



**SCHOOL DISTRICT OF MILTON**  
Milton, Wisconsin

**POLICY COMMITTEE MEETING AGENDA**  
**Monday, May 22, 2017 at 5:30 PM**  
**District Office Second Floor Conference Room**

I. Discussion on NEOLA Update – New/Revised/Replacement Policies

The potential exists for a quorum of Board members to be in attendance 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, May 22, 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. Legislative Issues
- VII. Policy Committee Report – Shelly Crull-Hanke
  - A. Discussion on NEOLA Update – New/Revised/Replacement Policies
- VIII. Discussion and Possible Approval of 2017-18 CESA #2 Contract
- IX. Discussion and Possible Action on 2017-18 Open Enrollment Applications
- X. Referendum Update
  - A. Presentation From Baird on Potential Financing Options – Lisa Voisin, Baird
  - B. Discussion and Possible Action on Facilities Needs
- XI. Miscellaneous
  - A. Staffing
  - B. Gifts and Donations
  - C. Meeting Dates

This meeting notice may be supplemented in order to comply with Wisconsin's open meetings law. If this notice is supplemented, the final notice will be posted and provided to the media no later than 24 hours prior to this meeting or no later than 2 hours prior to the meeting, in the event of an emergency.

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

BOARD OF EDUCATION MEETING MINUTES

Monday, May 8, 2017

District Office

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

I. Approval of Agenda

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

II. Approval of Minutes

A motion was made by Tom Westrick and seconded by Betsy Lubke to approve the minutes for the regular meeting held on April 24, 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 \$835,628.71 representing Funds 10, 20, 50, 80, and 90. Motion carried.

IV. Public Comment

V. Student Council Report

VI. Building/Department Updates

VII. 2017-18 Board Committees, Building Representatives and WASB Delegates

VIII. Discussion and Possible Approval of High School Extended Travel Requests

A motion was made by Don Vruwink and seconded by Shelly Crull-Hanke to approve the high school extended travel requests as presented. Motion carried.

IX. Referendum Update

A. Presentation on Updated Facilities Options

X. Miscellaneous

A. Staffing

A motion was made by Tom Westrick and seconded by Betsy Lubke to approve the staffing report as presented; including resignations of Peggy Taylor and Constance Chlebig; and the retirement of Laura Hopkins. Motion carried.

B. Gifts and Donations

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

Consolidated School P.I.E.	\$180.16	Survive Alive House - Bus
Consolidated School P.I.E.	\$320.10	2 <sup>nd</sup> Grade Field Trip
Consolidated School P.I.E.	\$664.73	K & 1 <sup>st</sup> Grade Field Trip
Consolidated School Scrip	\$291.69	Classroom Activity Table
Milton East Parents' Group	\$229.50	Field Trip Bus
Friends of Northside	\$974.33	6 <sup>th</sup> Grade Rascal Field Trip
Friends of Northside	\$123.93	Music Dept. Books
Friends of Northside	\$256.24	4 <sup>th</sup> Grade Field Trip
Friends of Northside	\$1,300.00	6 <sup>th</sup> Grade Irish Picnic
Milton Band Boosters	\$700.00	Yamaha Speakers-Marching Bank
Bank of Milton	\$300.00	MHS Impact Testing
Service Master	\$300.00	MHS Impact Testing
Integrity Martial Arts	\$200.00	MHS Baseball/Softball Sponsor
Blackhawk Community Credit Union	\$125.00	MHS Baseball/Softball Sponsor
Bank of Milton	\$125.00	MHS Baseball/Softball Sponsor
Hammer Chiropractic	\$200.00	MHS Baseball/Softball Sponsor
Sockness Builders	\$200.00	MHS Baseball/Softball Sponsor
Hidden Valley RV	\$200.00	MHS Baseball/Softball Sponsor
First Community Bank	<u>\$175.00</u>	MHS Baseball/Softball Sponsor

**TOTAL**            **\$6,865.68**

Motion carried.

