



**SCHOOL DISTRICT OF MILTON**  
Milton, Wisconsin

**BOARD OF EDUCATION MEETING AGENDA**

**Monday, September 11, 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. Student Council Report
- VI. Building/Department Announcements
- VII. Referendum 2017
- VIII. Summer School Report – Sarah Stuckey
- IX. Discussion and Possible Action on Extended Travel Requests
  - A. Northside MacKenzie Environmental Field Trip – Jon Lyon
  - B. Milton High School Extended Travel Requests – Jeremy Bilhorn
- X. Discussion and Possible Action on 2017-18 Open Enrollment Alternative Applications
- XI. Miscellaneous
  - A. Staffing - Professional and Support Staff Hires, Resignations and Retirements
  - B. Gifts and Donations
  - C. 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, August 28, 2017

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, Karen Hall, Don Vruwink and Brian Kvapil. Absent: None.

I. Approval of Agenda

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

II. 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 August 14, 2017 as presented. Motion carried.

III. Approval of Vouchers

A motion was made by Betsy Lubke and seconded by Tom Westrick to approve Bank of Milton vouchers totaling \$379,998.45 representing Funds 10, 20, 50, 80, and 90. Motion carried.

IV. Public Comment

V. Referendum 2017

VI. Seclusion and Restraint Report – Susan Probst

VII. Discussion and Possible Action on Equitable Services – Susan Probst

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

VIII. Finance Committee Report – Tom Westrick

A. Discussion and Possible Action on Notice of Changes in Adopted Budget for 2016-17

A motion was made by Tom Westrick and seconded by Shelly Crull-Hanke to approve the Notice of Changes in Adopted Budget for 2016-17 as presented. Motion carried.

B. Discussion and Possible Action on 2017-18 Preliminary Budget

A motion was made by Tom Westrick and seconded by Betsy Lubke to approve the 2017-18 All Fund Preliminary Budget as presented in the recommended format for budget adoption. Motion carried.

C. Initial Discussion on 2017-18 Annual Cash Flow Borrowing

BOARD OF EDUCATION MEETING MINUTES

Monday, August 28, 2017

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IX. Discussion and Possible Action on Annual Meeting Date – 9/25/17

A motion was made by Betsy Lubke and seconded by Tom Westrick to hold the annual meeting for the School District of Milton on Monday, September 25, 2017 at Northside Intermediate School, commencing at 6:30 p.m. Motion carried.

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

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

XI. Miscellaneous

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

A motion was made by Tom Westrick and seconded by Betsy Lubke to approve the staffing report as presented, including new contracts/letters of employment for Sarah Moran, Ryan Berndt, Catherine Gottsacker and Nicole Rouse; and the resignations of Tracie Wuthrich, Kelly Conger, Emmy Battist, Rachel Bennett, Georgianne Van Acker and Julie Sexe. Motion carried.

B. Gifts and Donations

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

Milton Soccer Club	\$4,000.00	Schilberg Park
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Motion carried.

C. Meeting Dates

Sept. 11, 2017	School Board Meeting	6:30 p.m.	District Office-PDC
Sept. 13, 2017	Human Resources Committee Meeting	1:30 p.m.	District Office
Sept. 25, 2017	Annual School Board Meeting/Budget Hearing	6:30 p.m.	Northside Intermediate

A motion was made by Betsy Lubke and seconded Don Vruwink to adjourn the meeting at 7:15 p.m. Motion carried. Meeting adjourned.

Minutes approved September 11, 2017

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Bob Cullen  
President



School District of Milton  
Opportunity · Achievement  
Community

## Summer School Highlights- 2017

Milton's Summer School Program served approximately 1604 participants in grades PreK-12. Many of these students took two enrichment courses through our summer school program. Some of these students could not be reported in our membership count, as 24 were nonresidents and 69 were open enrollment students enrolled in our classes. Last year we had 23 nonresidents and 74 open enrollment students. **Our resident FTE for this year is 79.** The table below illustrates the FTE over the past few years.

Year	Days in 4-week courses	Resident FTE
2007	18	101
2008	18	98
2009	20	94
2010	20	97
2011	19	82
2012	19	84
2013	19	81
2014	17	74
2015	20	88
2016	20	92
2017	19	79

Every year we discontinue or cancel some courses in order to be able to add new selections. This past year, we shifted the amount of staff covering some courses in order to reallocate these funds to offer more new courses.

