introduction (First Reading) of Revised Board of Education Policy 5463 – Credits from Nonpublic Schools

From the committee meeting:

Moved by Mr. Mancl, seconded by Ms. Martin to approve the introduction (first reading) of revised Board of Education Policy 5463 – Students; Credits from Nonpublic Schools. All ayes. Motion carried unanimously.

13. Introduction (First Reading) of Revised Board of Education Policy 5830 – Student Fundraising

From the committee meeting:

Moved by Ms. Martin, seconded by Mr. Mancl to approve the introduction (first reading) of revised Board of Education Policy 5830 – Students; Student Fundraising. All ayes. Motion carried unanimously.

**B. HUMAN RESOURCES COMMITTEE**

Moved by Mr. Mancl, seconded by Mr. Samet to approve agenda items #1 and #3. All ayes. Motion carried unanimously.

1. Appointments

From the committee meeting:

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

TEACHER

|              |               |                      |                        |
|--------------|---------------|----------------------|------------------------|
| T Jay Lutz   | Music Teacher | UW-Stevens Point     | Bachelor’s Degree      |
| Oostburg, WI | Cooper        | 1 year of experience | \$28,133.10 (prorated) |

Mr. Lutz has been hired for the 2016-2017 school year as an Instrumental Music Teacher traveling between Cooper Elementary School, Cleveland Elementary School, Longfellow Elementary School, and Madison Elementary School. He received his degree from the University of Wisconsin-Stevens Point in May 2015. He is certified in Instrumental Music birth to age 21. He was one of two candidates interviewed.

EDUCATIONAL ASSISTANTS

|                  |                       |                  |                  |
|------------------|-----------------------|------------------|------------------|
| Desiree Buck     | Early Learning Center | October 13, 2016 | \$11.50 per hour |
| Amy Matczak*     | Grant                 | November 2, 2016 | \$11.50 per hour |
| Kimberly Pudwill | North                 | October 3, 2016  | \$11.50 per hour |
| Mai Pa Thao      | Horace Mann           | October 17, 2016 | \$13.20 per hour |

FOOD SERVER

|                |         |                  |                  |
|----------------|---------|------------------|------------------|
| Samantha Frias | Jackson | October 26, 2016 | \$10.50 per hour |
|----------------|---------|------------------|------------------|

NOON SUPERVISORS

|                         |           |                  |                 |
|-------------------------|-----------|------------------|-----------------|
| Nicole Merrill          | Wilson    | October 10, 2016 | \$7.71 per hour |
| Elizabeth Murillo       | Jefferson | October 10, 2016 | \$7.47 per hour |
| Terry Schlotthauer      | Jackson   | October 13, 2016 | \$7.47 per hour |
| Soydet Zamudio Alcantar | Cooper    | October 10, 2016 | \$7.47 per hour |

STUDENT LIFEGUARDS

|                 |       |                  |                 |
|-----------------|-------|------------------|-----------------|
| Mark Eckelaert* | North | October 13, 2016 | \$7.25 per hour |
| Ariel Flegel    | North | October 13, 2016 | \$7.25 per hour |
| Keely Sipiorski | North | October 13, 2016 | \$7.25 per hour |

SUBSTITUTE EDUCATIONAL ASSISTANT

Spencer Sandow

SUBSTITUTE FOOD SERVER/COOK

Cindy Schieble

SUBSTITUTE SECRETARY

Kathleen Miley

SUBSTITUTE TEACHERS

|                   |  |
|-------------------|--|
| Mykalene Bordeau  | Degreed, Non-Certified Substitute  |
| Timothy Crowns*   | Physical Education, Adaptive Physical Education, Health, grades Pre K-12                   |
| Debra Desmoulin   | Spanish, French, grades 7-12   |
| Natalie Detienne* | Biology, ages 10-21  |
| Corryn Gosse      | Regular Education, ages birth-11   |
| Kelley Heflin     | Degreed, Non-Certified Substitute  |
| Cathy Hoffmann    | Elementary/Middle Level Education, grades 1-8  |
| Kimberly Johnson  | English, ages 10-21 (SASD Teacher on leave of absence for 2016-2017)                       |
| Julie Koleno      | Elementary/Middle Level Education, Pre-K-Kindergarten                                      |
| Claire Kniep      | Regular Education, ages birth-11   |
| Shaina Kretchmer  | Physical Education, Adaptive Physical Education, Health, Coaching Athletics, ages birth-21 |
| Phyllis Ladwig    | Intellectual Disabilities, grades Pre K-12   |
| Elizabeth Reinke  | Regular Education, ages birth-11   |
| Brooke Scherer    | School Counselor, ages 10-21   |
| Nilanjana Sen     | Degreed, Non-Certified Substitute  |
| Andrew Vang       | Degreed, Non-Certified Substitute  |
| Chad Vigeland     | English, ages 10-21  |

