



**SCHOOL DISTRICT OF MILTON  
Milton, Wisconsin**

**BOARD OF EDUCATION  
CURRICULUM COMMITTEE MEETING  
Monday, February 13, 2017  
District Office Second Floor Conference Room – 5:15 PM**

- I. 2016-2017 Mid-Year Curriculum Update
- II. Discussion of Comprehensive Plan to Address UW Remedial Report

The potential exists for a quorum of Board members to be in attendance at this meeting. There will be no action taken by the Board at this meeting.

This meeting notice may be supplemented in order to comply with Wisconsin's open meetings law. If this notice is supplemented, the final notice will be posted and provided to the media no later than 24 hours prior to this meeting or no later than 2 hours prior to the meeting, in the event of an emergency



SCHOOL DISTRICT OF MILTON  
Milton, Wisconsin

**BOARD OF EDUCATION MEETING AGENDA**  
**Monday, February 13, 2017**  
**District Office Professional Development Center – 6:30 PM**

This meeting notice may be supplemented in order to comply with Wisconsin's open meetings law. If this notice is supplemented, the final notice will be posted and provided to the media no later than 24 hours prior to this meeting or no later than 2 hours prior to the meeting, in the event of an emergency.

- I. Approval of Agenda
- II. Approval of Minutes
- III. Approval of Vouchers
- IV. Public Comment
- V. Student Council Report
- VI. Building/Department Announcements
- VII. Referendum Update
- VIII. New Student Online Enrollment – Ed Snow
- IX. Human Resources Committee Report – Betsy Lubke
  - A. Payroll Survey
  - B. Update on Employee Handbooks
  - C. Update on Teacher Matrices
  - D. Update on Retiree Letters/Removal of Long-Term Care Benefit
  - E. Update on Employee Assistance Program (EAP)
  - F. Update on Wellness Program
- X. Curriculum Committee Report – Bob Cullen
  - A. 2016-2017 Mid-Year Curriculum Update
  - B. Discussion of Comprehensive Plan to Address UW Remedial Report
- XI. Discussion and Possible Approval of High School Extended Travel Request
- XII. Discussion and Possible Approval of 2017-18 School Year Calendar
- XIII. Second Friday in January Pupil Count
- XIV. Discussion and Possible Approval of 2016-17 Open Enrollment Alternative Applications
- XV. Miscellaneous
  - A. Staffing
  - B. Gifts and Donations
  - C. Meeting Dates
  - D. Motion to go Into Executive Session 19.85 (1) (c)  
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.  
[District Administrator Annual Performance Review]

**SCHOOL DISTRICT OF MILTON**  
**Milton, Wisconsin**

BOARD OF EDUCATION MEETING MINUTES

Monday, January 23, 2017

District Office

Board President, Jon Cruzan, called the meeting to order at 6:30 p.m. Board members present: Bob Cullen, Betsy Lubke, Tom Westrick, Don Vruwink and Shelly Crull-Hanke. Absent: Karen Hall (arrived at 7:15 p.m.) Student representative present: Marci Mitchell-Hallett.

I. Approval of Agenda

A motion was made by Bob Cullen and seconded by Don Vruwink to approve the agenda as presented. Motion carried.

II. Approval of Minutes

A motion was made by Betsy Lubke and seconded by Tom Westrick to approve the minutes for the regular meeting held on January 9, 2017 as presented. Motion carried.

III. Approval of Vouchers

A motion was made by Tom Westrick and seconded by Don Vruwink to approve the Bank of Milton vouchers totaling \$744,633.89 representing Funds 10, 20, 50, 80, and 90. Motion carried.

IV. Public Comment

V. Student Council Report

VI. Red Hawk Recognition

VII. Legislative Issues

VIII. Referendum Update

Karen Hall joined the meeting at 7:15 p.m.

IX. Report on 2017 WASB State Education Convention

X. Discussion and Approval of 2016-17 Open Enrollment Alternative Applications

A motion was made by Tom Westrick and seconded by Karen Hall to approve the open enrollment alternative applications as presented. Motion carried.

XI. Miscellaneous

A. Staffing

A motion was made by Betsy Lubke and seconded by Bob Cullen to approve the staffing report as presented; including a contract/letter of employment for Margaret Hansen, Kimberly Sears, Megan Huberty, Sandra Keeser and Yvonne Adams; and the resignations of Teresa Baker and Kelly Ulewicz. Motion carried.

BOARD OF EDUCATION MEETING MINUTES

Monday, January 23, 2017

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B. Gifts & Donations

A motion was made by Tom Westrick and seconded by Don Vruwink to accept the following gifts and donations with gratitude:

Manthei-Payne Roofing, LLC	\$500.00	NIS – Nancy Arndt’s Classroom
Jeffrey & Carol Johnson	<u>\$150.00</u>	Schilberg Park-Honor Tree for David & Nancy Anderson
	<b>TOTAL</b>	<b>\$650.00</b>

Motion carried.