Courses Added:

Let's Make Music & More  
Environmental Rescue Rangers  
Coding with Swift Playground  
Hands-on Agriculture

Factors that affect enrollment:

- Number of courses offered and/or course fees
- Enrollment and attendance rates in the courses
- Calendar issues
- Transportation
- Non-resident and Open Enrollment students' membership cannot be included in our membership calculations per DPI

2017 Highlights:

- New approach to High School credit recovery courses implemented successfully.
- We offered 4-week enrichment and remedial summer school courses and 6-week academic make-up courses and courses for high school credit.
- Some courses run on alternative schedule such as: Jump Start to Pre-K, Band Lessons, Band Clinics, Power Volleyball, Power Gymnastics, Making the Move, High School 101, Summer Weight Training.
- Hands-on Ag course partnered with the Milton Food Pantry to plant and maintain raised bed gardens for their patrons.
- Over 100 students participated in HS Band Clinics. DPI revised membership reporting to allow unlimited minutes per day; so all band clinic minutes could be included this year.
- Summer School fun was captured and shared through district's Facebook page & Technology Leaders in Training course's Technology Fair was featured on a Madison news station.
- Families engaged by transporting students, attending Creative Dramatics performances, Arts and Crafts Gallery, the Milton West Patriotic Parade, Hands-On Ag presentations, and many other ways.



# Northside Intermediate School

*Preparing all students for academic achievement and life success*

September 5, 2017

Dear Mr. Schigur and Milton Board of Education,

We are writing to request permission for Milton's sixth graders to participate in an overnight field trip to the MacKenzie Environmental Center in Poynette, Wisconsin again this fall pursuant to Board Policy JJH. Milton's sixth graders have participated in Outdoor Education at MacKenzie for over forty years. The following proposal will outline the dates, number of chaperones, student activities, and the financial plan.

Section	Date	Homerooms Attending	Number of Students	Number of chaperones	Number of Parent Volunteers (cooks)
A	Sept. 25-26	Agnew, Baker, ½ Tranter	Approx. 61	8	5
B	Sept. 27-28	Losching, Laskowski, ½ Tranter	Approx. 61	8	5
C	Oct. 2-3	Pero, Devine, ½ Sperry-Frazier	Approx. 61	8	5
D	Oct. 4-5	Hemp, Hamilton, ½ Sperry-Frazier	Approx. 61	8	5

## Itinerary

The students will depart Northside at 9:00 on their first day of the trip, will travel by Riteway Bus, and will engage in the activities described below upon arrival until they load the busses at 5:00 the following day. We arrive back at Northside at approximately 6:30 PM on the second day. I'd be happy to provide a detailed itinerary at your request.

Students will participate in several educational activities at Outdoor Education including:

- Touring the MacKenzie Environmental Center (logging museum, conservation museum, wildlife exhibit, nature trails, etc.)
- Participating in a classroom activity on predators and prey
- Going on a nature hike
- Participating in a Stream Study
- Participating in a woodcutting activity
- Creating skits
- Sing along at a campfire
- Team building activities

## Financial Plan

The District pays each staff member a stipend to teach at Outdoor Education as well as a stipend to the coordinators, as outlined in the Appendix D of the Teacher Handbook. Each student pays a \$57 fee to attend Outdoor Education. This covers the cost of the busses, food, and lodging for the trip. Students bring the money to school and the classroom teachers follow the district money-handling guidelines to record moneys collected. Fees are then deposited into the District's Outdoor Education Fees account.

Students may bring money along to purchase a souvenir (sweatshirt, hat, postcard, etc.). With the exception of the stipends, the costs for this field trip are accounted for in the Northside Building Budget. These expenses include paying for the food to be delivered to MacKenzie and supplies for lessons, for an estimated total of \$300. The Friends of Northside, our parent organization, provides scholarships to the students who cannot afford the \$57.00 fee.

Thank you for your consideration of this proposal. We are all excited about this opportunity to provide this hands-on learning experience for our sixth graders.

Sincerely,

Kim Sperry Frazier  
NIS Teacher and Outdoor Education Coordinator

Emily Smith  
NIS teacher and Outdoor Education Coordinator

Jon Lyon  
Principal, Northside Intermediate School

**Milton High School  
Extended Field Trip Requests  
September 11, 2017**

Organization	Trip Description	Dates	Number of Students	Meets Ratio of Chaperones to Students	Student Activity Account (if used)
FFA	Wisconsin Dells, WI. FFA Officer Retreat Students will attend a leadership and planning retreat	09/09/2017-09/11/2017	13	Yes	FFA
MHS Marching Band	Chippewa Falls, WI MHS Marching Band Students will compete in marching band competitions	10/07/2017-10/08/2017	125	Yes	N/A
FFA	Indianapolis, IN. FFA	10/25/2017-10/28/2017	20	Yes	FFA

FFA	Wisconsin Dells, WI. FFA Leadership Conference Students will be participating in workshops	11/10/2017-11/11/2017	15	Yes	FFA
FFA	Stevens Point, WI. FFA Half-Time Leadership Conference Students will be participating in workshops	01/13/2018-01/14/2018	2	Yes	FFA
FFA	Wisconsin Rapids, WI. Farm Bureau Farm Forum Students with participate in a leadership conference with students throughout the state.	02/16/2018-02/17/2018	4	Yes	N/A
Discovering Democracy	Washington DC Discovering Democracy Trip Students will travel to Washington DC to visit different historical sites.	03/19/2018-03/26/2018	42	Yes	Discovering Democracy