EXTRA PAY FOR EXTRA SERVICE (COACH/ADVISOR)

North

|                     |                    |  |            |
|---------------------|--------------------|--|------------|
| Mitchell Elmer**    | External Candidate | Assistant Wrestling Coach                  | \$2,743.00 |
| Royal Gingery       | Internal Candidate | Drum Line Advisor                          | \$4,250.00 |
| Laurie Hysten**     | External Candidate | Assistant Softball Coach                   | \$2,743.00 |
| Frank Juarez        | Internal Candidate | EXPO Advisor (50% Job Share)               | \$750.00   |
| Peggy Pankratz      | Internal Candidate | Future Business Leaders of America Advisor | \$2,931.30 |
| Charles Stone       | Internal Candidate | Assistant Stage Crew Advisor               | \$1,372.00 |
| Rebecca Van Zeeland | Internal Candidate | EXPO Advisor (50% Job Share)               | \$750.00   |

RECREATION DEPARTMENT

|                    |                              |           |                  |
|--------------------|------------------------------|-----------|------------------|
| Amanda Rodriguez** | Rec. Dept/Fitness Instructor | 10/3/2016 | \$9.00           |
| Tim Drees**        | Rec. Dept/Flag Football Ref  | 10/3/2016 | \$10.50 per game |

\*Relative of SASD employee

\*\*Not a SASD employee

2. Resignations

From the committee meeting:

The following resignations have been granted:

|                       |                             |                  |                   |
|-----------------------|-----------------------------|------------------|-------------------|
| Heidi Cain            | Substitute Teacher          | N/A              | June 4, 2016      |
| Leslie Davis          | Sub. Noon Supervisor        | Jackson          | October 12, 2016  |
| Jane Gress            | Food Server                 | Jefferson        | October 14, 2016  |
| Linda Herber          | Sub. Noon Supervisor        | Jackson          | October 12, 2016  |
| Bonnie Lemke          | Substitute Secretary        | N/A              | October 27, 2016  |
| Christopher Lenz      | EXPO Advisor                | North            | October 25, 2016  |
| Michael Looby         | Asst. Wrestling Coach       | South            | October 11, 2016  |
| Stefanie Lukomski     | Sub. Food Server            | School Nutrition | October 20, 2016  |
| Frederick Martin      | Head Boys Swim Coach        | North            | October 10, 2016  |
| Carrie McGoldrick     | Student Council Advisor     | North            | October 26, 2016  |
| Laura Michel          | Paid Volunteer Girls Tennis | North            | October 20, 2016  |
| Cindy Schieble        | Sub. Food Server            | School Nutrition | October 11, 2016  |
| Diane Senkbeil        | Lifeguard                   | North            | October 5, 2016   |
| Stephanie Stadmueller | After School Prog. Asst.    | Central          | October 20, 2016  |
| Jessica Wood          | Teacher                     | Horace Mann      | November 18, 2016 |

|                 |                      |          |                  |
|-----------------|----------------------|----------|------------------|
| Ashley Zimmer   | Noon Supervisor      | Sheridan | October 11, 2016 |
| Dustin Zimmer   | Sub. Noon Supervisor | Sheridan | October 11, 2016 |
| Michelle Zimmer | Noon Supervisor      | Sheridan | October 11, 2016 |

3. Retirements

From the committee meeting:

Moved by Mr. Gallianetti, seconded by Dr. Hein to grant the following requests to retire and be recognized for their years of service per board policy. All ayes. Motion carried unanimously.

|                 |                       |       |                       |
|-----------------|-----------------------|-------|-----------------------|
| Barbara Emerson | Educational Assistant | South | 17.6 years of service |
| Peggy Free      | Educational Assistant | South | 16.2 years of service |

4. Superintendent Search Update

No action was taken as this item was discussed and approved under XI. Miscellaneous D.

