



SCHOOL DISTRICT OF MILTON
Milton, Wisconsin

BOARD OF EDUCATION MEETING AGENDA

Monday, February 12, 2018

District Office Professional Development Center – 6:30 PM

- I. Approval of Agenda
- II. Pledge of Allegiance
- III. Approval of Minutes
- IV. Approval of Vouchers
- V. Public Comment
- VI. Student Council Report
- VII. Update on Athletic Facilities – Brian Hammil
- VIII. Discussion on Next Steps for Facilities Needs Process
- IX. Discussion and Possible Action on Milton High School Extended Travel Requests
- X. Discussion and Possible Action on Amendment to Transportation Unusually Hazardous Plan (UHP)
- XI. Discussion and Possible Action on 66:0301 Agreement with Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) – Sheila Price
- XII. Discussion and Possible Action on 2018-19 School Year Calendar
- XIII. Discussion and Possible Action on 2017-18 Open Enrollment Alternative Applications
- XIV. Miscellaneous
 - A. Staffing - Professional and Support Staff Hires, Resignations and Retirements
 - B. Gifts and Donations
 - C. Meeting Dates– Upcoming Board and Committee Meetings
 - 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.
[Administrative Contracts]

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, January 22, 2018

District Office

Board President, Bob Cullen, called the meeting to order at 6:30 p.m. Board members present: Tom Westrick, Betsy Lubke, Shelly Crull-Hanke, Don Vruwink, Brian Kvapil and Karen Hall. Absent: None. Student representatives present: Sean Harvatine and Anna Quade.

I. Approval of Agenda

A motion was made by Tom Westrick and seconded by Betsy Lubke to approve the agenda as presented. Motion carried.

II. Pledge of Allegiance

III. Approval of Minutes

A motion was made by Don Vruwink and seconded by Tom Westrick to approve the minutes for the regular meeting held on January 8, 2018 as presented. Motion carried.

IV. Approval of Vouchers

A motion was made by Betsy Lubke and seconded by Karen Hall to approve Bank of Milton vouchers totaling \$758,616.87 representing Funds 10, 20, 50, 80, and 90. Motion carried.

V. Public Comment

VI. Student Council Report

VII. Legislative Issues

VIII. Report on 2018 Wisconsin State Education Convention

IX. Human Resources Committee Report – Betsy Lubke

- A. Discussion on Full-time Equivalent (FTE) Eligibility
- B. Discussion on Insurance Rates Impacted by Biometric Testing
- C. Benefits Advisory Meeting Follow-up
- D. Discussion on Direct Deposit for Diversified Benefit Services
- E. Discussion on 403(b) Changes and Timetable
- F. Discussion on Human Resources Goals

X. Transportation Committee Report – Karen Hall

- A. Discussion on Amendment to Unusually Hazardous Plan (UHP)
- B. Four-Year-Old Kindergarten Program M4K
- C. Child Care Services

BOARD OF EDUCATION MEETING MINUTES

Monday, January 22, 2018

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XI. Discussion and Possible Action on 2017-18 Open Enrollment Alternative Applications

A motion was made by Karen Hall and seconded by Tom Westrick to approve the 2017-18 open enrollment alternative applications as presented. Motion carried.

XII. Miscellaneous

A. Staffing – Professional and Support Staff Hires, Resignations and Retirements

A motion was made by Betsy Lubke and seconded by Don Vruwink to approve the staffing report as presented, including contracts/letters of employment for Heidi Welch-Craemer and Caitlin Nelson; and the resignation of Sue Gray. Motion carried.

B. Gifts and Donations

A motion was made by Karen Hall and seconded by Brian Kvapil to accept the following gifts and donations with gratitude:

Milton East Parents' Group	\$166.78	Read-a-thon Supplies
P.A.W.S.	\$700.00	Basketball Hoops
P.A.W.S.	\$1,180.0	1 st Grade Field Trips
Marilyn Runaas	\$500.00	West Elem. – Flexible Seating
Don & Beth Vruwink	\$550.00	MHS Discovering Democracy
Handy Art/Chuck Jackson	<u>\$7,662.00</u>	MHS Art Dept.-Paints/Art Materials
	TOTAL	\$10,758.78

Motion carried.

C. Meeting Dates – Upcoming Board and Committee Meetings

Feb. 8, 2018	Candidate Forum	6:00 p.m.	Milton City Hall
Feb. 12, 2018	School Board Meeting	6:30 p.m.	District Office-PDC
Feb. 26, 2018	School Board Meeting	6:30 p.m.	District Office-PDC
March 5, 2018	BoardDocs Training	4:30 p.m.	District Office

BOARD OF EDUCATION MEETING MINUTES

Monday, January 22, 2018

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

A motion was made by Betsy Lubke and seconded by Tom Westrick 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; and also deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. [Administrative Contracts, District Administrator Annual Performance Review, Discussion Regarding Facilities Needs Process] Polled vote: Brian Kvapil (yes), Don Vruwink (yes), Betsy Lubke (yes), Tom Westrick (yes), Karen Hall (yes), Shelly Crull-Hanke (yes) and Bob Cullen (yes).
Motion carried 7-0.

EXECUTIVE SESSION

E. Motion to Reconvene in Open Session

A motion was made by Tom Westrick and seconded by Karen Hall to reconvene in open session. Motion carried.

