



SCHOOL DISTRICT OF MILTON
Milton, Wisconsin

BOARD OF EDUCATION MEETING AGENDA

Monday, November 28, 2016

District Office Professional Development Center – 6:30 PM

- I. Approval of Agenda
- II. Approval of Minutes
- III. Approval of Vouchers
- IV. Public Comment
- V. Student Council Report
- VI. Red Hawk Recognition
- VII. Legislative Issues
- VIII. Strategic Planning Committee Report – Jon Cruzan
 - A. November 2016 Referendum Review and Discussion of Next Steps
 - B. Strategic Plan Update
- IX. Discussion and Possible Approval of 2017-18 Budget Development and Management Calendar
- X. Discussion and Possible Approval of 2016-17 Open Enrollment Alternative Applications
- XI. Spring 2017 School Board Election
- XII. Miscellaneous
 - A. Staffing
 - B. Gifts and Donations
 - C. Meeting Dates

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 MINUTES

Monday, November 14, 2016

District Office

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

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 Tom Westrick and seconded by Betsy Lubke to approve the minutes for the regular meeting held on October 24, 2016 as presented. Motion carried.

III. Approval of Vouchers

A motion was made by Tom Westrick and seconded by Don Vruwink to approve Bank of Milton vouchers totaling \$976,665.33 representing Funds 10, 20, 50, 80, and 90. Voids totaling \$60.00. Motion carried.

IV. Public Comment

V. Student Council Report

VI. Building/Department Announcements

VII. Referendum Update

VIII. Human Resources Committee Report – Betsy Lubke

A. Human Resources Priorities Update

1. Employee Assistance Program (EAP)
2. Wellness Program

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

A motion was made by Don Vruwink and seconded by Tom Westrick to approve the 2016-17 open enrollment alternative applications as presented. Motion carried.

X. 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 Megan Huberty; and an unpaid leave of absence for Ashley Hemp. Motion carried.

BOARD OF EDUCATION MEETING MINUTES

Monday, November 14, 2016

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B. Gifts & Donations

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

Consolidated School P.I.E.	\$150.80	Bus to Milton House
Milton East Parents' Group	\$908.00	2 nd Grade Field Trip & Bus
Kristi and Jeremy Moe	\$25.00	NIS Classroom Supplies
Milton Football Boosters, Inc.	\$1,000.00	Transportation/Bus – Football
Milton Choir Parents, Inc.	<u>\$100.00</u>	Solo Competition – Show Choir
	TOTAL	\$2,183.80

Motion carried.

C. Meeting Dates

Nov. 23, 2016	Strategic Planning Committee Meeting	9:30 a.m.	District Office
Nov. 28, 2016	School Board Meeting	6:30 p.m.	District Office-PDC
Dec. 2, 2016	Human Resources Committee Meeting	1:00 p.m.	District Office
Dec. 12, 2016	School Board Meeting	6:30 p.m.	District Office-PDC

A motion was made by Bob Cullen and seconded by Betsy Lubke to adjourn the meeting at 7:09 p.m.
Motion carried. Meeting adjourned.

Minutes approved November 28, 2016

Jon Cruzan
Board President



School District of Milton

*Opportunity · Achievement
Community*

Timothy J. Schigur
District Administrator

Mary Ellen Van Valin
Director of Business Services

Susan L. Probst
Director of Student Services

Heather N. Slosarek
Director of Curriculum &
Instruction

TO: Tim Schigur, District Administrator
Board of Education

FROM: Mary Ellen Van Valin, Director of Business Services

DATE: November 22, 2016

RE: Possible Approval of Updated 2017-18 Budget Development and Management Calendar

Please find enclosed with this memorandum, and updated Budget Development and Management Calendar (draft) for 2017-18. It is the same format as has been presented and approved the past several years. This document is to serve as suggested timelines, but may need to be altered as necessary as we go through the budgetary process.

The time line presented in the calendar is very similar to last year. Kim has adjusted on the calendar some of the dates for the Board of Education Meetings based upon either past practice or what may be needed to accommodate the budget adoption process (Budget Hearing/Annual Meeting etc.). The calendar may be amended or changed as deemed necessary as we go through the year.