BOARD OF EDUCATION MEETING MINUTES

Monday, May 8, 2017

Page 3

C. Meeting Dates

May 22, 2017	Policy Committee Meeting	5:30 p.m.	District Office
May 22, 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 8:20 p.m. Motion carried. Meeting adjourned.

Minutes approved May 22, 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 Student Services

**Heather N. Slosarek**  
Director of Curriculum & Instruction

MEMO

TO: Timothy Schigur, District Administrator  
MaryEllen Van Valin, Director of Business Services  
School District of Milton Board of Education

FROM: Susan Probst, Director of Student Services

Multiple departments utilize CESA 2 services. The CESA 2 contracted is broken down by item and compared to last year.

Service	2016 - 2017	2017 – 20178	Change	Explanation
Administration	\$1,911	\$2,718.50	Increase \$807.50	Annual fee for association
Assistive Technology Academy	\$2,680	\$3,350	Increase \$670	Used by special education team to stay abreast with new technology
Assistive Technology Library	\$2,575	\$3,220	Increase \$645	Borrow tools prior to purchasing to determine if meets student’s needs
Dialogue with the attorney	\$800	\$850	Increase \$50	Presentations to Special education Director on topics; answer specific questions
Education Audiology	\$7,800	\$9,180	Increase \$1380	IEP specific – hourly rate (estimate)
Instructional Technology	\$2,200	\$2,750	Increase \$550	Support for our Libraries and Technology department and volume pricing on select technologies (Smartboards)
Professional Resource Center – Level 2	\$7,998	\$8,050	Increase \$52	Borrow low use curriculum
Student Nutrition Program	\$450	\$450	No change	Prime Vendor Cooperative Purchasing Program
Transition Advisory Network	\$3,500	\$4,375	Increase \$875	Support for teachers working with students 14 and older
Van Delivery	\$695	\$700	Increase \$5	Deliver and pick up borrowed material

A recommended motion would be to approve the 2017 – 2018 CESA #2 contract as presented.



Innovative Thinking. Tailored Delivery.

Gary Albrecht, Ph.D. • Agency Administrator

---

You will also see the adjusted membership fee on your 2017-2018 contract. As I indicated in my email to Superintendents earlier this month, the previous CESA 2 membership fee structure was not aligned with our costs. While CESA 2 had taken pride in the fact that we had not raised membership rates in over 30 years, we realized we put the budget challenges of districts ahead of our own for too long. We could not continue this practice and offer the level and quality of services expected by those we serve.

**The new membership fee structure for 2017-2018 is a flat fee of \$1000 per district plus \$.50 per student.**

Please note that you also have access to pre-bid contracts through CESA Purchasing, saving you time and money. With the pre-bid AEPA contracts, you can save time by not having to go out to bid for many products and services as that bid process has been done for you.

You may also find supporting documents for some programs included with your contract. Please be sure to read them carefully and return accordingly.

Please review your service contract and submit it to your board for approval at your earliest convenience. We appreciate your prompt return of the contract. Upon receipt of signed contracts from school districts, we will make appropriate employment commitments to our staff for the 2017-2018 school year.

Please understand the importance of receiving contracts before June 30, 2017. We need to secure staff contracts by July 1, 2017, and cannot guarantee that we will be able to fulfill contracts returned after June 30, 2017.

If you have questions or concerns regarding service contracts, please contact Marlene Gerstner at [marlene.gerstner@cesa2.org](mailto:marlene.gerstner@cesa2.org) or 262.473.1453.

We wish you our very best and look forward to working with you during the coming school year.

Gary L. Albrecht, Ph.D.  
CESA 2 Agency Administrator





Innovative Thinking. Tailored Delivery.

Gary Albrecht, Ph.D. • Agency Administrator

---

April 2017

Dear CESA 2 Superintendents, School Boards, and District Staff:

Please find your 2017-2018 contract with CESA 2 attached. As you will see, we have changed the format to better reflect the services provided by CESA 2 and show the new services and pricing structures available. We are continuously working to better serve the needs of our districts. The new services and pricing structures were developed in response to requests and feedback we received from CESA 2 districts.