FFA	Stevens Point, WI. 212/EDGE Leadership Conference Students will participate in a leadership conference	03/23/2018-03/24/2018	15	Yes	FFA
Concert Choir	Cleveland OH NYC Students will participate in music workshops and attend choir events	03/24/2018-03/30-2018	100+	Yes	Concert Choir
HOSA	WI Dells Milton HOSA	04/09/2018-04/11/2018	8	Yes	HOSA
FFA	Madison, WI. State FFA Convention Students will participate in a variety of workshops	06/11/2018-06/14/2018	20	Yes	FFA
MHS Science Club	Galapagos Islands MHS Science Club Students will experience another culture and the birthplace of Biology	06/18/2018-06/30/2018	35	Yes	MHS Science Club

HOSA	Dallas Convention Center Dallas, TX	06/27/18-06/30/18	5	Yes	HOSA
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# Staffing Updates for September 11, 2017

## 1. Contracts/Letters of Employment:

- Moran, Sarah L. – Art Teacher – Northside – Updated Contract
  - *Replacing Peggy K. Taylor*
- Ochs, Chad J. – Special Education Aide – Northside
  - *Updated Letter of Employment*
- Ziel, Anne M. – Kindergarten Teacher – West
  - *New Position*
- Henderson, Margaret K. – Learning Disabilities Teacher – 1-Year Position - District Wide
  - *Replaced Georgianne M. Van Acker*
- Tarkiewicz, Kimberly A. – Special Education Aide – West
  - *New Position*
- Millard, Taylor K. – Special Education Aide – West
  - *Replaced Rachel R. Bennett*
- Reincke, Ross A. – Social Studies Teacher – High School
  - *Long-term Substitute for Jessica M. Mair*
- Grogan, Helen (Katy). – 6<sup>th</sup> Grade Teacher – Northside
  - *Long-term Substitute for Janelle E. Agnew*
- Schroeder, Elaine E.– Cross Categorical Teacher – High School
  - *Long-term Substitute for Whitney R. Wiese*
- Albert, Rebecca L. – Reading Specialist – Title – West
  - *Replaced Lisa M. Perkins*
- Barnett, Robert J. – Special Education Aide – High School
  - *Updated Letter of Employment*

## 2. Resignations:

- Rouse, Nicole M. – Special Ed Aide – Middle School
  - *Effective: August 25, 2017*

## 3. Retirement Notices:

## 4. Vacancies Posted, Not Yet Filled:

- Nutrition Team Staff Member (part-time)– West
- Physical Therapy Assistant – West
- Evening Custodian (part-time) – Northside
- Special Education Aide (part-time) – Middle School
- Nutrition Team Staff Member s(part-time) x2 – High School
- Boys' Assistant Hockey Coach – High School

## 5. Leave of Absence:

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

**2017-2018 SCHOOL YEAR**

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**GIFTS & DONATIONS FOR BOARD APPROVAL/ACCEPTANCE**  
**Monday, September 11, 2017**

<u>From</u>	<u>Amount</u>	<u>For</u>
Kona Ice	\$375.00	MMS Band Activity Account
Milton Choir Parents, Inc.	\$7,731.17	MHS Show Choir Busses
Bank of Milton	\$170.00	MHS Boys' Soccer – Jerseys
Hammer Chiropractic	\$171.00	MHS Boys' Soccer – Jerseys
The Diamond Center	\$250.00	MHS Boys' Soccer – Jerseys
William Albright	\$50.00	MHS Girls' Tennis
Kona Ice	\$75.00	MHS Baseball/Softball Games
Green Beret Marching Band	\$150.00	MHS Band – Drum Carriers
Sarah Stuckey	\$100.00	MHS Band Golf Outing
Steven & Karen Reed	\$100.00	MHS Band Golf Outing
First Community Bank	\$50.00	MHS Band Golf Outing
Shear Madness	\$50.00	MHS Band Golf Outing
Rockie's Pizza & Subs	\$50.00	MHS Band Golf Outing
Janesville Plumbing LLC	\$150.00	MHS Band Golf Outing
Badger Property Investments	\$100.00	MHS Band Golf Outing
Melanie Lee	\$50.00	MHS Band Golf Outing
Shirley May – The Farm	\$50.00	MHS Band Golf Outing
McCarthy Law Office	\$50.00	MHS Band Golf Outing
All-Fab	\$50.00	MHS Band Golf Outing

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

**2017-2018 SCHOOL YEAR**

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TLC Restorations	\$50.00	MHS Band Golf Outing
Red Zone Pub & Grill	\$150.00	MHS Band Golf Outing
Voigt Music Center	\$150.00	MHS Band Golf Outing
Hidden Valley RV Resort	\$150.00	MHS Band Golf Outing
Milton Propane	\$300.00	MHS Band Golf Outing
Badger Veterinary Hospital	<u>\$500.00</u>	MHS Band Golf Outing
<b>TOTAL</b>	<b>\$11,072.17</b>	

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