



SCHOOL DISTRICT OF MILTON
Milton, Wisconsin

BOARD OF EDUCATION
TRANSPORTATION COMMITTEE MEETING
Monday, June 26, 2017
District Office Second Floor – 5:45 PM

- I. Discussion and Recommendation on Approval of Rate Adjustments and One Year Extension to the GO Riteway Transportation Contract

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, June 26, 2017

District Office Professional Development Center – 6:30 PM

- I. Approval of Agenda
- II. Approval of Minutes
- III. Approval of Vouchers
- IV. Public Comment
- V. Legislative Issues
- VI. Annual Health Services Report – Erin Kotthaus
- VII. Discussion and Possible Action on CESA #2 Agreement with Wisconsin School Nutrition Purchasing Cooperative (WiSNPC)
- VIII. Discussion and Possible Action on 66:03 Agreement With Clinton and Edgerton for the Continuation of Cooperative Alternative School (MECAS) – Tara Huber
- IX. Miscellaneous
 - A. Staffing - Professional and Support Staff Hires, Resignations and Retirements
 - B. Meeting Dates– Upcoming Board and Committee Meetings

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, June 12, 2017

District Office

Board President, Bob Cullen, called the meeting to order at 5:45 p.m. Board members present: Betsy Lubke, Tom Westrick, Shelly Crull-Hanke, Don Vruwink, Karen Hall and Brian Kvapil. Absent: None.

- I. A motion was made by Karen Hall and seconded by Tom Westrick to go into executive session pursuant to Wis. Stat. §19.85 (1) (c), for discussion and possible action regarding employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercise responsibility. [Former Employee Request for Retirement Benefits] Polled vote: Brian Kvapil (yes), Don Vruwink (yes), Tom Westrick (yes), Betsy Lubke (yes), Karen Hall (yes), Shelly Crull-Hanke (yes), and Bob Cullen (yes). Motion carried.

EXECUTIVE SESSION

- II. Motion to Reconvene in Open Session

A motion was made by Betsy Lubke and seconded by Karen Hall to reconvene in open session at 6:26 p.m. Motion carried.

OPEN SESSION

- III. Approval of Agenda

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

- IV. Approval of Minutes

A motion was made by Don Vruwink and seconded by Shelly Crull-Hanke to approve the minutes for the regular meeting held on May 22, 2017 as presented. Motion carried.

- V. Approval of Vouchers

A motion was made by Betsy Lubke and seconded by Tom Westrick to approve Bank of Milton vouchers totaling \$888,952.55 representing Funds 10, 20, 50, 80, and 90. Voids totaling \$711.59. Motion carried.

- VI. Public Comment

- VII. Building/Department Updates

- VIII. Human Resources Committee Report – Betsy Lubke

- A. Retirement Options – Roth IRA, 403(b) and 457
- B. Update on Optional Biometric Testing – Fall 2017
- C. Update on Insurance Rates

BOARD OF EDUCATION MEETING MINUTES

Monday, June 12, 2017

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IX. Policy Committee Report – Shelly Crull-Hanke

A. Discussion and Possible Action on Resolution Adopting an Entire Set of New District Policies as Reviewed, Modified and Recommended by NEOLA, the Policy Committee and Administration

A motion was made by Shelly Crull-Hanke and seconded by Betsy Lubke to approve the resolution adopting an entire set of new district policies as reviewed, modified and recommended by NEOLA, the policy committee and administration. Motion carried.

X. Discussion and Possible Action on 2017-18 School Fees and Meal Prices – Sheila Price

A motion was made by Betsy Lubke and seconded by Don Vruwink to approve the 2017-18 school fees and meal prices as presented. Motion carried.