From the committee meeting:

Moved by Mr. Gallianetti, seconded by Mr. Samet to add a fifteenth member, which is a representative of Student & Instructional Services to the Citizen Interview Team. All Ayes. Motion carried unanimously.

Ms. Holschbach noted at this time five candidates have applied for the superintendent position, which was posted two weeks ago. She reminded the committee that Mr. Louis Birchbauer, WASB, had indicated the majority of the candidates would most likely apply towards the deadline due to the confidentiality aspect. Ms. Holschbach noted administration is in the process of finalizing the Citizen Interview Team as per the timeline in December and she does have a tentative list; however, they have not all confirmed yet. Ms. Holschbach asked the committee if they would like this list included as part of the November 22, 2016 Regular Board of Education meeting or prefer waiting until the December committee meetings? If they wait until the December committee meetings it will not fall in line with the timeline as the make-up of the non-employee members of the Citizen Interview Team is selected by administration but requires School Board approval as per the motion made at the May 24, 2016 Regular Board of Education meeting. Mr. Mancl expressed that there should not be a problem with bringing this to the full board in November. Ms. Holschbach highlighted that someone from Student and Instructional Services should also be included as a representative on the interview team and that was an oversight. Mr. Gallianetti noted that the Citizen Interview Team will not be making the final decision and there will be a lot of opportunity for interaction as we have it structured. Mr. Mancl asked for confirmation of the number of representatives currently on the interview team and Ms. Holschbach responded 14 and adding one more would give an odd number. The committee agreed to add a Student and Instructional Services representative but that the full board should approve as they had approved the original make-up of the interview team. Mr. Mancl noted that the make-up of the Citizen Interview Team should be included as a miscellaneous item on the November 22, 2016 Regular Board of Education meeting and Ms. Holschbach should include the names of the representatives as an attachment.

Ms. Holschbach provided an update on the advertising of the superintendent position which included: running job flashes statewide, posting on Webcam and the SASD website, Education Week Publication, preparing packets/folders that include brochure, job posting, job description, welcome letter to look at SASD and a one page flyer of passing the referendum (should it pass) which will be sent to the top superintendents across the state as well as the top assistant superintendents. Mr. Gallianetti questioned the deadline for the applications and Ms. Holschbach responded December 9, 2016. Ms. Holschbach reminded the committee that applicants are shallow for superintendent positions and being a large district will narrow the quantity of candidates. Mr. Samet questioned if any of the candidates questioned the salary and Ms. Holschbach responded no.

5. Electronics/PC Support Restructuring

Moved by Mr. Mancl, seconded by Mr. Samet to approve the Human Resource Committee's recommendation to approve administration's proposed restructuring of the Electronics and PC Support Services Departments by adding a Supervisor of Electronics position and a Supervisor of PC Support Services position as presented. All ayes. Motion carried unanimously.



From the committee meeting:

Moved by Mr. Samet, seconded by Dr. Hein to approve administration's proposed restructuring of the Electronics and PC Support Services Departments by adding a Supervisor of Electronics position and a Supervisor of PC Support Services position as presented. All ayes. Motion carried unanimously.

Mr. Boehlke expressed his appreciation to Mr. Eschen in putting much thought into the support staff and how to best lead the two departments with the retirement of Mr. Mais, who was the Supervisor of Electronics and PC Support services. Mr. Boehlke explained the recommendation is to separate PC Support and Electronics Support into two supervisory positions which would be management positions but not administrators. Joe Osieczonek, current Electronics Technician, would fill the Supervisor of Electronics position and Julie Englebert, current position as PC Support and Help Desk, would fill the Supervisor of PC Support. Mr. Osieczonek's current position as Electronics Technician would need to be replaced. Ms. Englebert would also keep the PC Help Desk position. Mr. Boehlke noted this will also create a \$19,500 savings. Mr. Eschen added that Ms. Englebert has been taking more on as a leadership role with PC Support as Mr. Mais was migrating that work to her. Ms. Englebert has been employed with the district for 25 years and Mr. Osieczonek has a background of managing electronics.

### **C. FACILITIES/RECREATION/THEATRE COMMITTEE**

#### **1. Community Recreation Department Advisory Council Meeting Minutes**

From the committee meeting:

Mr. Koehler reviewed the Community Recreation Citizens Council meeting minutes of September 22, 2016 and noted a new member was added by the name of Abraham Loya who will represent the Hispanic community well.

