



School District of Milton

*Opportunity · Achievement
Community*

ANNUAL SCHOOL DISTRICT MEETING AGENDA

Monday, September 25, 2017

6:30 p.m.

Northside Intermediate School

- I. Call the Meeting to Order – Bob Cullen, Board President
- II. Elect a Meeting Chairperson
- III. Approval of Agenda
- IV. 2016-17 District Overview – Tim Schigur, District Administrator
- V. 2016-17 Financial Report – Betsy Lubke, Treasurer
 - A. Budget Presentation and Hearing – Mary Ellen Van Valin, Director of Business Services
 - B. Levy a School Tax for the Ensuing Year
- VI. Fix Salaries of Board Members and Authorize Expenses
(Present salaries are \$2,000)
- VII. Allow Board of Education to Establish the Date and Time for the 2018 Annual Meeting as Provided under Section 120.08 of the Wisconsin Statutes
- VIII. Entertain Any Other New Business
- IX. Adjournment



SCHOOL DISTRICT OF MILTON
Milton, Wisconsin

BOARD OF EDUCATION MEETING AGENDA

Monday, September 25, 2017

Northside Intermediate School – immediately following the 2017 Annual Meeting

- I. Approval of Agenda
- II. Approval of Minutes
- III. Approval of Vouchers
- IV. Public Comment
- V. Legislative Issues
- VI. Referendum 2017
- VII. Finance Committee Report – Tom Westrick
 - A. Update and Discussion on 2017-18 Annual Cash Flow Borrowing
- VIII. Human Resources Committee Report – Tom Westrick
 - A. Substitute Training Plan
 - B. Administrative and Support Staff Group Review
 - C. Human Resources Priorities for 2017-18
- IX. Discussion and Possible Approval of 2017-18 Open Enrollment Alternative Applications
- X. 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, September 11, 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, Don Vruwink and Brian Kvapil. Absent: Karen Hall. Student representatives present: Sean Harvatine and Anna Quade.

I. Approval of Agenda

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

II. Approval of Minutes

A motion was made by Tom Westrick and seconded by Betsy Lubke to approve the minutes for the regular meeting held on August 28, 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 \$267,440.02 representing Funds 10, 20, 50, 80, and 90. Voids totaling \$130.00. Motion carried.

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

A motion was made by Don Vruwink and seconded by Shelly Crull-Hanke to approve the Northside MacKenzie Environmental field trip as presented. Motion carried.

B. Milton High School Extended Travel Requests – Jeremy Bilhorn

A motion was made by Tom Westrick and seconded by Betsy Lubke to approve the Milton High School extended travel requests as presented. Motion carried.

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

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

BOARD OF EDUCATION MEETING MINUTES

Monday, September 11, 2017

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XI. Miscellaneous

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

A motion was made by Betsy Lubke and seconded by Tom Westrick to approve the staffing report as presented, including new and updated contracts/letters of employment for Sarah Moran, Chad Ochs, Anne Ziel, Margaret Henderson, Kimberly Tarkiewicz, Taylor Millard, Ross Reincke, Katy Grogan, Elaine Schroeder, Rebecca Albert and Robert Barnett; and the resignation of Nicole Rouse. Motion carried.

B. Gifts and Donations

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

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
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

TOTAL \$11,072.17

Motion carried.

C. Meeting Dates

Sept. 18, 2017	Finance Committee Meeting	4:30 p.m.	District Office
Sept. 19, 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
Oct. 9, 2017	School Board Meeting	6:30 p.m.	District Office-PDC

A motion was made by Betsy Lubke and seconded Tom Westrick to adjourn the meeting at 7:10 p.m.
Motion carried. Meeting adjourned.

Minutes approved September 25, 2017

Bob Cullen
President



The Milton Area Chamber of Commerce (MACC) leads and represents business efforts to benefit our members and strengthen the community. MACC is currently comprised of 168 members. These members directly and indirectly benefit from a strong community.

As the voice of the Milton area business community, MACC Board of Directors unanimously endorses the referendum as presented on the November 7, 2017 election ballot.

This referendum represents an opportunity to maintain and grow the great reputation of Milton schools. High quality schools make the Milton area a better place for people to live, work, shop and visit. Improving the community and business opportunities in the Milton area lay the ground work for growth of revenues and increased economic development. We feel investing in the School District of Milton will only make our business climate stronger.