C. Meeting Dates

Feb. 3, 2017	Human Resources Committee Meeting	1:00 p.m.	District Office
Feb. 6, 2017	Expulsion Hearing	5:00 p.m.	District Office
Feb. 13, 2017	Curriculum Committee Meeting	5:14 p.m.	District Office
Feb. 13, 2017	School Board Meeting	6:30 p.m.	District Office-PDC
Feb. 22, 2017	Finance Committee Meeting	10:00 a.m.	District Office
Feb. 27, 2017	School Board Meeting	6:30 p.m.	District Office-PDC

D. Motion to go Into Executive Session 19.85 (1) (c)

A motion was made by Tom Westrick and seconded by Betsy Lubke to go into executive session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. [Administrative Contracts, Addendum to Supervisor Letter of Employment for Removal of Long-Term Care Benefit, Payment to Retirees for Removal of Long-Term Care Benefit, Discussion on District Administrator Annual Performance Review] Polled vote: Tom Westrick (yes), Betsy Lubke (yes), Don Vruwink (yes), Shelly Crull-Hanke (yes), Bob Cullen (yes), Karen Hall (yes), and Jon Cruzan (yes). Motion carried.

E. Motion to Reconvene in Open Session

A motion was made by Bob Cullen and seconded by Karen Hall to reconvene in open session at 9:08 p.m. Motion carried.

XII. Possible Approval of Administrative Contracts

A motion was made by Betsy Lubke and seconded by Shelly Crull-Hanke to approve the administrative contracts as presented. Motion carried.

XIII. Possible Approval of Addendum to Supervisor Letter of Employment for Removal of Long-Term Care Benefit

A motion was made by Don Vruwink and seconded by Karen Hall to approve the addendum to the supervisor letter of employment for removal of long-term care benefit as presented. Motion carried.

BOARD OF EDUCATION MEETING MINUTES

Monday, January 23, 2017

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XIV. Possible Approval of Payment to Retirees for Removal of Long-Term Care Benefit

A motion was made by Betsy Lubke and seconded by Tom Westrick to approve payment to retirees for removal of long-term care benefit as presented. Motion carried with Don Vruwink abstaining.

A motion was made by Tom Westrick and seconded by Betsy Lubke to adjourn the meeting at 9:12 p.m. Motion carried. Meeting adjourned.

Minutes approved February 13, 2017

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Jon Cruzan  
Board President

## Milton School District Student Travel Proposal Form

X Extended Field Trip

International Trip

Date submitted: 2/3/17

Proposed Trip Sponsor(s): MHS Ice Fishing Club

Proposed Trip Date(s) and Location(s): 2/17 - 2/19  
(attach a separate sheet if necessary)

Birchwood, Wisconsin

Building/Group/Club: MHS Ice Fishing Club

Estimated number of students participating: 12

Est. number of chaperones (incl. trip sponsor): 4

Estimated cost of trip per participant: \$10 (Gas)

Briefly describe how funds will be raised: Students will pay their portion of the trip.

Will trip funds be managed through a Milton Schools Activity Account? Y

Which account(s)? MHS President's Club

For International Trips: Please provide assurance that all travel is by bonded carrier. (attach a separate sheet if necessary) \_\_\_\_\_

Briefly describe the student eligibility criteria for this trip (attach a separate sheet if necessary):  
Students must be academically eligible and must have no code violations or have served any previous code violations.

Milton School District Student Travel Proposal Form

Describe the educational value of the proposed trip (attach a separate sheet if necessary):  
Students will perform in front of a judging panel and be critiqued on their performances. They will work with a clinician and gain more knowledge and understanding of musical performance. Students will also observe other groups and find ways in which to improve their individual and group performances.

Describe the tentative itinerary of the trip (include dates, locations, and modes of travel):  
March 3rd - leave school in the afternoon. Stay overnight in Avon, IN  
March 4th - Competition, all day at Avon High School, stay overnight  
March 5th - return to Milton High School

(attach a separate sheet if necessary; if approved, trip sponsor must provide a final itinerary at least 7 days prior to departure [field trips]/30 days prior to departure [international trips] to parents and the building principal)

Acknowledgement of Trip Compensation Policy (please read and sign indicating that you understand and agree to the following):

No staff member promoting a trip may receive for his/her personal benefit anything of value, including a free or reduced-price trip from any person other than his/her employing school district as a result of his/her involvement in the trip and/or arrangements for the trip. Any free or reduced-price trips refunds, rebates, or discounts that result from the trip or its promotion become the property of the Milton School District. The building principal may provide the promoting staff member(s) with any free or reduced-price travel in return for his/her chaperoning, organizing, and supervisory responsibilities.

