

ST. FRANCIS SCHOOL DISTRICT  
4225 SOUTH LAKE DRIVE  
ST. FRANCIS, WI 53235

REGULAR MEETING  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY  
January 18, 2010

**APPROVED MINUTES**

President Jacqueline Hemmer called the meeting to order at 5:15 p.m.

Upon motion by Mr. Boknevtz, seconded by Mr. Iwanski, the Board adjourned into closed session in the St. Francis High School library for hearing pursuant to Wisconsin State Statutes 19.85 (1)(f) and Wisconsin State Statutes 119.25 and 120.13 (1) related to pupil expulsions.

**PRESENT:** Board Members Hemmer, Iwanski, Boknevtz, and Superintendent Topinka

**EXCUSED:** Board Members Rutter and Mayer

**VISITORS:** Parent and Student; Attorney Mary Hubacher – Davis & Kuelthau, S.C.;  
Mr. Mark DiStefano, St. Francis High School Principal

The President called closed session to order at 5:15 p.m. The student, parent and Principal DiStefano were excused from the closed session meeting at approximately 5:50 p.m. The Board reconvened into open session at approximately 6:35 p.m., taking the following action:

Upon motion by Ms. Hemmer, seconded by Mr. Iwanski, the Board moved to expel the student brought forth for the expulsion hearing. Board Members Hemmer and Iwanski voted aye; Board Member Boknevtz voted nay. The student is hereby expelled from the School District of St. Francis, all classroom and school-related activities, as well as, School District premises, from this date forward until the student's 21<sup>st</sup> birthday. Per a recommendation by High School Principal DiStefano, the student may apply for probationary readmission to the St. Francis School District effective the 1<sup>st</sup> day of the 2010-2011 school year under conditions set forth in the expulsion order.

The closed session immediately following the expulsion hearing was cancelled.

President Jacqueline Hemmer called the regular meeting to order at 6:40 p.m.

**PRESENT:** Board Members Hemmer, Iwanski, Boknevtz, Superintendent Topinka and Business Manager Kelly

**EXCUSED:** Board Members Rutter and Mayer

**VISITORS:** Mr. Eric Ellison – C. G. Schmidt, Inc.; Mr. Pat Seitz – Eppstein Uhen Architects, Inc.; Ms. Margie Hamers /  
Ms. Wendi Unger – Baker Tilly; six (6) additional public visitors (sign-in sheets retained in official minute book)

Superintendent Topinka reported that proper notification of this meeting has been posted in accordance with the open meeting laws of the State of Wisconsin.

A motion was made by Ms. Hemmer, seconded by Mr. Iwanski to approve the agenda for January 18, 2010. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:** None

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

President Hemmer inquired if there was any item(s) that should be removed from the consent agenda. There were none.

Upon motion by Mr. Boknevtz, seconded by Mr. Iwanski, the following Consent Agenda Action Items were unanimously approved:

- Minutes of January 4, 2010
- Minutes of January 11, 2010
- Accounts payable bills totaling \$361,011.21; 2008 bond invoices totaling \$1,591,052.58 and payroll/payroll-related bills totaling \$332,434.21
- Personnel Items:
  1. The 2010 FMLA request for Rebecca Ribar, District Psychologist.

2. The 2010-2011 school year FMLA request for Kari Podolski, Special Education Teacher.
3. The following extra-curricular/athletic contracts for the 2009-2010 school year:

**SFEA Extra-Curricular Contracts**

Paul Oestreich, Assistant Drama Director CV \$1,805.70

**Non-SFEA Athletic Contracts**

Tony Goodenough, Head Varsity Baseball Coach \$3,343.91

Upon motion by Ms. Hemmer, seconded by Mr. Boknevitz, the Board unanimously approved the High School Japanese class field trip requests to Arlington Heights, Illinois contingent upon an appropriate chaperone ratio compliant with Board policy.

Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the Board unanimously approved the 8<sup>th</sup> grade class field trip request to Chicago, Illinois contingent upon an appropriate chaperone ratio compliant with Board policy.

**REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:**

Mr. Eric Ellison from C.G. Schmidt, Inc. presented an update on referendum projects. The front office and entrance projects are almost complete at Willow Glen. Finishing touches are being made on Deer Creek's front entry, while work continues on the Band Room. C.G. Schmidt is anticipating a 10 to 12 week turnaround for completion of projects. All construction projects remain on schedule and within budget.