**New Services include:**

- **Effective Practices 4-Day Packages for:**
  - Digital Learning
  - English Learners
  - Instruction
  - Literacy
  - Math
  - Science

These **pre-purchased packages provide a 15% discount** on the consultant daily rate. Additional days may be pre-purchased for the same \$850 rate. Districts may customize these days to include any combination of in-district coaching or training for individuals or groups of teachers and/or leadership teams. To ensure you receive the discounted rate, please return your contract no later than June 30, 2017. Districts may still purchase days after June 30, 2017, but they will be subject to the regular daily rate of \$1000/day.

- **Site Specific Technical Assistance**
- **Alternative Compensation Planning**
- **Assessment Audit - Assessment Implementation**
- **Leadership Team Coaching**
- **Statewide School Nutrition Program (Non-Prime Vendor)**
- **Systems Review Process**
- **Additional Itinerant Services, including:**
  - Occupational Therapy
  - Physical Therapy
  - Speech Language Pathology

The 2017-2018 Catalog of Services offers more information on the programs and services offered. Access the catalog via our website – [2017-2018 Catalog of Services](#)

The services for which your district contracted during 2016-2017 are shown with their appropriate fees. The fees reflect items contracted for during the previous year and any consortia membership(s), if applicable. **Please use the columns on the right of the contract to indicate services you will be renewing or adding for 2017-2018.**





Please indicate the services to be placed on the contract for 2017-2018.

	Service	Fees	School District Services (based on 2016-2017)	Check to Renew	Check to Add	
<b>General Services</b>	Administration	\$2,718.50	\$2,718.50	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Driver Education - Students Pay Fees			<input type="checkbox"/>	<input type="checkbox"/>	
	Van Delivery - *required for AT Academy, Library & PRC	\$700	\$700.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
27E800 386 221300 341						
<b>Effective Practices for Instruction</b>  Effective Practices 4-Day Packages are custom services to include any combination of in-district coaching or training for individuals or groups of teachers and/or leadership teams.	Assistive Technology Academy*	27E 800 386 2 21300 341 \$3,350	\$3,350.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Effective Practices Addl. Days
	Assistive Technology Library*	27E 800 386 221300 341 \$3,220	\$3,220.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
	Effective Practices for (4 day package plus mileage)†					
	Digital Learning	\$3,400			New	<input type="checkbox"/>
	English Learners	\$3,400			New	<input type="checkbox"/>
	Instruction	\$3,400			New	<input type="checkbox"/>
	Literacy	\$3,400			New	<input type="checkbox"/>
	Math	\$3,400			New	<input type="checkbox"/>
	Science	\$3,400			New	<input type="checkbox"/>
	ESSA - Title I Extended Services	8% of Title I allocation			<input type="checkbox"/>	<input type="checkbox"/>
Instructional Technology Services	10E 800 386 25 900 00 \$2,750	\$2,750.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site Specific Technical Assistance	0 00 \$850/day			New	<input type="checkbox"/>	
Special Education Consultation	\$850/day			<input type="checkbox"/>	<input type="checkbox"/>	
<b>Effective Practices for Systems</b>	Alternative Compensation Planning	\$850/day			New	<input type="checkbox"/>
	Assessment Audit - Assessment Implementation	\$850/day			New	<input type="checkbox"/>
	Dialogue with Attorney	10 27 E 800 3 86 22 213 00 \$850	\$850.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Leadership Team Coaching	341 \$850/day			New	<input type="checkbox"/>
	Professional Resource Center - Level 1*	\$6,850			<input type="checkbox"/>	<input type="checkbox"/>
	Professional Resource Center - Level 2*	27E 800 386 22213 00 341 \$8,050	\$8,050.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<i>Includes a Needs Assessment visit with the PRC Consultant</i>					
	Prime Vendor Cooperative	\$450	\$450.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Systems Support and Data Analysis	\$850/day			<input type="checkbox"/>	<input type="checkbox"/>
	Systems Review Process (4 day package plus mileage)†	\$3,400			New	<input type="checkbox"/>
Transition Advisory Network	27E 800 386 2221300 341 \$4,375	\$4,375.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Business/Staffing</b>	Teacher of the Blind & Visually Impaired - itinerant	\$70/unit			<input type="checkbox"/>	<input type="checkbox"/>
	Teacher of the Deaf & Hard of Hearing - itinerant	\$70/unit			<input type="checkbox"/>	<input type="checkbox"/>
	Educational Audiology - itinerant	\$85/unit	\$9,180.00	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Occupational Therapy - itinerant	\$90/unit			New	<input type="checkbox"/>
	Orientation & Mobility - itinerant	\$70/unit			<input type="checkbox"/>	<input type="checkbox"/>
	Physical Therapy - itinerant	\$90/unit			New	<input type="checkbox"/>
	Speech Language Pathology - itinerant	\$90/unit			New	<input type="checkbox"/>
<b>Total</b>			<b>\$35,643.50</b>			