Signature:  Date: 2/3/2017

Print name: TODD M Babcock

Ratio of students to chaperones must be

8:1 (international)

15:1 (field trips)

# School District of Milton 2017-2018 School Year

July 24 - 31	Online Registration (No Fee)
Aug 8 - 9	Onsite Central Registration / Photos
Aug 21 - 22	New Teacher Orientation
Aug 23,24,30,31	Teacher Workshop Days
Sept 1	First Day of School
Sept 4	Labor Day / No School
Oct 9	Professional Development / No School
Oct 26	Early Release
Oct 27	No School
Nov 3	1st Quarter Ends (43)
Nov 6	Professional Development / No School
Nov 22	P/T Compensation Day / No School
Nov 23	Thanksgiving / No School
Nov 24	No School
Dec 4	Professional Development / No School
Dec 25 - Jan 1	Winter Break / No School
Jan 2	Classes Resume
Jan 15	No School - Martin Luther King Jr. Day
Jan 18	1st Semester/2nd Quarter Ends (42)
Jan 19	No School
Feb 5	Professional Development / No School
Feb 22	Early Release
Feb 23	P/T Compensation Day / No School
Mar 23	3rd Quarter Ends (43)
Mar 26 - 30	Spring Break / No School
Apr 2	Professional Development / No School
Apr 3	Classes Resume
May 28	Memorial Day / No School
Jun 7	Last Day of School for Students
Jun 7	2nd Semester/4th Quarter Ends (47)
Jun 10	Graduation
Jun 11	Summer School Begins

Instructional Days Per Quarter			
1st	43 (34)	3rd	43 (34)
2nd	42 (36)	4th	47 (38)
<b>TOTAL</b>	<b>175</b>		<b>(MPK 142)</b>

Month	1	2	3	4	5	6	7	Month	1	2	3	4	5	6	7
August 2017	24	25	26	27	28	29	30	September 2017	4	5	6	7	8	9	10
September 2017	11	12	13	14	15	16	17	October 2017	18	19	20	21	22	23	24
October 2017	25	26	27	28	29	30	31	November 2017	1	2	3	4	5	6	7
November 2017	8	9	10	11	12	13	14	December 2017	15	16	17	18	19	20	21
December 2017	22	23	24	25	26	27	28	January 2018	29	30	31	1	2	3	4
January 2018	5	6	7	8	9	10	11	February 2018	12	13	14	15	16	17	18
February 2018	19	20	21	22	23	24	25	March 2018	26	27	28	29	30	31	12/8
March 2018	2	3	4	5	6	7	8	April 2018	9	10	11	12	13	14	15
April 2018	15	16	17	18	19	20	21	May 2018	22	23	24	25	26	27	28
May 2018	29	30	31	1	2	3	4	June 2018	5	6	7	8	9	10	11
June 2018	12	13	14	15	16	17	18	July 2018	19	20	21	22	23	24	25
July 2018	26	27	28	29	30	31	17	August 2018	1	2	3	4	5	6	7

2017-18 Parent/Teacher Conferences	
Oct 18	Grades 9-12 4:00-8:00 p.m.
Oct 23	Grades 9-12 4:00-8:00 p.m.
Oct 25	Grades PK-6 4:00-8:00 p.m.
Oct 25	Grades 7-8 3:30-7:30 p.m.
Oct 26	Grades PK-6 1:00-8:00 p.m.
Oct 26	Grades 7-8 3:30-7:30 p.m.
Feb 19	Grades 9-12 4:00-8:00 p.m.
Feb 21	Grades 9-12 4:00-8:00 p.m.
Feb 21	Grades PK-6 4:00-8:00 p.m.
Feb 21	Grades 7-8 3:30-7:30 p.m.
Feb 22	Grades PK-6 1:00-8:00 p.m.
Feb 22	Grades 7-8 3:30-7:30 p.m.

Open House Dates	
4K* Aug 31	5:00-6:00 p.m.
4K-3 Aug 31	5:30-6:30 p.m.
4-6 Aug 31	6:00-7:00 p.m.
7-8 Aug 30	6:00-7:00 p.m.
9-12 Sept 6	6:00-7:00 p.m.