XIII. Possible Action on Administrative Contracts

A motion was made by Betsy Lubke and seconded by Tom Westrick to approve the administrative contracts as presented in closed session. Motion carried.

A motion was made by Karen Hall and seconded Tom Westrick to adjourn the meeting at 10:09 p.m.
Motion carried. Meeting adjourned.

Minutes approved February 12, 2018

Bob Cullen
President

**Milton High School
Extended Field Trip Requests
February 2, 2018**

Organization	Trip Description	Dates	Number of Students	Meets Ratio of Chaperones to Students	Student Activity Account (if used)
Ice Fishing Club	Eagle River, WI. WIFA State Ice Fishing Tournament	February 15-18, 2018	10	Yes	Ice Fishing Club
MHS French Club	France Authentic language & cultural immersion through historical site visits, family stay experiences, and everyday life.	June 12-26, 2018	5	Yes	French Club



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: Board of Education
Tim Schigur, District Administrator
FROM: Mary Ellen Van Valin, Director of Business Services
DATE: Thursday, February 08, 2018
RE: Unusually Hazardous Transportation Plan Amendment

The Transportation Committee met on Monday, February 22, 2018 to discuss an amendment to our Unusually Hazardous Transportation Plan that we have on file with the Department of Public Instruction. As Karen reported during her Transportation Committee Report that evening, a small change is recommended to Area 6 (HZ 2). The Rock County Sheriff's department upon review agreed with the District's request to have the area of N. Janesville St. from Madison Ave to the 180 block of J. Janesville (area near Milton East Elementary) included in our UHP. The affected area encompasses approximately 25 homes/dwellings.

Enclosed with this memorandum, please find the approval letter from Rock County Sheriff's Department and other supporting documents that upon your approval will be forwarded to the Department of Public Instruction for final approval. A letter from Tim will accompany the paperwork submitted. If approved, the students transferred from the affected area will be eligible to be counted for state categorical transportation aid that the District receives.

A recommended motion would be **“to move approval of the proposed amendment to the District's Unusually Hazardous Transportation Plan.”**

Attachment(s)

ROBERT D. SPODEN
ROCK COUNTY SHERIFF

BARBARA J. TILLMAN

CHIEF DEPUTY

09/12/2017

School District of Milton
Attn: Timothy Schigur
448 E. High St.
Milton, WI 53563

Dear Mr. Schigur,

State Statute 121.54(9) requires the Sheriff to review the school district's Unusually Hazardous Transportation (UHT) plan and investigate the areas in question. I was designated to review the suggested area for the School District of Milton's UHT plan.

Using the guidelines in previous surveys, the following criteria were considered:

- Residential vs. Commercial
- Speed Zones
- Curbs, Sidewalks, Safety Zones
- Public Transit
- Age of Students
- Controlled Intersections and Crossing Guards

I have traveled the requested area and my observations are as follows:

AREA 6 DESCRIPTION HZ-2

The area of N. Janesville St. from Madison Ave. to the 180 block of N. Janesville St is a residential area with a wide roadway, curbs, and sidewalks on each side. The roadway is directly connected to a State Highway, and generates a higher than average flow of traffic which often operates at speeds higher than 25mph. The irregular intersection is only partially controlled and is located next to North Goodrich Park. Students in the area would be of varied age, and there is no crossing guard being used. After considering the features of the listed area, I have found that a hazardous condition does exist.

Sincerely,

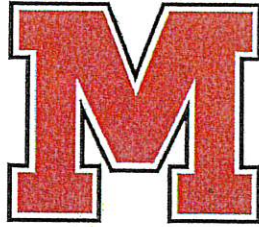
Robert D. Spoden,
Sheriff

Compiled by: Deputy Ross Wenger #13684

200 EAST U. S. HIGHWAY 14

JANESVILLE, WISCONSIN 53545-9601

PHONE: (608)757-8000 FAX: (608)757-7997



School District of Milton

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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

September 6, 2017

Sheriff Robert D. Spoden
Rock County Sheriff's Department
200 East U.S. Highway 14
Janesville, WI 53545-9601

Dear Sheriff Spoden:

Back in 2012, your department assisted the School District of Milton in the review and subsequent recommendation to the Department of Public Instruction (DPI) of six zones (22 locations) for the establishment of an Unusually Hazardous Transportation Plan (UHP). This UHP was approved by our Board of Education on January 28, 2013, and by DPI on March 13, 2013.

Since this time, the Highway 26 bypass project was completed by the Department of Transportation. North Janesville Street became a local street, while South Janesville Street continues to be Highway 59. As you know, state law requires a stop sign when a local road intersects with state highway. The area of concern starts at North Janesville Street, where the stop sign is now located, and continues north to the 180 block. This area was not a part of the 2012 review of possibly hazardous walk areas. The hazard is that traffic flow seems unpredictable at times with traffic not stopping when going north on Janesville Street, or turning west on Madison Avenue (Highway 59). Traffic does stop traveling south on Janesville Street, as well turning left off Madison Avenue onto Janesville Street, and yielding right off Madison Avenue onto Janesville Street. There is not a crossing guard at this intersection.

We respectfully ask you to please review Area 6-HZ 2. Please note the letter enclosed from GoRiteway Transportation Group, our contracted bus service, in addition to the UHP currently on file at DPI. Should you need additional information, please do not hesitate to call our Director of Business Services, Mary Ellen Van Valin, at (608) 868-9200 ext. 1811. Thank you for your on-going assistance.