XI. Referendum Update

- A. Construction Management Services Contract Process – Tim Schigur and Scott Kramer, PRA
- B. Discussion on Next Steps

XII. Miscellaneous

A. Staffing

A motion was made by Betsy Lubke and seconded by Karen Hall to approve the staffing report; including the professional and support staff hires, resignations and retirements, as presented. Motion carried.
Contracts/letters of employment: Marcia Schwengels, Nicole Unterholzner, Marcelaine Clements and Sandra Keeser. Resignations: Nancy Debroux.

B. Gifts and Donations

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

Shauna Wessely	\$150.00	MHS French Club
Wilson & Kathy Leong	\$100.00	MHS Marching Band
Built to Impress, LLC	\$100.00	MHS FBLA Nationals
Anonymous Donor	\$250.00	MHS Boys' Tennis Apparel
Various Anonymous Donors	\$7,000.00	Turf for Hawk Zone (Bowling Alley)
Kris Agnew Agency	\$150.00	MRec Baseball/Softball Sponsor
Pettit's Lakeview Campground	<u>\$200.00</u>	MRec Baseball/Softball Sponsor

TOTAL **\$7,950.00**

Motion carried.

BOARD OF EDUCATION MEETING MINUTES

Monday, June 12, 2017

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C. Meeting Dates

June 20, 2017	Expulsion Hearing	5:30 p.m.	District Office
June 26, 2017	School Board Meeting	6:30 p.m.	District Office-PDC
July 17, 2017	School Board Meeting	6:30 p.m.	District Office-PDC

A motion was made by Tom Westrick and seconded by Betsy Lubke to adjourn the meeting at 8:41 p.m.
Motion carried. Meeting adjourned.

Minutes approved June 26, 2017

Bob Cullen
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 Pupil Services

Heather N. Slosarek
Director of Curriculum & Instruction

DATE: June 26, 2017

TO: Milton Board of Education

FROM: Sheila Price, Nutrition Team Supervisor

RE: CESA 2 School Nutrition Cooperative Governance & Name Change – Board Approval Requested

Our district, along with the other member districts of the CESA 2 Cooperative Purchasing Group were notified in early May, upon recommendation from the group's Advisory Council, that the group develop and adopt a new governance document to ensure autonomy and control over any and all decisions related to doing business.

The need for a governance document came out of a recent advisory meeting between the purchasing group's Advisory Council and CESA 2 leadership, where CESA 2 expressed the need for rapid expansion of the purchasing group. A representative from CESA 2 shared that, as a whole, CESA 2 is operating at a loss and is in immediate need of finding available revenue sources, such as through expansion of the purchasing group. Other potential revenue sources being examined by CESA 2 include significant increases in current membership fees for participating districts as well as retaining a portion of the AXIS purchasing rebates received by member districts through participation in the cooperative.

The Advisory Council expressed concerns to member districts that the discussion left members of the council feeling that CESA 2 no longer had the group's best interest in mind, and it was realized at this time that the group currently has no control over the future of the cooperative. Districts were asked to vote on whether members wished for the Advisory Council to proceed with a new governance model with local control. Overwhelmingly, the members voted to proceed with drafting a governance document and bylaws, which will also include an official name change to Wisconsin School Nutrition Purchasing Cooperative (WiSNPC).

Included along with this memo, you will find the following attachments for review and possible action:

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

I am recommending that we continue district membership under the new governance model and name change, beginning with the 17-18 school year. **A recommended motion would be: "to approve the CESA #2 Agreement with Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) as presented."**

Wisconsin School Nutrition Purchasing Cooperative

DATE: June 1, 2017
TO: District Member of the Wisconsin School Nutrition Purchasing Cooperative
FROM: Advisory Council of the Wisconsin School Nutrition Purchasing Cooperative
SUBJECT: 2017-18 SY Agreement

The attached packet for the Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) includes:

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

NOTE:

1. The Resolution should be presented to your school board for approval
2. The 66.0301 Agreement must be signed and returned to Becky Terry, DeForest Area School District, 520 E. Holum St., DeForest, WI 53532; rterry@deforestschools.org

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, plus reasonable and necessary expenses, through administrative fees paid by approved vendor agreements based on purchase volume of each participating school district and 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 (WiSNPC) 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 serve as Procurement Director to coordinate the bidding and purchase process for the WiSNPC as hereinafter set forth;
2. That the fiscal agent for the WiSNPC shall be a Member District or CESA;
3. That the fiscal agent shall maintain necessary records for WiSNPC 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 pro-ration 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 (WiSNPC bylaws).

