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

**PRESENT:** Board Members Boknevitz, Bednarski, Warwick, Feuling, Superintendent Thomsen, and Business Manager Mitchell

**EXCUSED:** Board Treasurer Iwanski

**VISITORS:** St. Francis High School Principal – Andy Muszytowski; District Teachers/Staff – Rita Davis, Nicole Hoffmann; no public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Bednarski, seconded by Mr. Warwick to approve the agenda for December 9, 2013. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:** None

**COMMENTS FROM VISITORS:** None

**SPECIAL PRESENTATION BY SFHS PRINCIPAL MUSZYTOWSKI:**

St. Francis High School Principal Muszytowski distributed information on the St. Francis High School’s Pyramid of Academic Interventions. The Pyramid focuses on three (3) tiers. Tier 1 – Universal encompasses 80-85% of all interventions (i.e., parent-teacher conferences/report cards, after-school study hall, daily homeroom, etc.). Tier 2 encompasses 10-15% of intervention methods (i.e., student support groups, home visits, guided study hall, etc.). Tier 3 focuses on intervention methods for students requiring IEP or 504 Plans, GED or Alternative Education Programming. Discussion ensued and questions were answered.

**CONSENT AGENDA ACTION ITEMS:**

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

Upon motion by Ms. Bednarski, seconded by Mr. Boknevitz, the following consent agenda action items were unanimously approved:

- Minutes of November 18, 2013
- Accounts payable expenditures totaling $172,382.25 and payroll / payroll-related expenditures totaling $341,077.73
- Personnel:
  - The retirement request effective the close of the 2013-2014 school year for Ellen Erceg, Early Childhood / K4 Teacher.
  - The retirement request effective the close of the 2013-2014 school year for Mary Pat Graffwallner, Special Education Teacher.
  - The retirement request effective the close of the 2013-2014 school year for Karen Kulig, Speech & Language Pathologist.
  - The retirement request effective the close of the 2013-2014 school year for Mary Ellen Maslowski, Special Education Paraprofessional.
  - The retirement request effective the close of the 2013-2014 school year for Donna Payment, Primary School Teacher.
  - The resignation of Peter Whalen, Deer Creek Intervention Specialist effective November 22, 2013.
  - The appointment of Lisa Dimmitt as Intervention Specialist for the 2013-2014 school year.
  - The appointment of Emily Seefeld as Substitute Lunchroom/Playground Supervisor for the 2013-2014 school year.
  - The 2013 Family and Medical Leave request for Mark Edwards, Intermediate School Teacher.
  - The 2013 Family and Medical Leave request for Debra Foti-Ervin, Special Education Paraprofessional.
  - The following athletic/recreation contracts for the 2013-2014 school year:
    - Erich Gottfried, PI-34 Mentor $1,000.00
Upon motion by Ms. Bednarski, seconded by Mr. Boknevitz, the Board unanimously approved the 2nd reading of the Employee Handbook as presented.

Upon motion by Ms. Bednarski, seconded by Ms. Feuling, the Board unanimously approved the following course proposal changes at the St. Francis High School for the 2014-2015 school year:

**Business Education Department**
- Intro to Marketing – ½ Credit
- Sports & Entertaining Marketing – ½ Credit

**Foreign Language Department**
- Hispanic Cultural Comparisons – ½ Credit

**Physical Education Department**
- Lifetime Pursuits – ½ Credit

**Science Department**
- Geology – ½ Credit

**Social Studies Department**
- AP United State History – 1 Credit

Upon motion by Ms. Bednarski, seconded by Mr. Warwick, the Board unanimously approved the expansion of two semester-only courses into year-long (1.0 credit) courses at St. Francis High School for the 2014-2015 school year:

**Technology Education Department**
- Furniture & Cabinet Making
- Mariner Visuals & Printing

Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the Board unanimously approved the elimination of the following courses at St. Francis High School for the 2014-2015 school year:

**Business Department**
- Business Management 101 – ½ Credit
- Careers – ½ Credit

**Mathematics Department**
- Intro to Geometry – 1 Credit

Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the 2nd reading of the Deer Creek Poms overnight field trip request to Sheboygan, Wisconsin contingent upon an appropriate chaperone ratio compliant with Board policy was unanimously approved.