#### **2. Community Recreation Department Sheboygan Public Education Foundation Grant Receipt Report**

From the committee meeting:

Mr. Koehler reported that the Sheboygan Public Education Foundation (SPEF) approved a gift of \$2,875.00 to help cover the cost of soccer player shelters. He also noted that in addition to the grant, North and South High Schools as well as the Recreation Department and Lakeshore United FC each donated \$2,800 for the shelters.

#### **3. Sheboygan Theatre Company's Financial Report**

Moved by Mr. Burg, seconded by Mr. Mancl to approve the Facilities/Recreation/Theatre Committee's recommendation to accept the Sheboygan Theatre Company's Financial Report for the periods of July 1-September 30, 2016. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Ms. Pothast, seconded by Ms. Reinthaler to accept the Sheboygan Theatre Company's financial report for the periods of July 1-September 30, 2016. All ayes. Motion carried unanimously.

Mr. Burg explained that generally this item does not come before the committee until after the audit is complete.

#### **4. Community Recreation Department Financial Report**

Moved by Mr. Burg, seconded by Ms. Martin to accept the Facilities/Recreation/Theatre Committee's recommendation to accept the Community Recreation Department's Financial Report for the periods of July 1-September 30, 2016. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Ms. Martin, seconded by Ms. Pothast to accept the Community Recreation Department's financial report for the periods of July 1-September 30, 2016. All ayes. Motion carried unanimously.

#### **5. Facility Permit Report**

From the committee meeting:

Administration presented the Facility Permit Report for the period of October 1-31, 2016 for information.

**D. FINANCE & BUDGET COMMITTEE**

1. Fund 41 Capital Projects

Moved by Mr. Samet, seconded by Ms. Martin to accept the Finance and Budget Committee’s recommendation to approve Fund 41 Capital Projects fund for audit. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Burg, seconded by Dr. Hein to approve Fund 41 Capital Projects for audit with the correction of the \$400,000.00 for Roofs to be carried over to Under appropriations changing the total from \$696,473.75 to \$1,096,473.75. All ayes. Motion carried unanimously.

Mr. Boehlke noted there is a correction in which \$400,000.00 under “Roofs” should have been carried over to “Under Appropriation” changing the total from \$696,473.75 to \$1,096,473.75. The \$2,218,258.71 amount is correct.

Mr. Boehlke and Mr. Eschen provided an update on the fiber optic network. Mr. Eschen talked about the fiber optic network being turned over to the District, and noted that testing and certification has been completed. Three middle and elementary schools have been switched over to the fiber optic network. Mr. Eschen spoke about the contractor being behind schedule and going over the contract completion date by two months. The Sheboygan County lead contractor is looking into receiving a rebate due to the two months delay of the cable contractor in turning over the network to the partners. The rebate could possibly be \$18,000 to \$27,000. Mr. Eschen further explained the attorneys are looking into it at this time as well as how it will be adjusted, with the District getting money back or with the rebate applied to the grant. Mr. Eschen further explained there is also discussion pertaining to the sidewalk repair and/or replacement which may impact the dollar amount as well. Mr. Burg asked when the network will be fully operational and Mr. Eschen responded in the coming weeks all will be on the network but the District will still continue the current network until January or February to ensure it is solid and feel comfortable at which time the Badger network will be done. Mr. Samet questioned how the rebate would be divided among the partners and Mr. Eschen responded that has not been determined yet. Mr. Boehlke added that at this time no legal time has been spent on this issue. Mr. Boehlke further added that originally \$1.4 million had been designated for this project and right now there is a \$400,000 balance so the District is well under that budget. Mr. Boehlke will be contacting the County to ensure all outstanding bills have been received; however, the fiber optic network will be well under the designated amount.