†additional days available for pre-purchase at \$850/day. In the "Check to Add" column, indicate number of days you are adding to the package. After June 1, 2017, the 4 day package will be \$4,000 and additional days will be \$1,000/day.

Return via email: [marlene.gerstner@cesa2.org](mailto:marlene.gerstner@cesa2.org) or fax: 262.472.2269

X  
\_\_\_\_\_  
District Administrator or designee's signature

for CESA 2 use only  
Date received: \_\_\_\_\_

Reviewed by:  
GA \_\_\_\_ BB \_\_\_\_ CD \_\_\_\_ MG \_\_\_\_ NB \_\_\_\_ TE \_\_\_\_



# 2017-2018 Contract

This contract made in duplicate between the Board of Control of Cooperative Educational Service Agency 2 (CESA 2) and Local Educational Agency (LEA).

WHEREAS CESA 2 has been authorized to provide services for valuable consideration to school districts on a cooperative basis and has been authorized to enter into and approve service contracts with local school districts, county boards of supervisors and other cooperative educational service agencies as provided in Chapter 116, Wis. Stats.

NOW, THEREFORE, CESA 2 hereby agrees to provide to the LEA, services to be performed by legally qualified personnel. Information pertaining to each service to be performed is included in the CESA 2 Catalog of Services.

CESA 2 agrees to make payments to the personnel providing the services and to remit to the authorized governmental or private agencies such amounts for which salary deductions are required or authorized.

CESA 2 agrees to forward federal and/or state funds, which are due the LEA, as soon as possible after the receipt of said funds.

LEA agrees to pay for services rendered as follows:

\*for services costing \$18,000.00 or less annually per line item, in one payment to be made in July.

\*for services costing more than \$18,000.00 annually per line item, in tri-annual payments to be made in July, November and March.

All billings from CESA 2 will be on budgeted estimated costs, except the last billing which shall reflect the net actual costs of the service. (If all billings and payments are based on estimated costs, any overpayments or underpayments will be refunded or paid no later than 60 days from the closing of the fiscal year.)

Transportation of children, if any, will be furnished by each school district.

The LEA agrees to reimburse CESA 2 for its proportionate share of costs of the services provided under this contract including without limitation because of enumeration, unemployment insurance, litigation expense, collective bargaining and monetary awards of courts and agencies but no Board of Control may levy any taxes as per Sec. 116.03(4).

In witness whereof, the parties have set their hands this day and year written below.