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the 2nd reading of NEOLA Policy Update Volume 22, Number 2 was unanimously approved as presented.

Upon motion by Ms. Bednarski, seconded by Ms. Feuling, the monetary donation of $100.00 from Ms. Cory Ann St. Marie-Carls designated towards the expenses of hosting the WSMA Solo and Ensemble Festival was unanimously approved.

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

Business Manager Mitchell presented information on the 2014-2015 Chapter 220 seats and the impact on the levy. This agenda item will be revisited at the next regular meeting in January.

Business Manager Mitchell reported on the following:

1) The 2012-2013 Audit Report and Management Communications Letter was presented for review and discussion. The audit report is required annually by the Department of Public Instruction and is an important benchmark on how well the District is performing in fiduciary duties. The District received a positive report on the financial status of the District.

2) Preliminary data regarding the 2014-2015 budget forecast was presented for review. Additional information will be presented in January for further review and Board direction in developing a budgetary refinement plan.

3) In conjunction with developing a Risk Management Plan, Business Manager Mitchell presented the document, “St. Francis School District Code of Safe Practices,” for review. This document identifies the procedures all staff members must be accountable for in
order to maximize safety for all users. The Administrative Leadership Team has reviewed this document and is confident in a recommendation for Board approval.

Superintendent Thomsen reported on the following:

1) The Southeastern Wisconsin Teacher Evaluation Consortium (SWTEC) Inter-Governmental Agreement was presented for review and approval. SWTEC consists of a growing group of school districts who have partnered together to develop an educator evaluation system that is rigorous, comparable, compatible, and practical. In November 2011, the Department of Public Instruction released their Preliminary Report and Recommendations that summarized the work of a State-wide committee regarding educator effectiveness. This report reinforced the work of SWTEC and has provided the consortium with greater focus and direction. Administration recommends the Board approve the St. Francis School District as a member of the SWTEC. Upon motion by Mr. Bokneitz, seconded by Ms. Feuling, the membership with the Southeastern Wisconsin Teacher Evaluation Consortium (SWTEC) was unanimously approved as presented.

2) The Winter Recreation Programming booklet was presented for review. Community Engagement Coordinator, Ms. Rita Davis was in attendance to answer any questions.

3) Superintendent Thomsen gave a brief update on the recent Willow Glen/Deer Creek PTO meeting that was held on November 20, 2013.

President Bokneitz reported on upcoming important dates:

1) The Board has scheduled a self-evaluation work session on Monday, January 27, 2014 at 5:00 p.m. in the St. Francis High School Library.

2) The Wisconsin State Education Convention is January 22-24, 2014 at the Wisconsin Center. To ensure the District receives the “early bird” discount registration rate, registrations will be sent in this week.

COMMUNICATIONS / COMMENTS FROM VISITORS: None

Upon motion by Mr. Bokneitz, seconded by Mr. Warwick, the President declared the regular meeting adjourned at 8:51 p.m.

Approved by

[Signature]
Brian Warwick
School Board Clerk

[Signature]
Robert G. Bokneitz
Board President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SCHOOL BOARD REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
November 18, 2013

APPROVED MINUTES

Vice President Bednarski called the closed session to order at 6:00 p.m.

Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the Board adjourned into closed session according to Wisconsin State Statute 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; 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 is likely to become involved; and Wisconsin State Statute 19.85 (1)(d) for considering strategy for crime detection or prevention.

Specifically, Superintendent evaluation, staff disciplinary issue; and legal issue.

PRESENT: Board Members Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen
EXCUSED: Board President Bokneitz
VISITORS: None

The Vice President called closed session to order at 6:00 p.m. The Board reconvened into open session at approximately 6:32 p.m., taking no action.

Vice President Bednarski called the regular meeting to order at 6:32 p.m.