|  | Capital Projects<br>Appropriation | Interest Earned<br>To Date | Expenses<br>To Date | Under<br>Appropriation |
|--|-----------------------------------|----------------------------|---------------------|------------------------|
| <b>CAP IMPROV PRIOR</b>                |                                   |                            |                     |                        |
| A. YEARS                               | 4,453,675.89                      |                            | 3,430,639.32        | 1,023,036.57           |
| <b>B. CAPITAL IMPROVEMENTS 2016-17</b> |                                   |                            |                     |                        |
| a. Asbestos                            | 35,000.00                         |                            | 5,526.25            | 29,473.75              |
| b. Assessments                         | 70,000.00                         |                            | 0.00                | 70,000.00              |
| c. Auditoriums                         | 10,000.00                         |                            | 0.00                | 10,000.00              |
| d. Blacktop                            | 90,000.00                         |                            | 0.00                | 90,000.00              |
| e. Bleachers                           | 10,000.00                         |                            | 0.00                | 10,000.00              |
| f. Door Hardware                       | 43,000.00                         |                            | 0.00                | 43,000.00              |
| g. Electrical                          | 15,000.00                         |                            | 0.00                | 15,000.00              |
| h. Facilities Upgrades                 | 280,000.00                        |                            | 0.00                | 280,000.00             |
| i. Fence                               | 20,000.00                         |                            | 0.00                | 20,000.00              |
| j. HVAC                                | 37,000.00                         |                            | 0.00                | 37,000.00              |
| k. Lighting Upgrades                   | 12,000.00                         |                            | 0.00                | 12,000.00              |
| l. Plumbing                            | 20,000.00                         |                            | 0.00                | 20,000.00              |
| m. Roofs                               | 400,000.00                        |                            | 0.00                |                        |
| n. Building Envelopes                  | 60,000.00                         |                            | 0.00                | 60,000.00              |
|  | <u>1,102,000.00</u>               |                            | <u>5,526.25</u>     | <u>696,473.75</u>      |
| Total Fund 41                          | 5,555,675.89                      | 98,748.39                  | 3,436,165.57        | 2,218,258.71           |

2. Statement of Cash Flow

Moved by Mr. Samet, seconded by Ms. Martin to accept the Finance and Budget Committee’s recommendation to approve the Statement of Cash Flow through September 30, 2016. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Burg, seconded by Mr. Gallianetti to approve the Statement of Cash Flow through September 30, 2016 as presented. All ayes. Motion carried unanimously.

3. Budget Revisions & Transfers of Appropriations

From the committee meeting:

Budget Revisions and Transfers are not made until after the final original budget is adopted by the Board in October.

4. Revenues & Expenditures Reports

Moved by Mr. Samet, seconded by Mr. Madden to accept the Finance and Budget Committee’s recommendation to approve the Revenue and Expenditures Reports through September 30, 2016. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Gallianetti, seconded by Dr. Hein to approve the Revenue & Expenditures reports through September 30, 2016 as presented. All ayes. Motion carried unanimously.

Mr. Boehlke noted we usually see revenues and expenditures following a straight path from the previous year and that is what we want to see. We are within alignment of last year. He further added the Nutrition Services Fund revenues are at 4.4 percent and expenditures are up about 2 percent. Last year the Nutritional Services Fund had an access of \$236,000 so right on pace to do well. Mr. Boehlke highlighted and congratulated Ms. Smith for turning around the Nutritional Services fund balances in the last three years, which has allowed for kitchen updates as well as improving Nutritional Services both financially and with food quality.

5. Fund Balance Designation

Moved by Mr. Samet, seconded by Mr. Burg to accept the Finance and Budget Committee’s recommendation to approve the designation of District fund balance. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Burg, seconded by Dr. Hein to approve the designation of District fund balance as follows. All ayes. Motion carried unanimously.

Mr. Boehlke explained that administration has brought these designations to the Board several times for discussion. Mr. Boehlke further explained that he had spoken with Mr. Bryan Grunewald, Schenck Business Solutions, as generally the fund balance designations are done along with the auditor’s report. Mr. Grunewald indicated that due to a new GASB requirement, they are still waiting for information from the Wisconsin Retirement System (WRS). WRS has not released the information; however, Mr. Grunewald informed Mr. Boehlke that information will not change fund balances and the District can make make/approve these designations at this time. Mr. Boehlke added that administration did not want to delay these designations as the schools are waiting for access to their carryover funds which are not available until the final board approval at the end of the month. The designations are the same as was presented at the last meeting of the full board. As per that discussion, the vehicle purchase for the Special Education Program was increased to \$30,000 and \$1 million was added for a replacement telephone system.