Sincerely,

Timothy J. Schigur
District Administrator
CC: Enclosure



April 26, 2017

Rock County Sheriff
200 East U.S. Highway 14
Janesville, WI 53545-9601

Dear Rock County Sheriff's Department,

State Statute 121.54 (9) (a) requires the Sheriff's Office to review the school districts' Unusually Hazardous Transportation Plan (UHT), investigate sites to determine if unusual hazards exist and make suggestions for revision. Our request is that you revise Area 6 – HZ 2:

Attached is the area we would like you to review:

Page 7 & 8 has highlighted what we would like you to consider for revision.

Thank you for your expertise and time spent on our UHT Plan. Please let us know if you have any questions!

Sincerely,

A handwritten signature in black ink that reads "Casey Longhenry".

Casey Longhenry
Operations Manager - Milton



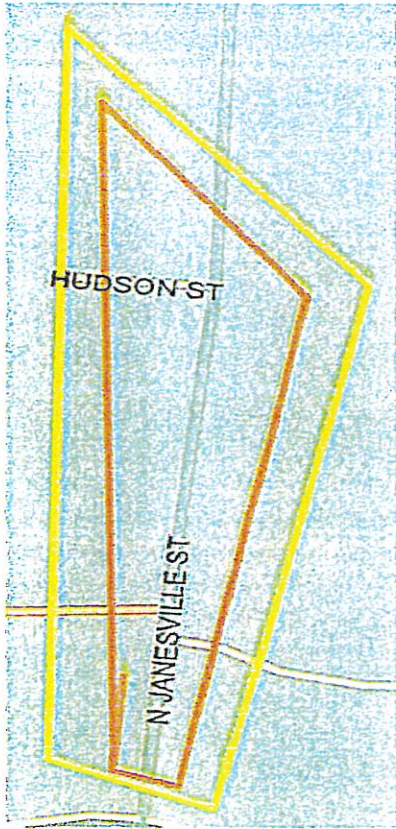
P:608-868-4705

F:608-868-6753

casey.longhenry@goriteway.com

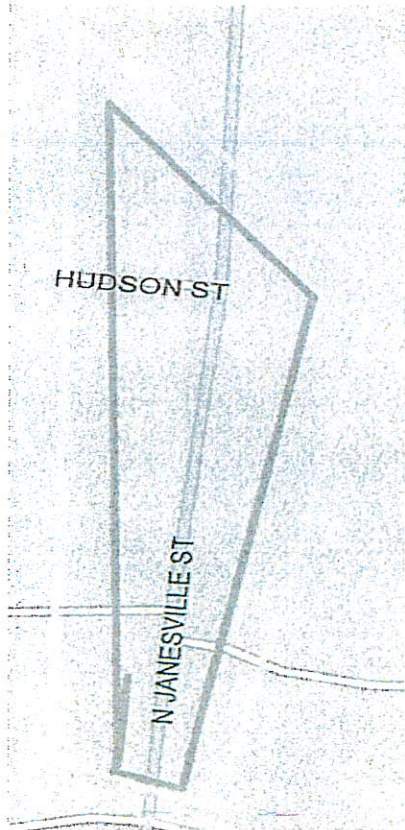
www.goriteway.com

AREA 6 DESCRIPTION - HZ2



- Any address North of 167 Janesville Drive [Highway 26] Milton, WI 53563

AREA 6 DESCRIPTION - HZ2



- Any address North of 167 Janesville Drive [Highway 26] Milton, WI 53563
- Any address North of the stop sign on Janesville & Madison Ave

↖ Sept. 2017
suggested
edit to UHP
for consideration.

HZ1. Location(s): Any address West of Ivanhoe Drive from W. Madison Ave., to include Woodland, Surrey, and Forest Lake Dr. Milton, WI 53563

Hazard(s): No existing sidewalks

Summary of Hazard(s): Residences located in this area do not have existing sidewalks that would provide a safe passageway to walk to/from school facilities

Contributing factors: Speed limits are: 25-35-55 MPH
No designated crosswalks or crossing guards
No traffic control measures/signs or signals

HZ2. Location(s): Any address north of 167 Janesville Street (N. USH 26):

Hazard(s): No existing sidewalks

Summary of Hazard(s): Residences located in this area do not have existing sidewalks that would provide a safe passageway to walk to/from school facilities

Contributing factors: Speed limits are: 30-45-55 MPH
No designated crosswalks or crossing guards
No traffic control measures/signs or signals

HZ3. Location(s): Any address with students that attend Consolidated Elementary School, 4838 County Road F Janesville, WI 53545

Hazard(s): No existing sidewalks

Summary of Hazard(s): Residences located in this area do not have existing sidewalks that would provide a safe passageway to walk to/from school facilities

Contributing factors: Speed limit is: 40 MPH
No designated crosswalks or crossing guards
No traffic control measures signals/stop signs used on Consolidated School Road at Cty F intersection

HZ4. Location(s): Any Address on East Sunset Drive Milton, WI 53563 West of 174 East Sunset Drive

Hazard(s): No existing or continuous sidewalks

Summary of Hazard(s): Residences located in this area do not have existing sidewalks that would provide a safe passageway to walk to/from school facilities

Contributing factors: Speed limit is: 25 MPH
No designated crosswalks or crossing guards
No traffic control measures/signs or signals
Sharp turns in either direction