MACC recognizes the additional burden that an increase in property taxes will put on area residents and businesses. The anticipated positive effects of this project are a great value relative to the increased property tax expense.

MACC believes the proposed solution is the most effective manner in which to address overcrowding and improve academic opportunities for all enrolled in grades PreK-12 and as a result strengthen our community and benefit our members.

MACC Board of Directors is fortunate to be made up of many members who are active in the community. As a result of this community involvement, a board member has a potential conflict of interest with this topic, and therefore Jerry Schuetz, Communications Supervisor at the School District of Milton has removed himself during discussion and voting on this topic.

Sincerely,

Tony Astin

Tony Astin
Vice Chair



Substitute Training

October 9, 2017

8:00 am to 12:00 pm

District Office Professional Development Center

Agenda

8:00 am - Welcome (5 min) - Jodi W and HR

8:05 am - Review of Teacher/Aide Handbook Highlights (10 to 15 min) - Jodi W & Chris W

- Compensation
 - Teachers
 - Aides
- Long-term teacher assignments
- Absence Management
 - Assignment acceptance
 - Assignment cancellation
- Substitute teacher expectations(?)
 - Prep expectations
- Roles and responsibilities of a substitute aide (?)
- Helpful points for successful substitute teachers
- Helpful points for successful substitute aides (coming soon???)
- Dress Code (?)
-

8:20 am - Required Videos (20 min) - Sue McCarthy - (if employees have questions give out Erin Kotthaus's info)

- Bloodborne Pathogens Video
- Child Abuse and Neglect Video

8:45 am - Technology (Presentation and Handout) (30 min) - Ed Snow and/or Chris Rupnow

- Classroom technology
- Username and passwords (using other's email and passwords)
- Handout explaining basic steps to deal with equipment

9: 20 am - Break (10 min)

9:25/9:30 am - Administration (Presentation & PowerPoint) (1.5 to 2 hours) - Jennifer C, Matt B and Chris T

- Professional Standards (ex. punctuality and attendance)
 - "Set yourself up for success"
 - Elementary Schools and Intermediate School: 20 to 30 minutes to review lesson plans and prepare
 - Middle School and High School: 10 minutes to review lesson plans and prepare
 -
- Teacher and Aide lesson plans
 - If no lesson plans or can not interpret plans call office and the office will give you guidance on what to do or who (other teachers) to talk to about the day's lesson plans
 - If finish lesson plans early then review content again
 - If finish early and review then do "filler activities"
 - Do not "freelance" lesson plans and be sure to use professional judgement
 -
- Special education/Inclusion
 - Professional Standards (ex. punctuality and attendance)
 - Teacher and Aide lesson plans
 -
- Classroom management 101
 - Minor vs major
 - Roll play
 - "What could you do"...
 -
- Building office assistance
- Potential issues a substitute teacher or aide may encounter
- Down time
-

Substitute feedback from 2016-2017

- Feedback from Administration or Teachers after the assignment is done. Did I do okay? Notes and/or questions from the teacher?
- Need more direction when taking Special Ed aide and teacher assignments. Ex. what is expected
- A designated person in each building that the substitute can go to for substitute questions (administrator?)
- Shadow day(s) for substitute teachers and aides - Realistic? Budget impact?

11:30 am - Alice Training (30 min) - Jerry Schuetz

12:00 pm - Feedback (HR will create a feedback form)

- How can we improve upon the training for next year?