PRESENT: Board Members Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen, and Business Manager Mitchell
EXCUSED: Board President Bokneitz
VISITORS: St. Francis High School Principal – Andy Muszytowski; Cartwells Dining Representatives – Ms. Jane Carney and Ms. Lori Pawlowski; District Teachers/Staff – Beth Lewis; no public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Iwanski, seconded by Ms. Bednarski to approve the agenda for November 18, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

Vice President Bednarski inquired if there was any item(s) that should be removed from the consent agenda. The Deer Creek Poms field trip request was removed for further information. It will be brought back for approval at the next regular meeting.

Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the following consent agenda action items were unanimously approved:

- Minutes of October 28, 2013
- Minutes of November 4, 2013
- Accounts payable expenditures totaling $181,264.37 and payroll / payroll-related expenditures totaling $496,910.42
- Personnel:
  - The appointment of Dori Jones as Intervention Specialist for the 2013-2014 school year.
  - The appointment of Kayla Bieschke as Intervention Specialist for the 2013-2014 school year.
  - The appointment of Sandra Welvang as Lunchroom/Playground Supervisor for the 2013-2014 school year.
  - The 2013 Family and Medical Leave request for Christina Cattey, Secondary Science Teacher.
  - The 2013 Family and Medical Leave request for Debra Foti-Ervin, Special Education Paraprofessional.
- The 2013 Family and Medical Leave request for Ellen Kohls, Secondary Special Education Teacher.
- The 2013 Family and Medical Leave request for Ashley Pociask, Intervention Specialist.
- The following athletic/recreation contracts for the 2013-2014 school year:
  - Anthony Baker, JV Boys Bowling Coach 500.00
  - Kayla Bieschke, Girls' Basketball Assistant Coach (0-5 Yrs) 3,140.00
  - Richard Blair, Boys’ Basketball Asst. Coach 2,203.30
  - Brian Bottkol, Varsity Boys’ Bowling Coach 500.00
  - Mike King, District Web Administrator 2,000.00
  - Lance Marifke, Varsity Boys’ Basketball Coach (5+Yrs) 4,515.00
  - Jeffery Martin, Girls’ Basketball Assistant Coach (5+Yrs) 3,470.00
  - Colleen Rooney, Varsity Softball Coach (0-5 Yrs) 3,140.00
  - Doug Sarver, Weightlifting Coach (5+Yrs) 3,500.00
  - Nicholas Spiesel, Freshman Boys’ Basketball Coach 2,203.30
  - Joseph Switalski, Boys’ Basketball Asst. Coach 2,203.30
  - Mike Szydlowski, Varsity Girls’ Basketball Coach (5+Yrs) 4,515.00
  - Clemente Trejo, Varsity Girls’ Bowling Coach 500.00

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the Board unanimously approved the High School Girls’ Basketball field trip request to Kalamazoo, Michigan contingent upon an appropriate chaperone ratio compliant with Board policy.

Upon motion by Mr. Warwick, seconded by Ms. Feuling, the Board unanimously approved the High School Poms overnight field trip request to LaCrosse, Wisconsin contingent upon an appropriate chaperone ratio compliant with Board policy.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Principal Muszykowski presented the following proposals for 2014-2015 High School course changes:

New Course Offerings for 2014-2015

- Geology – Science Department – ½ credit
- Lifetime Pursuits – Physical Education Department – ½ credit
- Intro to Marketing – Business Education Department – ½ credit
- Sports & Entertainment Marketing – Business Education Department – ½ credit
- Hispanic Cultural Comparisons – Foreign Languages Department – ½ credit
- AP – United States History – Social Studies Department – 1 credit

Expansion of Semester-Only Courses into Year-Long (1.0 Credit) Courses for 2014-2015

- Furniture & Cabinet Making – Technology Education Department
- Mariner Visuals & Printing – Technology Education Department

Course Elimination(s)

- Intro to Geometry – Mathematics Department – 1 credit

Re-Designation of Courses Placed on an Alternating-Year Basis Schedule Starting in 2015-2016

- Business Management 101 – Business Education Department – ½ credit
- Careers – Business Education Department – ½ credit

Discussion ensued. The course change proposals will be brought back at the next regular meeting for a 2nd reading and approval.