HZ1. Location(s): Any address West of Ivanhoe Drive from W. Madison Ave., to include Woodland, Surrey, and Forest Lake Dr. Milton, WI 53563

Hazard(s): No existing sidewalks

Summary of Hazard(s): Residences located in this area do not have existing sidewalks that would provide a safe passageway to walk to/from school facilities

Contributing factors: Speed limits are: 25-35-55 MPH
No designated crosswalks or crossing guards
No traffic control measures/signs or signals

HZ2. Location(s): Any address north of Janesville Street @ Madison Ave(N.USH 26):

Hazard(s): Very high traffic area with no crossing guards

Summary of Hazard(s): Residences located in this area do not have existing sidewalks that would provide a safe passageway to walk to/from school facilities

Contributing factors: Speed limits are: 30-45-55 MPH
No designated crosswalks or crossing guards
No traffic control measures/signs or signals

HZ3. Location(s): Any address with students that attend Consolidated Elementary School, 4838 County Road F Janesville, WI 53545

Hazard(s): No existing sidewalks

Summary of Hazard(s): Residences located in this area do not have existing sidewalks that would provide a safe passageway to walk to/from school facilities

Contributing factors: Speed limit is: 40 MPH
No designated crosswalks or crossing guards
No traffic control measures signals/stop signs used on Consolidated School Road at Cty F intersection

HZ4. Location(s): Any Address on East Sunset Drive Milton, WI 53563 West of 174 East Sunset Drive

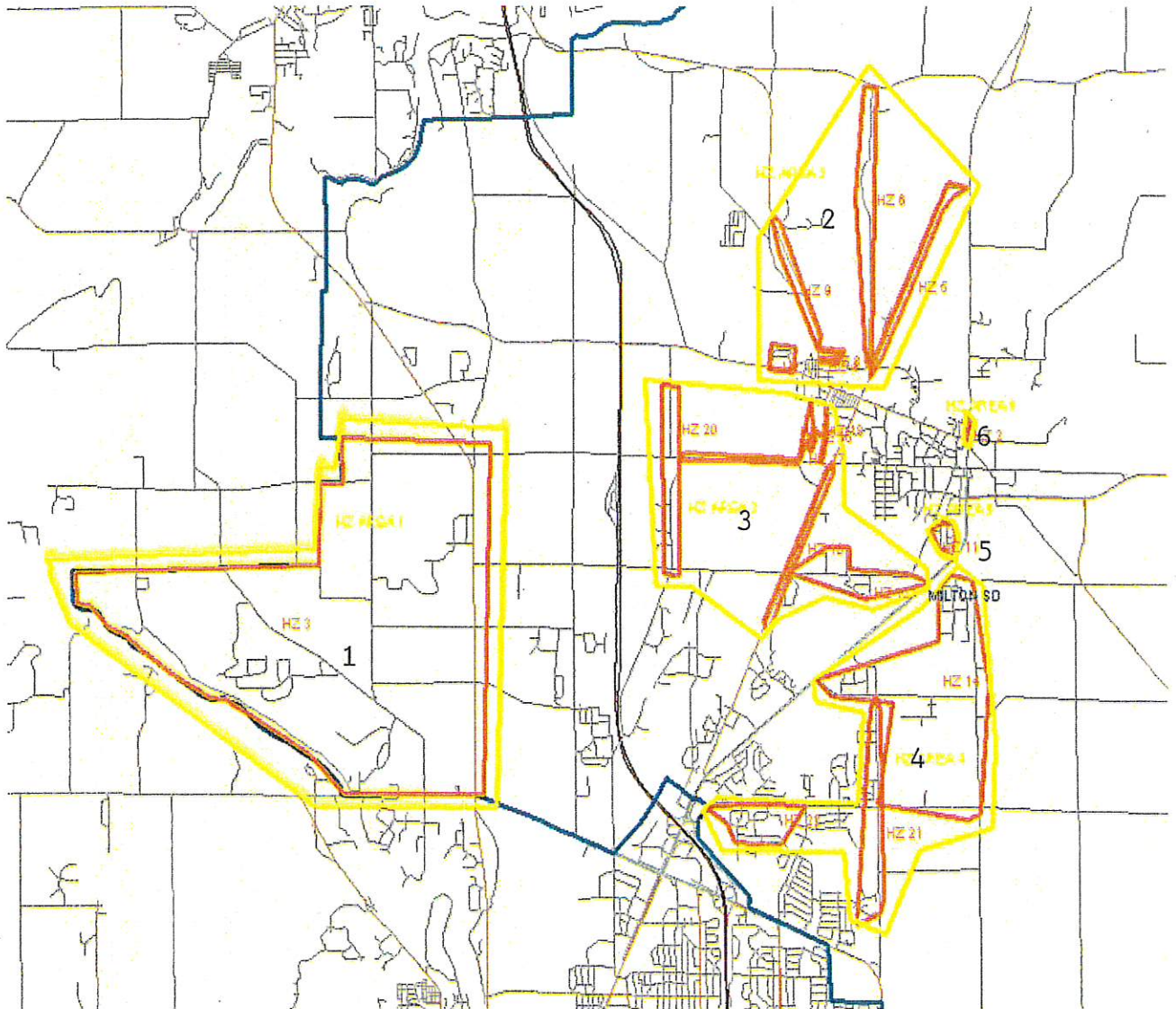
Hazard(s): No existing or continuous sidewalks

Summary of Hazard(s): Residences located in this area do not have existing sidewalks that would provide a safe passageway to walk to/from school facilities

Contributing factors: Speed limit is: 25 MPH
No designated crosswalks or crossing guards
No traffic control measures/signs or signals
Sharp turns in either direction

*Sept. 2017
Suggested
edits to
UHP.*

DISTRICT OVERVIEW - STATEMENT THAT 22 AREAS WERE REVIEWED AND ARE RECOMMENDING TO BE DEEMED HAZARDOUS. THEY ARE SUMMARIZED INTO 6 AREAS.