DRAFT

September 21, 2017

Yearly Support Staff and Administrative Market Place Salary Review

Start of School Year	Title	Current/Old Start Rate	Increase to Base Wage	New Start Rate	Increase Employees Given	Notes	
2015-2016	Instructional Aides	\$9.80	\$2.50 per hour	\$12.30	\$2.50 per hour		
	Special Education Aides	\$10.20	\$2.50 per hour	\$12.70	\$2.50 per hour		
	Health Aides	\$11.73	.97 per hour	\$12.70	\$2.50 per hour		
	Substitute Instructional Aide	\$9.00	\$2.00 per hour	\$11.00	-		
	Substitute Special Ed Aide	\$9.50	\$2.50 per hour	\$12.00	-		
2016-2017	Administrative Assistant lvl 1	\$11.45	\$1.55 per hour	\$13.00	\$1.00 per hour		
	Administrative Assistant lvl 2	\$14.48	-	\$14.48	\$1.00 per hour		
2017-2018	Technology staff reviewed						
	Head Custodians	\$18.00	\$1.75	\$19.75	\$1.75 per hour		
	Custodial - Requisitioned (PT)	\$10.70	\$1.75	\$12.45	\$1.75 per hour		
	Custodial - First Shift	\$13.29	\$1.75	\$15.04	\$1.75 per hour		
	Custodial - Second Shift	\$13.79	\$1.75	\$15.54	\$1.75 per hour		
	Groundskeeper - Full-time	\$13.29	\$1.75	\$15.04	\$1.75 per hour		
	Groundskeeper - Requisitioned (PT)	\$10.70	\$1.75	\$12.45	\$1.75 per hour		
	Substitute Custodian	\$10.20	\$1.80	\$12.00	\$1.80 per hour		
	Substitute Teacher Daily Pay	\$100.00 per day	\$25.00 per day	\$125.00 per day	-		
	Substitute Teacher Long-term Pay	\$175.00 per day	\$25.00 per day	\$200.00 per day	-		
	Preferred Long-term Substitute Teacher Pay	N/A	N/A	\$210.00 per day	-		
	2018-2019	<i>Nutrition Team Assistant Supervisor</i>	\$12.00				
		<i>Nutrition Team Financial Administrative Assistant</i>	\$11.00				
		<i>Nutrition Team Administrative Assistant</i>	\$10.00				
		<i>Nutrition Team Employee</i>	\$9.50				
<i>MRec Employees - umps - per game rate - little kids</i>		\$14.00					
<i>MRec Employees - umps - per game rate - juniors</i>		\$19.00					
<i>MRec Employees - umps - per game rate - pony league</i>		\$24.00					
<i>MRec Employees - swim instructors - 1st year</i>		\$8.00					
<i>MRec Employees - swim instructors - 2nd year</i>		\$8.75					
<i>MRec Employees - swim instructors - certification head guard/guard with certification</i>		\$9.75					
	\$12.00						
<i>Administrators market review and possible adjustments</i>							
<i>Supervisors market review and possible adjustments</i>							

Staffing Updates for September 25, 2017

1. Contracts/Letters of Employment:

- Henderson, Margaret K. – Emotional Behavior Disabilities Teacher – 1-Year Position - District Wide
 - *Updated Contract*

2. Resignations:

- - *Effective:*

3. Retirement Notices:

- - *Effective:*

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:

- Agnew, Janelle E. – 6th Grade Teacher – Northside
 - *November 20, 2017 - December 31, 2017*
-

SCHOOL DISTRICT OF MILTON
Milton, Wisconsin

2017-2018 SCHOOL YEAR

GIFTS & DONATIONS FOR BOARD APPROVAL/ACCEPTANCE
Monday, September 25, 2017

<u>From</u>	<u>Amount</u>	<u>For</u>
Tina and Matthew Keller – in memory of Shea-Tate	\$600.00	Northside 6 th Grade
Susan Burkhardt	\$100.00	MHS Band Golf Outing
Tara & Ryan Huber	\$50.00	
Richard & Sandra Slatter	\$50.00	
Junction Pub	\$25.00	
Lucy's Hideway	\$25.00	
Coddiwomple Corner	\$100.00	
A&H Lithoprint	\$100.00	
Skin RN	\$100.00	
Bart's Auto Repair	\$100.00	
Jeremy & Anna Bilhorn	\$100.00	
Shannon Schaapveld/SMR Photography	\$150.00	
Knapton Musik Knotes	\$150.00	
Tricor Insurance	\$250.00	
Mulligan's Convenience Center	\$100.00	
The Gathering Place	\$50.00	
Hammer Chiropractic	\$50.00	
Fredrick's Supper Club	\$50.00	
Penn Color	\$100.00	
Gary & Cindy Waterworth	\$50.00	

SCHOOL DISTRICT OF MILTON
Milton, Wisconsin

2017-2018 SCHOOL YEAR

Doug & Kim Krause	\$130.00	
Greater Midwest Trading	\$100.00	
Burtness Chevrolet	\$150.00	
Northleaf Winery	\$100.00	
China Garden	\$100.00	
Milton Propane	<u>\$1,259.31</u>	NAHS – Art Show
TOTAL	\$4,139.31	