The following NEOLA Policy Update Volume 22, Number 2 was presented for a first reading:

Section 2060 - Program
- 2270 – Religion in the Curriculum
- 2270 AG – Religion in the Curriculum

Section 3000 - Professional Staff
- 3362 – Employee Anti-Harassment
- 3362 AG – Employee Anti-Harassment (deletion of AG)

Section 4000 - Support Staff
- 4362 – Employee Anti-Harassment
- 4362 AG – Employee Anti-Harassment (deletion of AG)
Section 5000 - Students
• 5111.01 – Homeless Students
• 5111.01 AG – Homeless Students
• 5517 – Student Anti-Harassment
• 5517.01 AG – Student Anti-Harassment (deletion of AG)
• 5730 – Equal Access for Non-District Sponsored Students Club/Activities (tabled)

Section 8000 - Operations
• 8330 – Student Records
• 8330 AG – Student Records
• 8390 – Animals on District Property
• 8390 AG – Use of Service Animals

Section 9000 - Relations
• 9130 – Public Requests, Suggestions or Complaints
• 9150 – School Visitors
• 9160 – Public Attendance at School Events
• 9160 AG – Use of Service Animals

Discussion ensued. The Board requested copies of the following policies for further review: 8390 – Animals on District Property; 9130 – Public Requests, Suggestions or Complaints; and 9150 – School Visitors. NEOLA Policy Update Volume 22, Number 2 will be brought back for a second reading and approval at the next regular School Board meeting.

Business Manager Mitchell reported on the following:

1) Information on the 2013-2014 SFSD Financial Position Communication and related press releases were presented for review and approval. Discussion ensued. Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the 2013-2014 Financial Position Communication press releases were approved as presented.
2) Chartwells Dining Service Representatives, Ms. Jane Carney and Lori Pawlowski presented an update on different food service programs being introduced at area schools.
3) A draft of the St. Francis School District Employee Benefit Handbook was presented for review and discussion. Business Manager Mitchell will make recommended revisions. The Handbook will be brought back at the next regular meeting for a 2nd reading and Board approval.
4) The Board received an update on the St. Francis School District Wellness Program, as well as, wellness initiatives going forward.

Superintendent Thomsen reported on the following:

1) Superintendent Thomsen shared Wisconsin State Legislation’s communication on Common Core Standards.
2) American Education Week is November 17-23, 2013. In observance and appreciation, the District will be hosting lunch for all staff on Tuesday, November 19, 2013.

Vice President Bednarski reported on upcoming important dates:

1) The joint meeting between the City of St. Francis Common Council and the St. Francis School Board is scheduled for December 4, 2013 at 5:30 p.m. at the St. Ann Center for Intergenerational Care.
2) The Wisconsin State Education Convention is January 22-24, 2014 at the Wisconsin Center. Board members are encouraged to attend.

COMMUNICATIONS / COMMENTS FROM VISITORS: None

Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the Vice President declared the regular meeting adjourned at 7:48 p.m.

Approved by: [Signature]
Brian Warwick
School Board Clerk

[Signature]
Amanda J. Bednarski
Board Vice President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SCHOOL BOARD REGULAR MEETING
HELD IN THE DEER CREEK INTERMEDIATE SCHOOL LIBRARY
November 4, 2013

APPROVED MINUTES

President Boknevitz called the closed session to order at 6:15 p.m.

Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the Board adjourned into closed session according to Wisconsin State Statute 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; 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 is likely to become involved.

Specifically, potential legal issue.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

VISITORS: Business Manager Mitchell

The President called closed session to order at 6:15 p.m. The Board reconvened into open session at approximately 6:30 p.m., taking no action.

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

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen, and Business Manager Mitchell

VISITORS: St. Francis High School Principal – Andy Muszytowski; Deer Creek Principal – Guy Powell; District Teachers/Staff – Nikki Schuster; one (1) public visitor (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Iwanski, seconded by Ms. Bednarski to approve the agenda for November 4, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

SPECIAL PRESENTATION BY DEER CREEK PRINCIPAL POWELL:

Deer Creek Principal Powell gave a brief presentation on Deer Creek’s initiatives for 2013-2014. Principal Powell distributed a handout outlining four focus points for Deer Creek – Community and Core Values; Character; Career and College Readiness; and Wisconsin State and St. Francis School District Initiatives.