- The red road located north to south is Interstate 90.
- The green road located between hazard area 3 and hazard area 4 is Hwy 26.



School District of Milton

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Timothy J. Schigur
District Administrator

Mary Ellen Van Valin
Director of Business Services

Susan L. Probst
Director of Pupil Services

Heather N. Slosarek
Director of Curriculum & Instruction

DATE: February 12, 2018

TO: Milton Board of Education

FROM: Sheila Price, Nutrition Team Supervisor

RE: Recommendation for Approval, 2018-2019 WiSNPC Resolution and Agreement

The following documents pertaining to the renewal of district membership with the Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) for the 2018-2019 School Year have been included along with this memo for review and possible action:

- WiSNPC Resolution (must be approved by each member district's BOE)
- 66.0301 WiSNPC Agreement (signed and returned)
- Proposed Annual Budget for WiSNPC
- Membership Listing
- Governance & Bylaws of WiSNPC

The first two items, the WiSNPC Resolution and the 66.0301 WiSNPC Agreement, require approval by the BOE. The WiSNPC Cooperative operates as a consortium of schools through an inter-governmental agreement. This is not a contract with a third party company. All member districts must "resolve" to accept equal responsibility for the expenses to operate the group. This is the purpose of the Resolution. The Agreement, after approval of the Resolution by the BOE, must be signed and returned to WiSNPC's designated fiscal agent.

Annual dues for the 2018-2019 School Year have been set at \$300 for each member district. Middleton-Cross Plains Area School District will serve as the fiscal agent for WiSNPC and ProTeam Foodservice Advisors was awarded the Procurement Consultant and Cooperative Coordinator RFPs through the 18-19 School Year with the option to renew.

I recommend that we renew district membership with WiSNPC for the 2018-19 School Year.

A recommended motion would be: "to approve the Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) Resolution and Agreement as presented."



Wisconsin School Nutrition Purchasing Cooperative

DATE: December 19, 2017
TO: Member District of the Wisconsin School Nutrition Purchasing Cooperative
FROM: Advisory Council of the Wisconsin School Nutrition Purchasing Cooperative
SUBJECT: 2018-19 SY Agreement

The attached packet for the Wisconsin School Nutrition Purchasing Cooperative (WiSNP Co-op) includes:

1. Resolution
2. 66.0301 Agreement (sign and return)
3. Proposed Annual Budget for WiSNP Co-op
4. Membership Listing
5. Governance and Bylaws of the WiSNP Co-op

NOTE:

1. The Resolution should be presented to your school board for approval
2. The 66.0301 Agreement must be signed and returned to: WiSNP Co-op, MCPASD, 2130 Pinehurst Dr, Middleton, WI 53562 or agundeck@mcpasd.k12.wi.us

For the 2018-19 SY, the annual dues are set at \$300 per school district. Middleton Cross Plains Area School District will serve as the fiscal agent for WiSNP Co-op and ProTeam Foodservice Advisors was awarded the Procurement Consultant and Cooperative Coordinator RFPs through the 18-19 SY with the option to renew.

If you have any questions, please feel free to contact any of the Advisory Council members:

Jim Degan, School District of Janesville, jdegan@janesville.k12.wi.us

Amy Jungbluth, Middleton Cross Plains Area School District, ajungbluth@mcpasd.k12.wi.us

Karen Fochs, Wausau School District, kfochs@wausauschools.org

Joyce Gaulke, Westfield School District, gaulkej@westfield.k12.wi.us

Monica Glorioso, Hartford Union High School District, monica.glorioso@huhs.org

Becky Terry, DeForest Area School District, rterry@deforestschools.org

Janet Loeffelholz, Cuba City School District, janet.loeffelholz@cubacity.k12.wi.us

Kathy Powell, Randall Consolidated School District, kpowell@randall.k12.wi.us

Vicki Sukow, Lakeside Lutheran High School District, vsukow@llhs.org

Resolution
Wisconsin School Nutrition Purchasing Cooperative

Whereas the School Districts as listed in this document desire to enter into a cooperative relationship to (1) reduce their respective costs in purchasing food, beverages, supplies, and USDA Foods processing, storage and transportation services for use in the school district's Child Nutrition Program(s) for the school year and beyond, and (2) to educate district representatives with regard to ongoing Child Nutrition Program challenges and regulations, and (3) to make the most efficient use of power by enabling them to cooperate with each other on a basis of mutual advantage;

Be it, and it is hereby resolved that the member districts of the Wisconsin School Nutrition Purchasing Cooperative shall share the fees for a procurement consultant and cooperative coordinator, plus reasonable and necessary expenses, through administrative fees paid through approved vendor agreements and through membership dues, pursuant to section 66.0301 of the Wisconsin Statutes.