If the Budget Calendar is moved for approval Monday night a suggested motion is to **"move approval of the 2017-18 Budget Development and Management Calendar as presented."**

Thank you for this consideration.

Attachment

School District of Milton

(Board activities are italicized)

2017-2018 School Year Budget Development and Management Calendar Board of Education November 28, 2016

Month	Calendar Year	Date Range	Fiscal Period	Activity
November	2016	1-30	2017-2018	Business Office develops initial budget forecast model
		1-30	2017-2018	Discussion on capital project(s) needs for Living Document in building staff meetings
		1-30	2016-2017	Current year "over budget" purchase request grace period
		1-30		Bi-Monthly Administrative Team meetings to discuss budget development
		28	2017-2018	<i>Board of Education review/ approval of Budget Development Calendar</i>
		28	2017-2018	Next year Budget Request entry opens for all staff via Budgeting On The Web (BOTW)
December	2016	1-31	2017-2018	Budget development by staff based on goals and projections
		1-31	2017-2018	Administrators discuss proposed budget changes and any impact with staff as appropriate
		1-31		Equalization Aid and Revenue Limit preliminary projections developed
		1-31		Ongoing review / analysis of proposed legislative changes
		1-9	2016-2017	First quarterly meeting with all Building Administrators/Supervisors; topic(s) to discuss: current year budget status (alignment / expenses already incurred / adjustments). Clean-up must be completed prior to scheduling review
		1.31		Bi-monthly Administrative Team meetings to discuss budget development
		9	2017-2018	Deadline for building staff to submit next year capital project requests to Building Administrator(s); Building Administrators review capital project requests with head custodians
		30	2017-2018	Building Administrators submit next year capital projects for the Living Document prioritized by building, to the Building & Grounds Supervisor
		30	2017-2018	Building Administrators submit next year Universal Classroom Technology requests to Technology Supervisor
		January	2017	2-31
2-31				Administrators discuss proposed changes and any impact those changes may have with appropriate staff
				Ongoing review / analysis of proposed legislative changes
3-31				Administrative Team reviews student and building usage fees and develops suggestions for changes as appropriate
2-31				Building & Grounds Supervisor assembles Living Document, after reviewing with head custodial staff
2-31				Bi-monthly Administrative Team meetings to discuss budget development
9	2017-2018			<i>Audit report (prior year) for approval to the Board of Education</i>
13				Second Friday Pupil Count
13				Second quarter fixed asset update (deletions or moves)
16				Human Resources sends Administrators/Supervisors staffing spreadsheets to update/verify
20	2017-2018			Next year Budget Requests entry closes for staff (BOTW)
27	2017-2018			Next year Budget Requests Approver level closes (BOTW)
30-31				Building Administrators/Dept. Supervisors review & approve preliminary (BOTW) next year budget requests
30				<i>Public Input on budget development</i>
30				<i>Possible presentation/ discussion of staffing plan</i>
February	2017	1	2016-2017	Recommended review of current year Web Budget Requests (WBR) in preparation for March 1 st encumbrance deadline-objects 550's, and 560's
		1-9	2016-2017	Second quarter meeting with Building Administrators/Dept Supervisors & Requisition Operators. To discuss current year budget (review open Purchase Orders/liquidations and use of unencumbered funds)
		1-28	2017-2018	Ongoing Building Administrator/Dept. Supervisor review & approve preliminary (BOTW) next year budget requests
		1-28		Ongoing review / analysis of proposed legislative changes
		6		Open Enrollment applications accepted at non-resident school district or on-line at http://dpi.wi.iiov/sms/psctoc.html (end date of April 28, 2017)
		6-10	2017-2018	Building & Grounds Supervisor reviews Living Document plans, vehicle replacement and small projects with Director of Business Services.
		6-10	2017-2018	Technology Supervisor reviews Universal Classroom Technology plans with Director of Business Services
		20-24	2017-2018	Finance Committee reviews proposed Living Document & vehicle/equipment schedules
		27	2017-2018	<i>Board Review school and facility usage fees and any proposals for change</i>
		27	2017-2018	<i>Board review/ approve proposed Living Document & vehicle/equipment schedules</i>
		March	2017	1
1	2017-2018			Next year Department level budget Skyward Summary Report (BOTW) due to the District Office (including offsetting revenues)
1-31	2017-2018			Ongoing review / analysis of proposed legislative changes
13				<i>Budgetary update as needed</i>
13				<i>Board review of new/expanded program requests or changes to existing programs, if any (or earlier)</i>
17	2017-2018			Administrators/Supervisors return Human Resources staffing sheets (next year) that have been verified noting anticipated changes (includes grants)