CONSENT AGENDA ACTION ITEMS:

President Boknevitz inquired if there was any item(s) that should be removed from the consent agenda. The athletic contract for the Varsity Bowling coaching position was removed for further evaluation. It will be brought back for approval at a future meeting.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the following consent agenda action items were unanimously approved:

- Minutes of October 21, 2013
- Accounts payable expenditures totaling $190,242.52 and payroll / payroll-related expenditures totaling $351,673.99
- Personnel:
  - The 2013 family and medical leave request for Michelle Engmann, Foreign Language Teacher.
  - The 2013 family and medical leave request for Melissa Zeman, Intermediate School Teacher.
  - The following athletic/recreation and extra-curricular contracts for the 2013-2014 school year:
    - Phil Batkins, 7th/8th Grade Boys’ Basketball 1,461.00
Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the Board unanimously approved the monetary donation of $100.00 from the Lighthouse Activities Crew designated to the St. Francis High School Cheerleaders to assist in the cost of purchasing uniforms.

Upon motion by Mr. Iwanski, seconded by Mr. Boknevitz, the Board unanimously approved the Southwest Consortium Shared Class Agreement as presented.

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the Board unanimously approved revised Board Policy 5460 - Graduation Requirements as presented.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the Board unanimously approved NEOLA Policy Update Volume 22, Number 1 as presented.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Principal Powell gave a brief update on the status of the traffic issues at Deer Creek Intermediate School. The traffic issues are continually being monitored with assistance from the St. Francis Police Department.

Business Manager Mitchell reported on the following:

1) The 2013-2014 final budget was presented for review and approval. Discussion ensued. President Boknevitz expressed his appreciation to administration for their diligence and effort put forth in achieving a balanced budget. Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the 2013-2014 final budget was approved as presented.

2) The 2013-2014 tax levy certification was presented in conjunction with the final budget. Upon motion by Mr. Warwick, seconded by Mr. Boknevitz, the 2013-2014 tax levy certification was unanimously approved as presented.

3) The District Health Insurance Consultant contract renewal was presented for approval. The District has contracted with Hays Companies since 2011. Hays are offering a 3-year extension of the agreement at the same rate as the initial agreement. Discussion ensued. Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the proposed contract with Hays Companies was unanimously approved.

Superintendent Thomsen reported on the following:

1) Superintendent Thomsen shared the District’s notification for specific learning disability qualification process. Beginning December 1, 2013 initial specific learning disability evaluation in the St. Francis School District will begin using information from a student’s response to intensive, scientific research-based or evidence-based interventions when making special education eligibility decisions.

2) Rachel’s Challenge is scheduled for Thursday, November 7, 2013. The event will be held in the St. Francis High School Little Theater beginning at 6:30 p.m.

President Boknevitz reported on upcoming important dates:

1) The School Board’s Self-Evaluation Work Session will be rescheduled at a future meeting.

2) The Chartwells 10th Annual Pre-Holiday Dinner is scheduled for Wednesday, November 13, 2013 beginning at 12:00 p.m.

COMMUNICATIONS / COMMENTS FROM VISITORS: None

Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the President declared the regular meeting adjourned at 7:35 p.m.
ST. FRANCIS SCHOOL DISTRICT  
4225 SOUTH LAKE DRIVE  
ST. FRANCIS, WI 53235  

SCHOOL BOARD WORK SESSION  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY  
October 28, 2013

APPROVED MINUTES

President Boknevitz called the work session to order at 5:31 p.m.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Feuling, and Business Manager Mitchell

EXCUSED: Board Clerk – Brian Warwick and Superintendent Thomsen

VISITORS: No public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Bednarski, seconded by Mr. Boknevitz to approve the agenda for October 28, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMMENTS FROM VISITORS: None

WORK SESSION – 2013-2014 BUDGETARY REFINEMENT:

Business Manager Mitchell led a discussion on the 2013-2014 budgetary refinement. The Board reviewed financial information that was distributed in conjunction with proposed reductions. Discussion ensued. The 2013-2014 final budget and tax levy certification will be presented at the November 4, 2013 for further review and approval.