District

Fiscal Agent

School Board President

Board President

School Board Clerk

Clerk

Date

Date

2017-18 Proposed Annual Budget
Wisconsin School Nutrition Purchasing Cooperative

EXPENSES:	PROPOSED BUDGET
Procurement Director	\$95,000
Operational Expenses (Web development/host, travel, printing, supplies, advertising)	20,000
Personal Services (Membership training & meetings; Fiscal Agent fee)	18,000
TOTAL EXPENSES	\$133,000

REVENUES:	PROPOSED BUDGET
Fees from per case purchases*	\$115,000
Membership Dues ^	\$ 18,000
TOTAL REVENUE	\$133,000

*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:

<u>Contract Type</u>	<u>Administrative Fee</u>	<u>2016-17 SY thru 3rd Qtr</u>
Prime Vendor	\$0.15 per case	\$ 78,772
Milk	0.5% of purchases	11,180
Bread	0.5% of purchases	640
Produce	0.5% of purchases	2,506
Disposables	0.5% of purchases	809
		<u>\$ 93,907</u>

^ Membership Dues = \$300 per district

Membership

Wisconsin School Nutrition Purchasing Cooperative

Members of the 2016-17 CESA School Nutrition Cooperative that have indicated intent to participate in the WISNPC for the 2017-18 SY:

- | | |
|-----------------------------------|--------------------------|
| 1. Beloit Turner | 37. Port Edwards |
| 2. Benton | 38. Potosi |
| 3. Big Foot Union High School | 39. Poynette |
| 4. Brillion | 40. Princeton |
| 5. Bristol #1 | 41. Randall Consolidated |
| 6. Cambridge | 42. Random Lake |
| 7. Cassville | 43. Rio |
| 8. Clinton | 44. River Ridge |
| 9. Cuba City | 45. River Valley |
| 10. D C Everest Area | 46. Royall |
| 11. Deerfield | 47. Sharon |
| 12. DeForest | 48. Sheboygan Falls |
| 13. Dodgeville | 49. Slinger |
| 14. East Troy | 50. St. Joseph's |
| 15. Fall River | 51. Sun Prairie |
| 16. Fort Atkinson | 52. Valders |
| 17. Hartford Union High School | 53. Verona |
| 18. Highland | 54. Waterloo |
| 19. Howards Grove | 55. Watertown |
| 20. Janesville | 56. Wausau |
| 21. Jefferson School District | 57. Wautoma |
| 22. Kewaskum | 58. West Bend |
| 23. Lakeside Lutheran High School | 59. Westfield |
| 24. Lodi | 60. Wisconsin Rapids |
| 25. McFarland | |
| 26. Middleton-Cross Plains | |
| 27. Milton | |
| 28. Mishicot | |
| 29. Monona Grove | |
| 30. Montello | |
| 31. Mosinee | |
| 32. Mount Horeb | |
| 33. Necedah | |
| 34. North Crawford | |
| 35. Norwalk-Ontario-Wilton | |
| 36. Pecatonica | |
- Waiting to hear from:**
- Abundant Life Christian School/Lake City Church
 - Almond-Bancroft
 - Granton
 - Jefferson County Head Start
 - Menominee Indian
 - Sauk Prairie