School District of Milton

(Board activities are italicized)

2017-2018 School Year Budget Development and Management Calendar Board of Education November 28, 2016

Month	Calendar Year	Date Range	Fiscal Period	Activity
April	2017	3-28	2016-2017	Ongoing review / analysis of proposed legislative changes
		3-28		Recommended review of current year budgets (remaining funds) in preparation for May 1st purchasing deadline
		14		Third quarter fixed asset update (deletions or moves)
		17-21	2016-2017	Third quarter meeting with all Building Administrators/Dept Supervisors & Requisition Operators. Topic(s) to discuss; current year budget (open PO's, including blanket PO's, liquidate where appropriate) Clean up, i.e., liquidations, BA's, TT's, etc., must be completed prior to scheduling review. Begin to consider/assemble End of Year Needs request prior to May due date
		24	2016-2017	<i>Board review budget assumptions: i.e. revenue limit, enrollment projections (including open enrollment students), revenue and expenditures analysis</i>
		24	2016-2017	<i>Decision(s) on new/expanded or changed programs</i>
		26-29	2016-2017	Administration refines budget according to Board of Education recommendations
		28		Open Enrollment application period ends
		May	2017	1-31
		1	2016-2017	Last day to submit current year Purchase Requests, includes 413's/440's/PTO & Booster Groups sponsored purchase orders. Purchase Requests after this date should be very limited and must be approved in advance by the Director of Business Services
		1	2017-2018	Limited release of next year Purchase Requests (approved BOTW Budget Request absolutely necessary for start of school - supplies, furnishings, textbooks, conferences, fall field trips) "ship and invoice after July 1"
		12	2016-2017	End of Year Needs Excel workbook due to the District Office
		15-31	2016-2017	B&G Supervisor seeks last orders for custodial and maintenance supplies needed through end of June; blanket Purchase Order amounts reviewed and adjusted if/when as needed
		22		<i>Board review/ approve 66.03(01) Cooperative Agreements</i>
		22		<i>Board review/ accept/ deny Open Enrollment Applications</i>
		June	2017	1-30
		9		Notification of open enrollment application acceptance or denial to both applicant and other districts involved. Non-resident's deadline to notify accepted applicants in writing of the specific school or program to which the applicant has applied
		12	2017-2018	<i>Second public input/ response to preliminary budget proposal</i>
		12	2017-2018	<i>Board consideration of any budget revisions</i>
		12-16	2016-2017	Final current year budget review with Building Administrators/Dept Supervisors and Requisition Operators; detailed discussion of remaining open Purchase Orders
		23		Deadline (expected date) for Families accepted under Open Enrollment to notify non-resident district if the student will attend in the upcoming school year.
		25	2016-2017	Final current year invoices approved and forwarded to Accounts Payable for payment. Last AP check run 6-30-17
		12		<i>Board review/ approve bids for Food Service</i>
		12		<i>Board review/ approve CESA 2 Contract</i>
		30	2017-2018	Next year grants finalize budget(s) based on estimated allocation plus carryover, including wages and benefits
		30	2016-2017	Deadline for current year mileage reimbursement requests. Requests submitted after the final A/P check run will not be paid
		30		Fourth quarter fixed assets update (deletions or moves)
July	2017	3-31	2017-2018	Ongoing review / analysis of proposed legislative changes
		3-31	2017-2018	Continued Review of enrollment/staffing projections
		6	2016-2017	Absolute latest date for current year timesheets to be submitted to Payroll
		7		Non-Resident district must notify Resident District of the students who will attend the non-resident district in the upcoming school year (expected date).
		14	2017-2018	Next year grant budgets submitted to District Office (with carryover) including objects 100-299
August	2017	1-31		Ongoing review / analysis of proposed legislative changes
		1-31	2017-2018	Continued review of enrollment/staffing and capital projects
		1-31	2017-2018	Align next year grant budgets, including carryover, DPI with administrative budget
		1-31	2016-2017	Preparation of Annual and Audit reports
		1-31	2016-2017	Financial Audit Preliminary & Fieldwork performed (dates to be determined)
		22-26	2017-2018	Finance Committee Meeting to review next year Preliminary Budget and Cash Flow Borrowing (dates to be determined)
		28	2017-2018	<i>Board of Education Review/ Approval of next year Preliminary Budget</i>
		31	2017-2018	Next year grant review completed prior to budget publication and Annual Meeting
September	2017	1-30		Ongoing review / analysis of proposed legislative changes