**Cooperative Educational Service Agency 2**

**1221 Innovation Drive, Suite 205**

**Whitewater, WI 53190**

Nancy Thompson, Chairperson, CESA 2 Board of Control

Gary Albrecht, Secretary, CESA 2 Board of Control

School District of Milton

May 22, 2017

\_\_\_\_\_  
President, Board of Education

\_\_\_\_\_  
Clerk, Board of Education

# Open Enrollment Comparisons New Applications 2017-2018

	Year	ECH	PK	K	1	2	3	4	5	6	7	8	9	10	11	12	TOTAL
<b>OE IN</b>																	
Applied	2016-2017	0	23	8	1	4	6	2	5	2	4	6	9	4	3	4	81
Actual 3rd Fri	2016-2017		19	7	1	3	3	2	3	1	4	5	8	3	2	2	63
Applied	2017-2018	2	11	9	2	6	7	4	12	5	1	1	9	5	2	8	84
Attending Milton*					2	2	6	2	7	2		1	2	4	2	4	34
Deny													1			1	2
<b>OE OUT</b>																	
Applied	2016-2017	1	38	2	3	1	4	4	1	1	1	2	11	6	3	3	81
Actual 3rd Fri	2016-2017	0	34	1	3	1	3	2	1	1	1	2	9	3	3	3	67
Applied	2017-2018	0	35	3	3	3	5	2	1	1	2	3	9	2	2	1	72
Attending Non-Res**			1	1	3	2	3	2	1	1		1	1		2	1	19
Currently Attend Milton			2				2						1	2			7

**NOTES:**

\*These students attended Milton in 16-17.  
Count only 50 students as new "OE In" for 17-18.

\*\*These students attended the non-resident district listed on the application in 16-17.  
Count only 53 students as new "OE Out" in 17-18.  
Of those 53 students, 7 are currently attending school in Milton.

Two (2) OE In students are recommended for denial - one for habitual truancy and one for permanent expulsion from their resident district.

**Suggested motion: to approve the recommendations for the 2017-18 open enrollment applications as presented.**



# Staffing Updates for May 22, 2017

## 1. Contracts/Letters of Employment:

- Boettcher, Laura M. – French and Spanish Teacher – Middle School - Updated Contract
  - *Long-term Substitute for Michele La Pean-Usher (2/2/17 to 5/12/17)*
- Boettcher, Laura M. – Curriculum and Instruction Administrative Assistant – District Office
  - *Replacing Sherry Adamson (Effective: 5/15/17)*
- Jacobson, Cheri L. – Intellectual Disabilities Teacher – Middle School
  - *Replacing Rhonda Demos*

## 2. Resignations:

- Garcia, Maria L. R. – Teacher's Aide – Harmony Elementary
  - *Effective: June 8, 2017*

## 3. Retirement Notices:

- 

## 4. Vacancies Posted, Not Yet Filled:

- 7<sup>th</sup> Grade Social Studies Teacher – Middle School
- 5<sup>th</sup> Grade Teacher - Northside
- Cross-Categorical Special Ed Teacher – Middle School
- Associate Principal – Middle School
- Elementary Principal - West
- PT Evening Custodian - Northside
- 3<sup>rd</sup> Grade Teacher – East
- Reading Teacher – East
- Special Education Aide – Northside
- Girls Head Tennis Coach – High School
- Boys Head Basketball Coach – High School
- Assistant Volleyball Coach – High School
- Assistant Girls Tennis Coach – High School
- Girls Head Swim Coach – High School
- Boys Head Basketball Coach – High School
- Assistant Volleyball Coach – High School

## 5. Leave of Absence:

- 
-

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

**2016-2017 SCHOOL YEAR**

---

**GIFTS & DONATIONS FOR BOARD APPROVAL/ACCEPTANCE**  
**Monday, May 22, 2017**

<u>From</u>	<u>Amount</u>	<u>For</u>
Consolidated School P.I.E.	\$310.44	Bus to Vilas Zoo
P.A.W.S.	\$1,500.00	1 <sup>st</sup> Grade Field Trips
P.A.W.S.	\$1,750.00	2 <sup>nd</sup> Grade Field Trips
P.A.W.S.	\$1,500.00	3 <sup>rd</sup> Grade Field Trips
Handy Art	\$350.00	NAHS Art Show
Jon Fish	<u>\$45.00</u>	Schilberg Park – Tree
<b>TOTAL</b>	<b>\$5,455.44</b>	

---