Discussion ensued between the Board and the St. Francis Historical Society regarding a proposal to utilize space at Deer Creek Intermediate School's Community Room to house the Society's collection on a long-term temporary basis. The District will move forward with contractual plans with the St. Francis Historical Society.

Business Manager Kelly reported on the following:

1. Representatives from Baker Tilly – Ms. Margie Hamers and Ms. Wendy Unger presented the 2008-2009 audit of the District's financial statements.

Board Members reported on the following:

- 1) Board Treasurer Boknevitz announced the High School Booster Club will sponsor a fund raiser at Champs on February 3, 2010 from 5:00 p.m. to 9:00 p.m.

There was no report from Superintendent Topinka.

Board President Hemmer reported on the following:

- 1) Business Manager Kelly will be a featured speaker at the Wisconsin State Education Convention on Wednesday, January 20, 2010. Superintendent Topinka and Business Manager Kelly will also present, "How to Pass a Referendum When the Odds are Almost Completely Against You," the morning of January 22, 2010.

Upon motion by Mr. Boknevitz, seconded by Ms. Hemmer, the President declared the regular meeting adjourned at 8:15 p.m.

Approved by:

/original signed/

Russell J. Iwanski  
Acting School Board Clerk

/original signed/

Jacqueline N. Hemmer  
School Board President

ST. FRANCIS SCHOOL DISTRICT  
4225 SOUTH LAKE DRIVE  
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SCHOOL BOARD WORK SESSION  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY  
January 11, 2010

**APPROVED MINUTES**

President Jacqueline Hemmer called the work session to order at 5:04 p.m.

**PRESENT:** Board Members Hemmer, Iwanski, Boknevit, Rutter\*, Mayer, Superintendent Topinka and Business Manager Kelly

**EXCUSED:** Building Administrator Mancl

**VISITORS:** Building Administrators DiStefano and Garcia-Velez; no public visitors (sign-in sheets retained in official minute book)

\*Board Clerk Rutter arrived at approximately 5:45 p.m.

Superintendent Topinka reported that proper notification of this meeting has been posted in accordance with the open meeting laws of the State of Wisconsin.

A motion was made by Mr. Boknevit, seconded by Mr. Iwanski to approve the agenda for January 11, 2010. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**BOARD POLICY WORK SESSION:**

The following new/revised School Board Policies were presented for review and discussion:

- New Policy C-18 – Volunteer Policy and Handbook. Discussion ensued. With the new policy, school volunteers will be required to complete two (2) registration forms. A background check will be conducted and will be required to renew a volunteer contract every three (3) years, thereafter. Recommended revisions will be made to the proposed policy and the Board will review for approval at a future meeting.
- New Policy D-21B – Assistive Technology and Services. Discussion ensued. The Board requested Superintendent Topinka to make recommended revisions to Policy D-21B and bring back to a future School Board meeting for review/approval.
- Revised Policy D-3 – Code of Conduct / Dress Code. Discussion ensued. After discussion, the Board determined the policy will remain as is, with no revision necessary. The Board requested Building Administrators DiStefano and Garcia-Velez to develop a policy supplement to be distributed to students and parents.
- Revised Policy D-38 – Student Possession and Use of PECD's. After discussion, the School Board determined the policy will remain as is, with no revision necessary.
- Revised Policy E-4 – Graduation Requirements. Building Administrator DiStefano reviewed the recommended changes to the policy. Revisions will be made to the policy and brought back for further consideration at a future Board meeting.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the President declared the work session adjourned at 7:05 p.m.

Approved by:

/original signed/

Kathleen A. Rutter  
School Board Clerk

/original signed/

Jacqueline N. Hemmer  
School Board President

ST. FRANCIS SCHOOL DISTRICT  
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REGULAR MEETING  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY  
January 4, 2010

**APPROVED MINUTES**

President Jacqueline Hemmer called the meeting to order at 5:32 p.m.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Board adjourned into closed session in the St. Francis High School library pursuant to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, personnel issues, and;

Wisconsin State Statute 19.85 (1)(g) – Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved, specifically, pending legal matter.