Governance & Bylaws of the Wisconsin School Nutrition Purchasing Cooperative

I. PURPOSE

The purpose of the Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) 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 any school district (Member District) in the state of Wisconsin with a self-operated, federally funded Child Nutrition Program.
- B. An Advisory Council (Council) comprised of representatives from various sized Member Districts shall be established as a board of directors to make business and organizational decisions for the WiSNPC
- C. A fiscal agent (Fiscal Agent) shall be designated by the Council to manage the WiSNPC funds.
- D. A school nutrition procurement specialist (Director) shall be an independent consultant that shall be procured for and contracted by the WiSNPC to carry out the WiSNPC's business.
- E. The WiSNPC 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.
 - 3. The Director shall only cast a vote in the event of a tie during a Council decision.
- G. The fiscal year of the WiSNPC 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 WiSNPC's Governing Rules, Policies, and Procedures as adopted.
- C. All Member Districts shall participate in and agree to the WiSNPC's Prime Vendor contract. Member Districts may also participate in optional available RFPs.
- D. Member Districts shall provide the Fiscal Agent, Director, and Council information and documentation necessary for the WiSNPC 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 WiSNPC operating costs;
 - 5. Election of Council representatives;

- F. Any District may apply to become a member of the WiSNPC.
 - 1. The Council has the right to recommend the approval or disapproval of the applicant.
 - 2. 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 WiSNPC 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 WiSNPC 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 promptly pay the annual membership fee set by the Council.
- 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 changes to the Director.

IV. ADVISORY COUNCIL

- A. The Council shall consist of two representatives from each of the three Member District sizes – small, medium, and large. Member Districts shall elect council members from the corresponding district-size. The Director will also serve on the Council in a non-voting capacity.
- 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. Advisory members other than the Director shall be unpaid. Council members and the Director 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, Director, Fiscal Agent, and/or Vendors;
 - 3. The Council shall review and propose changes to the bylaws, policies, and procedures for the WiSNPC;
 - 4. The Council shall review and approve WiSNPC 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;
 - 8. The Council shall create WiSNPC 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 WiSNPC fiscal, membership, and other records in accordance with applicable law and retain those records on behalf of the Member Districts until the WiSNPC 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 WiSNPC;
 - 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 WiSNPC and its Member Districts.
- D. Administrative cost overruns and uncontrollable costs exceeding what was budgeted shall be reviewed by the Fiscal Agent, Director, and Council 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 DIRECTOR

- A. A school nutrition procurement specialist (Director) will be properly procured for and contracted by the WiSNPC.
- B. The Director is responsible for writing, issuing, evaluating, and approving all bid documents related to the WiSNPC's business and ensuring that all purchasing and bidding activities adhere to state and federal statutes and purchasing regulations;
- C. The Director shall see that all orders and resolutions of the Council are carried into effect.
- D. The Director shall have the authority to sign all certificates, contracts, and other instruments on behalf of the WiSNPC;
- E. The Director shall inform Council members and Member Districts of pertinent WiSNPC business transactions;
- F. The Director shall plan and convene regular Council and WiSNPC 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 WiSNPC may also be required.
- G. The Director shall provide other duties necessary to responsibly manage the business affairs of the WiSNPC with the best interest of every Member District in mind.

Original Adoption: May 11, 2017

Revised: May 25, 2017 (to be approved at 8/11/17 Annual Meeting)

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.

Date: Fri, May 26, 2017 at 11:24 AM

Subject: fiscal agent request

To: Lisa Melby <lisa.melby@cesa2.org>, gary.albrecht@cesa2.org, sarah.heck@cesa2.org

Cc: James Degan <jdegan@janesville.k12.wi.us>, Amy Jungbluth

<AJungbluth@mcpasd.k12.wi.us>, "Karen Fochs M.S., R.D., C.D."