4K\* - offsites only

Key	
	Professional Development - No School
	Early Release
	No School
	Quarter End
	Holiday
	Teacher Workshop - No Students

Teachers must work 2 of the following dates  
 Aug 10, 11, 14, 15, 16, 17, 18, 21, 22, 25, 28, 29



SCHOOL DISTRICT OF MILTON  
2nd Friday in January Enrollment  
2016-2017

	Consolidated		Harmony		East		West		Northside		Middle School		High School		Res Choice		Res Other+		Res Reduct		Non-Res Choice		Non-Res Other		Sep 16 Total #bldg		Jan 17 Total DPI		Jan 17 Total #bldg		
	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	Sep	Jan	
ECH Spec Ed			3	4			8	13																							
PK							160	161																							
Kindergarten	16	16	51	52	71	70	59	60																							
1	19	19	63	65	70	72	55	55																							
2	18	18	53	54	78	76	53	54																							
3	17	17	51	53	67	66	62	64																							
<b>ECH PK-3 Total</b>	<b>70</b>	<b>70</b>	<b>221</b>	<b>228</b>	<b>289</b>	<b>288</b>	<b>397</b>	<b>407</b>																							
4									232	237																					
5									229	228																					
6									234	235																					
<b>4-6 Total</b>									<b>695</b>	<b>700</b>																					
<b>ECH PK K-6 Total</b>	<b>70</b>	<b>70</b>	<b>221</b>	<b>228</b>	<b>289</b>	<b>288</b>	<b>397</b>	<b>407</b>	<b>695</b>	<b>700</b>																					
7									246	253																					
8									268	268																					
<b>7-8 Total</b>									<b>514</b>	<b>521</b>																					
9													262	261																	
10													257	258																	
11													258	254																	
12													221	217																	
<b>9-12 Total</b>									<b>998</b>	<b>990</b>			<b>998</b>	<b>990</b>	<b>134</b>	<b>135</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>100</b>	<b>97</b>	<b>2</b>	<b>3</b>	<b>1131</b>	<b>1124</b>	<b>1100</b>	<b>1124</b>	<b>1090</b>		
<b>ECH PK K-12 Total</b>	<b>70</b>	<b>70</b>	<b>221</b>	<b>228</b>	<b>289</b>	<b>288</b>	<b>397</b>	<b>407</b>	<b>695</b>	<b>700</b>	<b>514</b>	<b>521</b>	<b>998</b>	<b>990</b>	<b>381</b>	<b>374</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>275</b>	<b>256</b>	<b>2</b>	<b>3</b>	<b>3564</b>	<b>3577</b>	<b>3461</b>	<b>3577</b>	<b>3463</b>			

Sept	3564	Jan	3577
	+50		+13
	3514		3524
			+53

2016-2017 Number reported to DPI -----  
2015-2016 Number reported to DPI -----

Enrollment with Resident Choice + Other (tuition waivers) (# reported to DPI)

Number in Buildings

Jan 16	Jan 17
1043	1069
552	548
734	739
326	312
268	263
77	81
20	21
245	248
172	182
<b>3437</b>	<b>3463</b>
	<b>+26</b>

Enrollment with Non-Resident Choice + Other (non-resident MECAS students and non-resident tuition waivers) (# in our buildings)

Resident Choice: Resident open enrollment (count for DPI)  
Resident Other: Tuition waivers (count for DPI)  
Non-Resident Choice: Non-resident open enrollment (can't count for DPI)  
Non-Resident Other: Non-resident MECAS and non-resident tuition waivers (can't count for DPI)

PK-3 1088 -2

## Staffing Updates for February 13, 2017

### 1. Contracts/Letters of Employment:

- Sears, Kimberly L. – Business Education and Math Teacher – High School and Middle School
  - *Long-term Substitute Brittany Morgan*

### 2. Resignations:

- Klatt, Kristin L. – Instructional Aide – Northside
  - *Effective – January 27, 2017*

### 3. Retirement Notices:

- 

### 4. Vacancies Posted, Not Yet Filled:

- Business Education Teacher – HS and MS and Mathematics Teacher - HS
- Instructional Aide – Northside
- Substitute Nutrition Team Employees – District Wide
- Substitute Teachers – District Wide
- Substitute Aides – District Wide

### 5. Leave of Absence:

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**SCHOOL DISTRICT OF MILTON**  
**Milton, Wisconsin**

**2016-2017 SCHOOL YEAR**

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**GIFTS & DONATIONS FOR BOARD APPROVAL/ACCEPTANCE**

**Monday, February 13, 2017**

<u>From</u>	<u>Amount</u>	<u>For</u>
Milton East Parents' Group	\$1,155.00	Kindergarten Field Trips
Milton East Parents' Group	\$749.00	2 <sup>nd</sup> Grade Field Trip
North Lima Presbyterian Church	\$150.00	Milton West 3 <sup>rd</sup> Grade – Classroom Materials
James & Jackie Naughton	\$100.00	MHS Forensics
Jim's Carts & Parts, LLC	\$100.00	MHS Forensics
Block Diesel	\$500.00	MHS Supermileage Team
Milton Marlins Swim Club	\$2,930.00	MHS Pool - Swim Pace Clocks
Jack Fish Memorial Fund	<u>\$505.00</u>	MHS Athletics Programs
<b>TOTAL</b>	<b>\$6,189.00</b>	

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