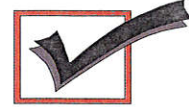
School District of Milton

(Board activities are italicized)

2017-2018 School Year Budget Development and Management Calendar Board of Education November 28, 2016

Month	Calendar Year	Date Range	Fiscal Period	Activity
		1-30	2017-2018	Review of audited prior year expenditures / revenues and revision of revenue cap calculations, projected revenues, including general aid and expenditures
		11		Class I & II Notices (Chapter 985 of WI Stats) in Milton Courier. This is a summary of the budget and a notice of the Public Hearing and Annual Meeting (combined meeting)
		15		Third Friday Pupil Count
		18		Class II Notice (Chapter 985 of WI Stats) in the Milton Courier of the Public Hearing and Annual Meeting (combined meeting)
		25		<i>Budget Hearing/ Annual Meeting on proposed next year Preliminary Budget (combined meeting). DATE IS TENTATIVE-Board of Education to officially set date- Tax levy tentatively approved</i>
October	2017	2-31	2017-2018	Ongoing review / analysis of proposed legislative changes
		2-6		Dept. of Revenue Fall Property Valuations announced
		13		State Guarantees and General Aid Certification issued
		13	2017-2018	First Quarter fixed asset update (deletions or moves)
		16-20		Finance Committee Meeting to review next year Original Budget
		23		<i>Board of Education review of budget adjustments, next year Original Budget adoption, levy certification, and possible Cash Flow Borrowing</i>
		24-27		Original "current year" Budget available in Skyward Financial Management
24	Current year "over budget" purchase request grace period begins			
November	2017	1-10	2017-2018	Tax Levy prepared and sent to Municipal Clerks. 1504 Budget Report preparation
		1-28	2017-2018	Building Administrators/Dept. Supervisors/Requisition Operators review current year-to-date activity-adjust budgets as needed
		17	2017-2018	Current year "over budget" purchase request grace period ends
		17	2017-2018	Current year grant budgets; align Skyward and WISEdash portal
		1-30	2018-2019	Ongoing review / analysis of proposed legislative changes
		27		Begin next year budget development

BALLOT ACCESS CHECKLIST FOR 2017 SCHOOL DISTRICT CANDIDATES



Each of the following forms must be completed and filed on time by a candidate for School District office in order for the candidate's name to be placed on the ballot at the **February 21, 2017 Spring Primary** and the **April 4, 2017 Spring Election**.

The filing officer for School District offices is the School District Clerk. Candidates should contact their filing officer for further information or to obtain any of the necessary forms.

All School District Candidates must:

Complete and Submit a Campaign Registration Statement (Form ETHCF-1) to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017**, or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow postmarked no later than January 3, 2017. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), 120.06(6)(b), Wis. Admin. Code GAB § 6.04.

➤ New Candidates

File a campaign registration statement before campaign funds are collected or spent or before submitting nomination papers (if required). Wis. Stat. §§ 11.0202(1)(a), 11.0202(2)(a).

➤ Continuing Candidates

File an amended campaign registration statement, indicating the office sought and the new primary and election dates before campaign funds are collected or spent or before submitting nomination papers (if required). Wis. Stat. §§ 11.0202 (1)(a), 11.0202 (2)(a).

Complete and Submit a Declaration of Candidacy (Form EL-162sd) to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017** or the candidate's name will not be placed on the ballot. If the form is faxed or emailed, the original document must follow, postmarked no later than January 3, 2017. Wis. Stat. §§ 8.10(5), 8.21, 8.30(4), Wis. Admin. Code GAB § 6.04.