<kfochs@wausauschools.org>, Joyce Gaulke <gaulkej@westfield.k12.wi.us>, Becky Terry

<rterry@deforestschoools.org>, Janet Loeffelholz <janet.loeffelholz@cubacity.k12.wi.us>, Vicki

Sukow <vsukow@llhs.org>, Kathy Powell <kpowell@randall.k12.wi.us>

Dear CESA 2 Purchasing Administration-

CESA 2 has played an integral part in assisting area school nutrition programs succeed with cooperative purchasing. Over the past 25 years, the school nutrition purchasing group has significantly evolved in its purchasing methods, geographic reach, and scope of service. The evolution to today's CESA School Nutrition Cooperative has come with a drawback however; member-level planning and decision-making has been lost.

With an interest in bringing the operational and fiscal decision-making to the member-level, the current CESA School Nutrition Cooperative members have approved by majority vote to restructure as the Wisconsin School Nutrition Purchasing Cooperative (WiSNPC) under the attached governance structure and bylaws. The new governance model outlines the need for a fiscal agent to assist WiSNPC with fund management and accounting functions.

Because we value the services and support that CESA 2 has provided in the past, we would like to continue our relationship with CESA 2 serving as the fiscal agent for the 2017-18 school year. Attached is the Fiscal Agent Agreement outlining the roles and responsibilities of the WiSNPC fiscal agent. The Agreement lists the Fiscal Agent Administrative Fee as \$5,200 annually.

If CESA 2 is interested in this opportunity, please respond by 10:00 AM, Friday, June 9, 2017. If we do not hear back before the listed time and date, we will move forward securing an alternative fiscal agent. CESA's response and questions can be emailed to the WiSNPC Advisory Council members:

Thank you for this consideration and for the past partnership.

-The WiSNPC Advisory Council

- 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@deforestschoools.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



Sheila Price <prices@milton.k12.wi.us>

Important vote by 5/10

1 message

Monica Glorioso <monica.glorioso@huhs.org> Mon, May 8, 2017 at 11:06 AM
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Important! Vote by 5/10

At the membership meeting on Thursday, May 4, 2017, the Advisory Council shared with the group concerns about the governance of our purchasing cooperative. Following is a summary of what was shared. Please take the time to read this message as your vote is needed by 3:00pm Wednesday, May 10th.

Background: The group formed 20+ years ago when a small group of districts joined together to increase their purchasing power. They turned to CESA 2 as a partner to assist with this endeavor. The group continued to grow and CESA 2 continued to serve as a partner in the program. Today the group is now called the CESA School Nutrition Cooperative and with the growth came the need to develop a governance document of how the group will make decisions.

Governance Model Change: Over the course of this year, the Advisory Council worked with Lisa Melby to develop a governance document to reflect how decisions for the CESA Nutrition Purchasing Cooperative (Co-op) are made. The document was written with CESA 2 being in full control: *"All of the Co-op business and organization decisions shall be made by CESA 2 and advised by the Co-op's Advisory Council."* This included decisions and control over such things as budget, membership fees, and meetings. Based on the positive working relationship and historic success of the group, this language was not a concern to the Advisory Council.

However, in March, a representative (not Lisa) attended an Advisory Meeting to share CESA 2's vision for the Co-op and it suddenly became very clear that CESA 2 and the Advisory Council were no longer on the same page. The representative from CESA 2 expressed the need for rapid, statewide growth of the group (300+ districts vs. 65) with discussion of breaking into regional groups. While the Advisory Council has previously discussed that this might someday be reality, we did not agree that it needed to happen in the next year, or even two years. After further discussion of why this was a priority for CESA 2, the representative shared that CESA 2 as a whole is operating at a financial loss and is in immediate need of finding revenue sources (our Co-op is not operating at a loss, we generate enough revenues to cover our labor and overhead).

The representative continued to discuss how other considerations such as significantly increasing membership fees and keeping a portion of the AXIS purchasing rebates were ways for CESA 2 to grow revenues. The Advisory Council explained that being a collection of federally funded Child Nutrition Programs, revenues and rebates generated by membership purchases needed to stay within the Co-op and its members. The meeting concluded with us feeling unheard and realized CESA 2 no longer had the best interest of our Co-op or our individual school district's in mind.