| <b><u>General Fund 10</u></b>  | <b>June 30, 2016</b> |
|--|----------------------|
| Non-spendable Inventories  | \$73,700.05          |
| Restricted - Self Insurance  | \$4,722,693.00       |
| Committed - Fiber Optic Network  | \$1,274,178.48       |
| Assigned - Subsequent Year's Budget - Carryover                                | \$2,162,141.00       |
| Assigned - Subsequent Year's Budget - Musical Instrument Repairs and Purchases | \$100,000.00         |
| Assigned - Subsequent Year's Budget - Legal Fees                               | \$20,000.00          |
| Assigned - Subsequent Year's Budget - Equipment Purchase for Science Labs      | \$75,000.00          |

|   |                            |
|---|----------------------------|
| Assigned - Subsequent Year's Budget - ELC SE Staffing       | \$70,000.00                |
| Assigned - Future Maintenance Projects                      | \$716,326.85               |
| Assigned - Future Software Purchase                         | \$259,984.95               |
| Assigned - Future Classroom Upgrades                        | \$357,999.00               |
| Assigned - Future Athletic/PE Facility Upgrades             | \$750,000.00               |
| Assigned - Future Land Acquisition                          | \$200,000.00               |
| Assigned - Vehicle Purchase for Special Education Program   | \$30,000.00                |
| Assigned - Future Phone System Purchase                     | \$1,000,000.00             |
| Assigned - House Project                                    | \$44,127.74                |
| Unassigned Fund Balance: Working Capital Needs              | <u>\$23,355,015.00</u>     |
| <b>Total General Fund Balance</b>                           | <b>\$35,211,166.07</b>     |
| Ensuing Year Fund 10 and Fund 27 Budgeted Expenses          | \$122,963,022.00           |
| Board Policy For Unassigned Fund Balance Percentage         | 15% - 20%                  |
| <b>Unassigned Fund Balance Percentage</b>                   | <b>19.0%</b>               |
| Total Fund Balance Percentage                               | 28.6%                      |
| <b><u>Special Revenue Trust Fund 21</u></b>                 |                            |
| Restricted - Gifts  | <b>\$331,909.79</b>        |
| <b><u>School Stores Fund 22</u></b>                         |                            |
| Assigned - School Stores                                    | <b>\$87,017.65</b>         |
| <b><u>Sheboygan Public Education Foundation Fund 25</u></b> |                            |
| Restricted - Gifts  | <b>\$203,502.68</b>        |
| <b><u>Non-Referendum Debt Service Fund 38</u></b>           |                            |
| Restricted - Retirement of Long-term Debt                   | <b>\$499,739.80</b>        |
| <b><u>Referendum Debt Service Fund 39</u></b>               |                            |
| Restricted - Retirement of Long-term Debt                   | <b>\$361,807.93</b>        |
| <b><u>Capital Expansion Fund 41</u></b>                     |                            |
| Restricted - Capital Projects                               | <b>\$1,373,675.57</b>      |
| <b><u>Long Term Capital Improvement Trust Fund 46</u></b>   |                            |
| Restricted - Capital Projects                               | <b>\$500,000.00</b>        |
| <b><u>Capital Project Fund 49</u></b>                       |                            |
| Restricted - Capital Projects (Red Raider Manufacturing)    | <b>\$(685,929.02)</b>      |
| <b><u>Food Service Fund 50</u></b>                          |                            |
| Restricted - Food Service                                   | <b>\$690,574.66</b>        |
| <b><u>Employee Benefit Trust Fund 73</u></b>                |                            |
| Restricted - OPEB   | <b>\$14,740,632.00</b>     |
| <b><u>Community Service Fund 85</u></b>                     |                            |
| Assigned - Subsequent Year's Budget                         | <b>\$231,000.00</b>        |
| Unassigned Fund Balance: Working Capital Needs              | <u><b>\$784,625.75</b></u> |
| <b>Total Community Service Fund Balance</b>                 | <b>\$1,015,625.75</b>      |

6. Tabulation of Bids – Freezer

Moved by Mr. Samet, seconded by Mr. Burg to approve the Finance and Budget Committee's recommendation for the purchase and installation of a Leer walk-in freezer from DeTroye Electrical Service at Urban Middle School in the amount of \$30,005. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Gallianetti, seconded by Mr. Burg to approve administration’s recommendation to the purchase and installation at Urban Middle School of a Leer walk-in freezer from DeTroye Electrical Service in the amount of \$30,005. This purchase will be paid from Fund 50. All ayes. Motion carried unanimously.