If nomination papers are used, a school district candidate must also:

Circulate and Submit Nomination Papers for Nonpartisan Office (Form EL-169) to the filing officer no later than **5 p.m. on Tuesday, January 3, 2017**. Only original nomination papers (no photocopies, faxes, or emailed documents) will be accepted. Nomination papers may not be circulated before December 1, 2016. Wis. Stat. § 8.10(2), Wis. Admin. Code GAB § 6.04(2).

The number of signatures required is as follows:

Board of School Directors: 1st Class Cities	400 - 800
School District Officer: school districts with territory within a 2nd Class City	100 - 200
School District Officer: school districts without territory within a 1st or 2nd Class City	20 - 100

SCHOOL DISTRICT OF MILTON
Milton, Wisconsin

2016-2017 SCHOOL YEAR

GIFTS & DONATIONS FOR BOARD APPROVAL/ACCEPTANCE

Monday, November 28, 2016

From	Amount	For
Rock Paint/Handy Art	\$250.00	MHS – NAHS
Jan Bue-Wells	\$35.00	MHS Forensics
Bank of Milton	\$50.00	MHS Interact-Teen Gift Drive
Target – Gift Card	\$50.00	MHS Interact-Teen Gift Drive
Parkview Café	\$25.00	MHS Interact-Teen Gift Drive
Dave’s Ace Hardware	\$50.00	MHS Interact-Teen Gift Drive
Addie Water Systems	\$100.00	MHS Interact-Teen Gift Drive
First Community Bank	\$50.00	MHS Interact-Teen Gift Drive
Northleaf Winery	\$25.00	MHS Interact-Teen Gift Drive
Walmart – Gift Card	\$50.00	MHS Interact-Teen Gift Drive
Woodmans – Gift Card	\$25.00	MHS CARITAS for Children
Thrivent Insurance – Gift Card	\$200.00	MHS CARITAS for Children
Impact Confections	\$72.12	MHS CARITAS for Children
Johnson Tractor	\$100.00	MHS Super Mileage Team
Rock Diesel of Milton	\$100.00	MHS Super Mileage Team
TLC Restorations, LLC	\$100.00	MHS Super Mileage Team
John Arndt	\$200.00	MHS Super Mileage Team
Dave’s Ace Hardware	\$200.00	MHS Super Mileage Team
Munoz Family Child Care	\$100.00	MHS Super Mileage Team
DRM Transit	\$1,500.00	MHS Tech Ed – 2008 Ford Van
DRM Transit	\$1,500.00	MHS Tech Ed – 2010 Ford Van

Shauna Wessely	\$300.00	MHS Tech Ed – Push Mower
Shauna Wessely	\$1,000.00	MHS Tech Ed – Riding Mower
Syl Groeschl	\$600.00	MHS Cross County Apparel
Jeffrey Kneiart	\$50.00	MHS Boys’ Soccer
Dave’s Ace Hardware	\$100.00	MHS Wrestling Cheer
Michael & Linda Hakala	\$250.00	MHS Wrestling Cheer
TLC Restorations, LLC	\$50.00	MHS Wrestling Cheer
R&W Heating	\$150.00	MHS Wrestling Cheer
Olin’s Auto Service	\$25.00	MHS Wrestling Cheer
Bart’s Auto Repair	\$100.00	MHS Wrestling Cheer
Milton Propane	\$100.00	MHS Wrestling Cheer
Holtz Tax Service	\$100.00	MHS Wrestling Cheer
First Community Bank	\$50.00	MHS Wrestling Cheer
Think Beautiful Nails	\$40.00	MHS Wrestling Cheer
McCann’s Garage	\$100.00	MHS Girls’ Gymnastics
Aaron & Jessica Tremel	\$100.00	MHS Girls’ Gymnastics
Red Zone Pub & Grill	\$100.00	MHS Girls’ Gymnastics
Pelsue Orthodontics	\$100.00	MHS Girls’ Gymnastics
Hammer Chiropractic	\$100.00	MHS Girls’ Gymnastics
Robinson & Prijic	\$100.00	MHS Girls’ Gymnastics
Richter Electric	\$100.00	MHS Girls’ Gymnastics
Venable Farms	\$100.00	MHS Girls’ Gymnastics
Milton Choir Parents	<u>\$12,447.73</u>	MHS Show Choir – Trailer+Detailing, Mics, Amps
TOTAL	\$20,944.85	