After this eye-opening meeting, the Advisory Council looked at the working draft of the governance document and realized we have absolutely no control what happens with our group. If CESA 2 wanted to raise membership fees to \$1000, they could; if they felt meetings were cost prohibitive, they could opt not to have them; if they felt a portion of the CESA 2 Administrator's salary should be in the Co-op's budget, they could do that. With this in mind and ensuring that the interest of our group and its member districts are looked out for, we began work on a new governance model with local control and local decision-making.

Attached is a draft of what a new governance document with local control could look like. The Advisory Council put this together without Lisa's involvement (Lisa is 100% in support of our group but as a CESA 2 employee, we did not want to jeopardize her employment). The local-control model requires a Fiscal Agent to serve as a partner to manage Co-op funds, employ personnel, and provide other overhead and business functions. If the membership votes to move forward with this model, we will ask CESA 2 if they would like to be our Fiscal Agent. If they agree to be the Fiscal Agent, they would do many of the same functions that they currently do but without making any of the organizational and budgetary decisions for the group. You will notice in the draft document, there is also a name change of the Co-op to the Wisconsin School Nutrition Purchasing Cooperative to separate ourselves from the CESA identity - we would still operate as the same purchasing group with the current district membership, just under a new name.

There is a chance that CESA 2 would not agree to serve as our Fiscal Agent. If this is the case, there is an option to see if a school district would like to serve in this capacity. The Southwest Milwaukee School Nutrition Cooperative operates with this model. Another option is to complete an RFP for an outside agent to serve as the Fiscal Agent. Through our membership fees and the per-case administrative fee (part of Prime Vendor agreement), we are currently able to cover personnel expenses which includes 90% of Lisa's salary, a portion of other support personal, and overhead costs assessed by CESA 2. Based on this, we are confident we can support the use of a Fiscal Agent.

Vote: We are asking you to vote for how you would like the cooperative to proceed using the attached survey by 3:00pm on Wednesday, May 10, 2017. Your email address will be collected upon submitting the survey to ensure only one vote per district is received - how individual district's vote will not be tracked or reported. Once a majority vote is received, we will let you know the next steps.

Vote question: 1. Would you like the Advisory Council to pursue restructuring the purchasing cooperative with local control governance? YES NO

Letters of Intent from CESA: You or your Authorized Agent may have recently received a letter of intent to renew your prime vendor membership for next school year. This is only a letter of intent, not an invoice. We do not recommend sending any payment to CESA at this time. As stated in their email, they will send an invoice in July. If you are able to hold off returning your letter of intent until the beginning of June, we should have more details by the end of the month how the group is looking to proceed.

Questions: Communicating this amount of information by email is challenging; we are happy to answer any questions you have. Please feel free to contact an Advisory Council member or reply-to-all with your question, as we will all benefit from hearing the questions and responses.

Thank you for your time in helping us determine the next steps for our group.
-The Advisory Council

 **VOTE Co-op Governance Model**

 **WiSNPC bylaws 5-8-17.pdf**



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: June 22, 2017
RE: MECAS 66.0301

Please find attached a Cooperative Agreement for our alternative high school program MECAS. This cooperative program is authorized under Wisconsin Statute 66.0301, which governs intergovernmental cooperative programs. Annually the Board of Education of each participating District approves the Cooperative Agreement for which Milton serves as the fiscal agent. Should you approve this Cooperative Agreement on Monday, June 26th, Clinton and Edgerton school districts will be provided original Agreements to be approved and signed.

There are no changes to the allotted slots for 2017-2018. Milton will have 24/30 slots, and Clinton and Edgerton each will have 3/30 slots. Should you have questions regarding the MECAS program, Tara Huber will be present at the Board of Education Meeting.

A possible motion for your consideration is, **“to move approval of the 2017-2018 MECAS Cooperative Agreement as presented.”**

Thank you for this consideration.