| <u>BIDDER</u> | <u>BID AMOUNT</u> |
|---------------|-------------------|
| Streich       | \$29,910          |
| DeTroye       | \$30,005          |
| Boelter       | \$32,549          |

7. Farm to School Grant

Moved by Mr. Samet, seconded by Ms. Martin to approve the Finance and Budget Committee’s recommendation to approve submission of a grant application for the USDA Farm to School Grant in the amount of \$100,000. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Dr. Hein, seconded by Mr. Gallianetti to approve submitting a grant application for the USDA Farm to School Grant in the amount of \$100,000. All ayes. Motion carried unanimously.

Ms. Smith explained this grant would expand on the PEP grant of \$200,000 to put nutrition in schools and get the food from farm to plate, nutrition education, presentations, and lesson plans. This information will be condensed on CD like cliff notes; similar to the PEP grant. Dr. Hein questioned which school would this begin at and Ms. Smith responded at Jefferson Elementary School. Training will begin with how to select a hoop house, which requires security. The produce can be used within the school and the school district. Ms. Smith further explained that they are looking to collaborate locally with Nourish.

8. USDA Equipment Grant

Moved by Mr. Samet, seconded by Ms. Martin to approve the Finance and Budget Committee’s recommendation to approve submission of a grant application for the USDA Equipment Grant in the amount of \$50,000. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Mr. Gallianetti, seconded by Dr. Hein to approve submitting a grant application for the USDA Equipment Grant in the amount of \$50,000. All ayes. Motion carried unanimously.

9. Gifts

Moved by Mr. Samet, seconded by Mr. Gallianetti to approve the Finance and Budget Committee’s recommendation to accept all gifts approving those \$2500 and greater. All ayes. Motion carried unanimously.

From the committee meeting:

Moved by Dr. Hein, 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> |
|-------------------------------|---------------------------------------|--------------------------|---------------|
| <i><u>For Information</u></i> |                                       |                          |               |
| Monetary                      | Michael/Darcy Johnson                 | NHS Connect 4 Success    | 50.00         |
| Monetary                      | Alliant Energy Foundation             | Wilson                   | 300.00        |
| Supplies/Tools                | Judie M. Kinate                       | IDEAS Academy/Mosaic     | 185.52        |
| Algebra Books                 | Judie M. Kinate                       | North, Special Education | 217.66        |
| Galileo Thermometer           | Mary E. Grebe                         | North                    | 130.00        |
| <i><u>For Action</u></i>      |                                       |                          |               |
| Monetary                      | Sheboygan Early Bird Foundation, Inc. | Red Raider Manufacturing | 10,000.00     |
| Monetary                      | Jos. Schmitt Construction Legacy Fund | Red Raider Manufacturing | 10,000.00     |

**E. SPECIAL BOARD COMMITTEES/ASSIGNMENTS**

1. Legislative Breakfast - Mr. Samet reported that discussions centered on specific funding throughout the State. There was also some discussion with mental health as districts are struggling with students who have serious mental health issues. He will work with Dr. Sheehan to coordinate a time for mental health services to meet with principals to have this conversation.
2. Human Growth and Development Committee – Mr. Burg referenced the minutes of the November 7, 2017 meeting as he was unable to attend.
3. Heritage School Council – Ms. Martin noted that the term of appointment will be reviewed and discussed at their next meeting in January. She further commented that there will be a sign outside the school and that the committee has decided on the final look and are awaiting final cost and placement which should be provided in January.
4. Sheboygan Public Education Foundation - Mr. Samet reported that the Diploma Dash is competing with other local events that might be impacting their participation. They had requested that youth soccer move their event to the afternoon or have a bye week to allow families to participate in the Diploma Dash.

**COMMUNICATIONS**

Communications received were noted.

**FUTURE MEETING DATES**

December 6, 2016 Special Session meeting begins at 6:00 p.m.; December 13, 2016 Special Session meeting begins at 6:00 p.m.; December 20, 2016 Committee meetings begin at 6:00 p.m. with Regular Board of Education meeting beginning at 6:30 p.m.

**ADJOURN**

Moved by Mr. Burg, seconded by Mr. Gallianetti to adjourn at 7:45 p.m. All ayes. Motion carried unanimously.



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

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