**Wisconsin School Nutrition Purchasing Cooperative Agreement
(Section 66.0301)**

Pursuant to a resolution adopted by school districts participating in the Wisconsin School Nutrition Purchasing Cooperative (WISNP Co-op) to cooperatively procure and purchase food and supplies for the member district's Child Nutrition Program(s):

Participating school districts hereby mutually agree, pursuant to Section 66.0301 of the Wisconsin Statutes, to the following conditions:

1. That said parties agree to retain a school nutrition procurement consultant to coordinate the bidding and procurement process for the WISNP Co-op as hereinafter set forth;
2. That the fiscal agent for the WISNP Co-op shall be a Member District or a CESA;
3. That the fiscal agent shall maintain necessary records for WISNP Co-op and establish and maintain financial accounts in accordance with uniform financial accounting systems prescribed by the Department of Public Instruction;
4. That the fiscal agent shall be authorized to pay necessary bills and collect fees;
5. That the proration of costs will be collected through administrative fees from approved vendor agreements based on purchase volume of each participating school district; and annual membership dues;
6. That the estimated budget and plan of operation for this cooperative shall be approved in advance of contract signing by all school district parties hereto;
7. That variations from the budget will require prior approval of all school district parties hereto;
8. That attached hereto and incorporated herein by reference are the authorizing resolution, budget, plan of payments to fiscal agent, and the plan for operation (WISNP Co-op bylaws).

School District Signature of Approval

School District

Authorizing Signature

Date

Printed Name

Title

Fiscal Agent Signature of Approval

Middleton Cross Plains Area School District

Fiscal Agent District

Lori Ames

Authorizing Signature

12-13-17

Date

LORI AMES

Printed Name

DIRECTOR OF BUSINESS SERVICES

Title

2018-19 Proposed Annual Budget
Wisconsin School Nutrition Purchasing Cooperative

EXPENSES:	PROPOSED BUDGET
Procurement Consultant and Cooperative Coordinator	\$ 94,000
Operational Expenses (Web development/host, travel, printing, supplies, advertising)	10,000
Personal Services (Meeting facility; Fiscal Agent fee; Liability Insurance)	10,000
TOTAL EXPENSES	<u><u>\$114,000</u></u>

REVENUES:	PROPOSED BUDGET
Fees from per case purchases*	\$ 96,900
Membership Dues^	17,100
TOTAL REVENUE	<u><u>\$114,000</u></u>

*Approved vendor agreements state that Administrative Fees will be paid by the Vendor to the Fiscal Agent based on purchase volume of each participating school district:

^ Membership Dues = \$300 per district

Membership
Wisconsin School Nutrition Purchasing Cooperative

2017-18 SY Member School Districts of the WiSNP Co-op:

- | | |
|--|-------------------------------|
| 1. Abundant Life Christian School/
Lake City Church | 30. Mount Horeb |
| 2. Almond-Bancroft | 31. Necedah |
| 3. Benton | 32. Norwalk-Ontario-Wilton |
| 4. Brillion | 33. Port Edwards |
| 5. Cambridge | 34. Potosi |
| 6. Cassville | 35. Poynette |
| 7. Clinton | 36. Princeton |
| 8. Cuba City | 37. Randall Consolidated |
| 9. D C Everest Area | 38. Random Lake |
| 10. Deerfield | 39. Rio |
| 11. DeForest | 40. River Valley |
| 12. Dodgeville | 41. Sauk Prairie |
| 13. Fall River | 42. Sheboygan Falls |
| 14. Hartford Union High School | 43. Slinger |
| 15. Highland | 44. St. Joseph's, Hazel Green |
| 16. Howards Grove | 45. Sun Prairie |
| 17. Janesville | 46. Valders |
| 18. Jefferson School District | 47. Verona |
| 19. Kewaskum | 48. Watertown |
| 20. Lakeside Lutheran High School | 49. Wausau |
| 21. Lodi | 50. Wautoma |
| 22. McFarland | 51. West Bend |
| 23. Menominee Indian | 52. Westfield |
| 24. Middleton-Cross Plains | 53. Wisconsin Rapids |
| 25. Milton | |
| 26. Mishicot | |
| 27. Monona Grove | |
| 28. Montello | |
| 29. Mosinee | |

New for 2018-19 SY:

- Campbellsport
- Lake Mills
- Lomira
- Mayville

Governance & Bylaws of the Wisconsin School Nutrition Purchasing Cooperative

I. PURPOSE

The purpose of the Wisconsin School Nutrition Purchasing Cooperative (WISNP Co-op) is to provide quality nutrition products and value-added services so that Member Districts may deliver first-rate nutrition programs for students.

II. GOVERNANCE

- A. Membership is open to Wisconsin school districts with a self-operated, federally funded Child Nutrition Program.
- B. An Advisory Council (Council) comprised of representatives from various sized Member Districts and the fiscal agent district shall be established as a board of directors to make business and organizational decisions for the WISNP Co-op
- C. A fiscal agent (Fiscal Agent) shall be designated by the Council to manage the WISNP Co-op funds.
- D. A school nutrition procurement consultant (Consultant) shall be an independent consultant that shall be procured for and contracted by the WISNP Co-op to carry out the WISNP Co-op's business.
- E. The WISNP Co-op shall hold a minimum of three general membership meetings per year with the dates, times, and locations to be set by the Council.
- F. All decisions requiring a vote by the Member Districts or the Council will be by simple majority if a quorum is met.
 - 1. Votes may be cast in person or by approved electronic means. Member Districts may participate by any lawful communication means or in person.
 - 2. Member Districts are granted one vote per district.
- G. The fiscal year of the WISNP Co-op shall be July 1 to June 30 of the succeeding year.