Attachment

*MECAS – An Alternative School
2017-2018
Cooperative Agreement (Section 66.0301)*

Pursuant to a resolution adopted by each of the following school districts:

Milton-24 of 30 slots (80% share of program costs)
Edgerton-3 of 30 slots (10% share of program costs)
Clinton-3 of 30 slots (10% share of program costs)

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

1. The above parties agree and contract for services for students at-risk and students with disabilities at the Milton, Edgerton, Clinton Alternative School (MECAS) as herein set forth;
2. That the School District of Milton shall be the fiscal agent for MECAS;
3. That the fiscal agent shall include all program expenditures and receipts in Fund 99 of the Wisconsin Uniform Financial Accounting Requirements (WUFAR);
4. That student membership for state aid purposes be counted by the school district of residence;
5. That the pro-ration of costs to each participating district be determined prior to June 30, annually, on the basis of pupil participation for each school district and state aid reimbursements be prorated in the same manner and paid to the participating schools;
6. That transportation, if required, be furnished by the district of residence and that the district of residence shall claim transportation aid;
7. The program will be conducted at 448 East High Street in the City of Milton. Budgetary costs shall be allocated among the participating Districts based upon the number of slots allocated to each District and the corresponding percentage share of program costs. The per slot cost for 2017-2018 shall approximate the final per slot cost for the 2016-2017 program year. Should an unanticipated expense(s) occur in 2017-2018, the participating Districts will collaboratively discuss the additional expense in advance of expending funds;
8. That variations from the budget and plan of operation for this cooperative effort shall be approved by all school district parties hereto;
9. That the School District of Milton agrees to file any required financial reports with the Department of Public Instruction (DPI);
10. That each participating district agrees to correlate its calendar with the School District of Milton's calendar in the program area covered by this contract;
11. The cost of MECAS shall be prorated based upon a per slot cost and the minimum number of slots each participating district agrees to reserve under this 66.0301 Agreement. The first invoice will be submitted in January 2018, and the final invoice in June 2018 after all the payrolls have been generated and expenses recorded;

12. That the 2017-2018 budget, once finalized, will be provided to each participating district during the fall of 2017 if requested;
13. That when Federal or State grant money is used by a participating school district to pay 66:0301 program costs, said Districts are required to notify the School District of Milton Business Office in writing prior to the start of the new school year;
14. If Federal or State grant funds are not used for payment, the School District of Milton, as fiscal agent, shall reimburse Clinton and Edgerton the prorated share of state categorical aid received in 2017-2018 for aidable costs incurred in 2016-2017. Payment shall be made in June 2018.

Members of the Cooperative

School District of Milton

President

Clerk

Date: _____

School District of Edgerton

President

Clerk

Date: _____

Clinton Community School District

President

Clerk

Date: _____

**School District of Milton
Att: Business Office
448 E. High Street
Milton, WI 53563**

Staffing Updates for June 26, 2017

1. Contracts/Letters of Employment:

- Bjugstad, Maria L. – 4th Grade Teacher – Northside - Updated Contract
 - *Long-term Substitute for Christopher Kliest*
- Hirsch, Maria C. – 3rd Grade Teacher – East
 - *Replacing Sandy Keeser*
- Hopkins, Jamie M. – 3rd Grade Teacher – East
 - *New Position*
- Crittenden, Benjamin M. – Social Studies Teacher – Middle School
 - *Replacing Paul Weix*

2. Resignations:

-

3. Retirement Notices:

-

4. Vacancies Posted, Not Yet Filled:

- Pre-K Aide – Small Wonders
- Long-term Substitute Cross-Categorical Teacher – High School
- Assistant Cross Country Coach – High School
- PT Evening Custodian – Northside
- Assistant Football Coaches – High School
- Boys Head Basketball Coach – High School
- Girls Assistant Swim Coach – High School
- Freshman Volleyball Coach – High School

5. Leave of Absence:

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