**PRESENT:** Board Members Hemmer, Iwanski, Boknevit, Rutter, Mayer and Superintendent Topinka

**EXCUSED:** None

**VISITORS:** Ms. Julie Kelly, Business Manager

The President called closed session to order at 5:32 p.m. The Board reconvened into open session at 6:30 p.m., taking no action.

President Jacqueline Hemmer called the regular meeting to order at 6:30 p.m.

**PRESENT:** Board Members Hemmer, Iwanski, Boknevit, Rutter, Mayer, Superintendent Topinka and Business Manager Kelly

**EXCUSED:** None

**VISITORS:** Mr. Mark DiStefano – St. Francis High School Principal; Ms. Mary Kay Dickinson – District Library Media Specialist; Ms. Nicole Morawski – St. Francis High School Teacher; (sign-in sheets retained in official minute book)

Superintendent Topinka reported that proper notification of this meeting has been posted in accordance with the open meeting laws of the State of Wisconsin.

A motion was made by Ms. Hemmer, seconded by Ms. Mayer to approve the agenda for January 4, 2010. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:** None

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

President Hemmer inquired if there was any item(s) that should be removed from the consent agenda. There were none.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the following Consent Agenda Action Items were unanimously approved:

- Corrected Minutes of December 14, 2009
- Accounts payable bills totaling \$188,582.04 and payroll/payroll-related bills totaling \$338,582.32
- Personnel Items: None

**REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:**

Superintendent Topinka and Business Manager Kelly presented a referendum update. All construction projects remain on schedule and within budget. The Deer Creek entrance is almost complete; Willow Glen's cafeteria floor tile is now installed and the walls of the new Science wing addition at the High School are in place. Representatives from C.G. Schmidt, Inc. will be presenting an update at the next regular Board meeting.

District Library Media Specialist, Ms. Mary Kay Dickinson introduced herself and presented a District Library Media Program Report to the Board. Ms. Dickinson spoke on the recent upgrade to the District’s library software and its new capabilities, as well as, how the District is working closely with the St. Francis Public Library to offer more resources to students in the District.

St. Francis High School Principal, Mr. Mark DiStefano discussed the possibility of a cooperative agreement with St. Thomas More High School for cross-country events. Mr. DiStefano will explore the concept further with both St. Thomas More High School and Cudahy High School and present a further update to the Board at the January 18, 2010 meeting.

The Board discussed the proposed “Race to the Top” grant project. After discussion and upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Board unanimously approved signing the Memorandum of Understanding for the “Race to the Top” grant project, with the understanding that upon grant approval, the District has ninety (90) days to decide whether or not they will participate.

The Board reviewed enrollment projection data in determining new Open Enrollment seats for the 2010-2011 school year. The District proposes to open a total of 89 new seats under the Open Enrollment Program. The breakdown is as follows:

<u>Grade</u>	<u>New Open Enrollment Seats*</u>
K4	0
K5	6
1st	8
2nd	3
3rd	6
4th	12
5th	12
6th	6
7th	0
8th	0
9th	36
10th	0
11th	0
12th	0

\*All grades levels have additional wait lists.

The Board determined a limit of 36 new Open Enrollment seats at the 9<sup>th</sup> grade level. This is necessary in order to maintain class sizes in two required subjects, English and History, to no more than thirty (30) students per class. Based upon guidelines, the Board concluded that 89 new Open Enrollment seats with additional wait lists at all grade levels, along with providing additional seats for current tuition waivers, would assist in stabilizing the District’s enrollment. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the approval of 89 new Open Enrollment seats, with additional wait lists at all grade levels, along with providing additional seats for current tuition waivers was approved by Board Members Hemmer, Iwanski, Rutter and Mayer. Board Member Boknevitz voted nay.

There was no report from the Business Manager.

Board Members reported on the following:

- 1) The “Breakfast with Santa” event held at the St. Francis Community Center was well attended.

Superintendent Topinka reported on the following:

- 1) The Board will have a policy work session on Monday, January 11, 2010 from 5:00 to 7:00 p.m. in the St. Francis High School Library.
- 2) A joint School Board meeting with the Cudahy School District and Senator Plale and Representative Sinicki is scheduled for Wednesday, January 13, 2010 at 6:30 p.m. at Cudahy High School.

There was no report from the Board President.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 7:58 p.m.

Approved by:

/original signed/

Kathleen A. Rutter  
School Board Clerk

/original signed/

Jacqueline N. Hemmer  
School Board President

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