III. MEMBER DISTRICTS

- A. Member Districts shall be self-operated, federally funded Child Nutrition Programs. The operation of a Member District's Child Nutrition Program must comply with federal and state laws.
- B. All Member Districts shall abide by the WISNP Co-op's Governing Rules, Policies, and Procedures as adopted.
- C. All Member Districts shall participate in and agree to the WISNP Co-op's Prime Vendor contract. Member Districts may also participate in optional available RFPs.
- D. Member Districts shall provide the Fiscal Agent, Consultant, and Council information and documentation necessary for the WISNP Co-op to meet its responsibilities.
- E. When a membership vote is required, only one vote per member district is allowed. If a quorum (51% or more) of the Member Districts are present, a simple majority vote will be conducted for:
 - 1. Adopting governance rules;
 - 2. Approval of policies and procedures;
 - 3. Approval of Prime Vendor RFP award;
 - 4. Fee assessments to cover the WISNP Co-op operating costs;
 - 5. Election of Council representatives;
- F. Any District may apply to become a member of the WISNP Co-op.

1. Applications are accepted until October 31 of the prior school-year.
 2. The Council has the right to recommend the approval or disapproval of the applicant based on factors such as geographic location and enrollment.
 3. If a USDA Foods distribution contract is in force and a new member is applying during this contract's existence, its membership may require the contracted distributor's approval.
- G. A current Member District may be terminated upon determination that the Member District no longer meets membership criteria as determined by the Council. A Member District whose membership has been terminated by the Council has the right to appeal the termination decision to the Member Districts at the next regularly scheduled membership meeting.
- H. Requests for termination of participation in the WISNP Co-op may be made in writing with at least thirty-(30) calendar days' notice. No refunds of participation fees will be made. Terminated members may not apply to participate in the WISNP Co-op until the next bidding cycle.
- I. It is the Member District's responsibility to have the specific contract(s) approved by the member's Board of Education (or other governing body as appropriate) to meet the State and Federal procurement requirements.
- J. All Member Districts shall pay the annual membership fee set by the Council by July 31. Invoice will be sent by the Fiscal Agent.
- K. It is every Member District's responsibility to actively manage its USDA Foods including ordering, distribution, processing, and inventories.
- L. Each Member District must maintain internet and email access and is responsible to report contact changes to the Consultant.

IV. ADVISORY COUNCIL.

- A. The Council shall consist of two representatives from each of the three Member District sizes – small (<1000), medium (1001-5000), and large (>5000). Member Districts shall elect council members from the corresponding district-size. The Fiscal Agent district will also serve on the Council.
- B. Each Council member shall serve a two-year term. A temporary extension of a Council member's term may be requested to complete a project or initiative.
- C. Council members shall be unpaid. Council members shall be reimbursed for expenses incurred to attend Council meetings.
- D. The Council has the following responsibilities:
1. The Council shall serve as a point of contact for Member Districts;
 2. The Council shall review and take action on comments and concerns presented to the Council by Member Districts, Consultant, Fiscal Agent, and/or Vendors;
 3. The Council shall review and propose changes to the bylaws, policies, and procedures for the WISNP Co-op;
 4. The Council shall review and approve WISNP Co-op budget;
 5. The Council shall set annual membership fees;
 6. The Council shall set general membership meetings dates, times, locations, and agendas;
 7. The Council shall conduct performance and pricing audits of awarded vendors as coordinated by the Consultant;
 8. The Council shall create WISNP Co-op sub-committees as deemed necessary.
- E. The Council shall meet a minimum of twice a year or as needed.

V. FISCAL AGENT

- A. The Fiscal Agent has the following responsibilities:
 - 1. The Fiscal Agent shall serve as custodian of all WISNP Co-op fiscal, membership, and other records in accordance with applicable law and retain those records on behalf of the Member Districts until the WISNP Co-op dissolves. The Fiscal Agent shall provide such records only upon request of the Member Districts and Council;
 - 2. The Fiscal Agent shall operate in accordance with the budget adopted by the Council and with applicable law;
 - 3. The Fiscal Agent shall maintain separate and distinct administrative, accounting, auditing, budgeting, reporting, and record keeping systems for the management and operation of the WISNP Co-op;
 - 4. The Fiscal Agent shall cooperate with any audits by regulatory agencies required of the Member Districts.
 - 5. If Member District annual dues are deemed necessary, the fiscal agent shall bill, receive, and record said dues.
- B. All discounts, rebates, and applicable credits received by the Fiscal Agent on behalf of Member Districts must be returned to the Member District's nonprofit school food service account.
- C. All funds generated in excess of expenses shall stay with the WISNP Co-op and its Member Districts.
- D. Administrative cost overruns and uncontrollable costs exceeding what was budgeted shall be reviewed by the Fiscal Agent, Council and Consultant to determine the nature and extent of the costs. The Council shall determine if and how the costs will be allocated among the Member Districts.
- E. The Council may hire an auditor to review all financial records to ensure compliance with state and federal regulations and verify fiscal responsibility.

VI. SCHOOL NUTRITION PROCUREMENT CONSULTANT

- A. A school nutrition procurement consultant (Consultant) will be properly procured for and contracted by the WISNP Co-op.
- B. With Council oversight, the Consultant is responsible for writing, issuing, evaluating, and approving all bid documents related to the WISNP Co-op's business and ensuring that all purchasing and bidding activities adhere to state and federal statutes and purchasing regulations;
- C. The Consultant shall see that all orders and resolutions of the Council are carried into effect.
- D. The Consultant shall have the authority to sign all certificates, contracts, and other instruments on behalf of the WISNP Co-op;
- E. The Consultant shall inform Council members and Member Districts of pertinent WISNP Co-op business transactions;
- F. The Consultant shall plan and convene regular Council and WISNP Co-op meetings, gather agenda items, publish agendas and ensure minutes of each meeting are recorded and disseminated. Planning additional education sessions and/or food shows for WISNP Co-op may also be required.
- G. The Consultant shall provide other duties necessary to responsibly manage the business affairs of the WISNP Co-op with the best interest of every Member District in mind.

Original Adoption: May 11, 2017

Revised: December 8, 2017

USDA Non-Discrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

School District of Milton 2018-2019 School Year

August 2018			September 2018			October 2018		
23	24	25	26	27	28	29	30	31
1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31					
November 2018			December 2018			January 2019		
1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31					
February 2019			March 2019			April 2019		
1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31					
May 2019			June 2019			July 2019		
1	2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18
19	20	21	22	23	24	25	26	27
28	29	30	31					

July 23 - 31	Online Registration (No Fee)
Aug 7 - 8	Onsite Central Registration / Photos
Aug 16 - 17	New Teacher Orientation
Aug 20-23,27-30	Teacher Workshop Days
Sept 3	Labor Day / No School
Sept 4	First Day of School
Oct 1	Professional Development / No School
Oct 25	Early Release
Oct 26	No School
Nov 2	1st Quarter Ends (42)
Nov 5	Professional Development / No School
Nov 21	P/T Compensation Day / No School
Nov 22	Thanksgiving / No School
Nov 23	No School
Dec 10	Professional Development / No School
Dec 24 - Jan 1	Winter Break / No School
Jan 2	Classes Resume
Jan 17	1st Semester/2nd Quarter Ends (42)
Jan 18	No School
Jan 21	Professional Development / No School
Feb 15	P/T Compensation Day / No School
Mar 11	Professional Development / No School
Mar 25 - 29	Spring Break / No School
Apr 1	Classes Resume
Apr 3	3rd Quarter Ends (44)
Apr 19	No School
May 24	Early Release
May 27	Memorial Day / No School
Jun 6	Last Day of School for Students
Jun 6	2nd Semester/4th Quarter Ends (45)
Jun 9	Graduation
Jun 10	Summer School Begins

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

Open House Dates
4K* Aug 29 5:00-6:00 p.m.
4K-3 Aug 29 5:30-6:30 p.m.
4-6 Aug 29 6:00-7:00 p.m.
7-8 Aug 29 6:00-7:00 p.m.
9-12 Aug 29 6:30-7:30 p.m.
4K* - offsites only

2018-19 Parent/Teacher Conferences
Oct 17 Grades 9-12 4:00-8:00 p.m.
Oct 22 Grades 9-12 4:00-8:00 p.m.
Oct 24 Grades PK-6 4:00-8:00 p.m.
Oct 24 Grades 7-8 3:30-7:30 p.m.
Oct 25 Grades PK-6 1:00-8:00 p.m.
Oct 25 Grades 7-8 3:30-7:30 p.m.
Feb 6 Grades 9-12 4:00-8:00 p.m.
Feb 11 Grades 9-12 4:00-8:00 p.m.
Feb 13 Grades PK-6 4:00-8:00 p.m.
Feb 13 Grades 7-8 3:30-7:30 p.m.
Feb 14 Grades PK-6 4:00-8:00 p.m.
Feb 14 Grades 7-8 3:30-7:30 p.m.

Instructional Days	Per Quarter
1st	42 (34)
2nd	42 (35)
3rd	45 (36)
4th	44 (34)
TOTAL	173 (M4K 139)

Staffing Updates for February 12, 2018

1. Contracts/Letters of Employment:

-

2. Resignations:

- Athmann, Anna M. – Special Education Aide – West
 - *Effective: February 9, 2018*

3. Retirement Notices:

-

4. Vacancies Posted, Not Yet Filled:

- Special Education Aide (7hrs) – West
- Nutrition Team Staff Member (2.75 hrs) - Northside
- Nutrition Team Staff Member (3 hrs) – Middle School
- Evening Custodian (part-time) – High School
- Boys Assistant Tennis Coach – High School
- Assistant Softball Coach – High School
- Assistant Track Coach – High School
- Substitute Custodians – District Wide
- Substitute Nutrition Team – District Wide

5. Leave of Absence:

-

SCHOOL DISTRICT OF MILTON
Milton, Wisconsin

2017-2018 SCHOOL YEAR

GIFTS & DONATIONS FOR BOARD APPROVAL/ACCEPTANCE
Monday, February 12, 2018

<u>From</u>	<u>Amount</u>	<u>For</u>
Jerome & Dorothy Beier	\$1,000.00	Consolidated Elementary – Penni Selck Memorial
Milton East Parents' Group	<u>\$1,800.00</u>	3 rd Grade Field Trips/Bus
TOTAL	\$2,800.00	