COMMUNICATIONS TO THE BOARD: None

COMMMENTS FROM VISITORS: None

Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the President declared the work session adjourned at 6:34 p.m.

Approved by:

Margaret Feuling  
Acting School Board Clerk

Robert G. Boknevitz  
Board President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SCHOOL BOARD REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
October 21, 2013

APPROVED MINUTES

President Boknevitz called the closed session to order at 6:15 p.m.

Upon motion by Mr. Boknevitz, seconded by Mr. Warwick, the Board adjourned into closed session according to Wisconsin State Statute 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; 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 is likely to become involved; and Wisconsin State Statute 19.85 (1)(d) for considering strategy for crime detection or prevention.

Specifically, potential legal issue and safety strategy.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

VISITORS: Business Manager Mitchell

The President called closed session to order at 6:15 p.m. The Board reconvened into open session at approximately 6:26 p.m., taking the following action:

Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the Memo of Understanding with the St. Francis Police Department was unanimously approved as presented in closed session.

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

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen, and Business Manager Mitchell

VISITORS: St. Francis High School Principal – Andy Muszytowski; District Teachers/Staff – Nikki Schuster; two (2) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Bednarski, seconded by Mr. Warwick to approve the agenda for October 21, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the following consent agenda action items were unanimously approved:

- Minutes of October 7, 2013
- Accounts payable expenditures totaling $94,102.41 and payroll / payroll-related expenditures totaling $491,543.18
- Personnel: None

Upon motion by Mr. Warwick, seconded by Mr. Boknevitz, the Board unanimously approved the appointment of Ms. Rita Davis as part-time Community Engagement Coordinator for the 2013-2014 school year.

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the Board unanimously approved the facility use waiver request for the Warrior Football Team end-of-season celebration.
Upon motion by Mr. Bokneitz, seconded by Mr. Iwanski, the Board unanimously approved the following District donation:

- Two (2) tickets to a Packers-Falcon NFL Football Game (valued at $80.00 each); two (2) tickets to the Official Tailgate (valued at $25.00 each); and one (1) gas card from Ms. Heidi Berka – Truckside Services, Inc.

Upon motion by Mr. Bokneitz, seconded by Mr. Warwick, the Board unanimously approved the District “Return to Work” form as presented.

Upon motion by Mr. Bokneitz, seconded by Mr. Iwanski, the Board unanimously approved the following Board Policy / Administrative Guidelines revisions:

- Policy 5771 – Search & Seizure
- Administrative Guideline 5771 – Search & Seizure
- Policy 7530.01 – Board-Owned Personal Communication Devices
- Policy 7530.02 – Staff Use of Personal Communication Devices

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The St. Francis High School will host a community event on November 7, 2013 at 6:30 p.m. in support of Rachel’s Challenge.

The second reading of revised Board Policy 5460 – Graduation Requirements was presented for review. Discussion ensued. The Policy will be brought back to the next regular meeting for approval.

The following NEOLA Policy Update Volume 22, Number 1 was presented for a first reading:

Bylaws
- 0130 – Functions
- 0167.6 – E-Mail – Public Records
- 0167.7 – Use of Personal Communication Devices

Section 1000 - Administration
- 1422 – Non-Discrimination and Equal Employment Opportunity
- 1422 AG – Non-Discrimination and Equal Employment Opportunity
- 1422B AG – Complaint Procedures for Non-Discrimination and Equal Employment Opportunity / Access

Section 2000 - Program
- 2260 – Non-Discrimination and Access to Equal Educational Opportunity
- 2260 AG – Non-Discrimination and Access to Equal Educational Opportunity
- 2260B AG – Complaint Procedures for Non-Discrimination and Equal Educational Opportunity / Access

Professional Staff
- 3122 – Non-Discrimination and Equal Employment Opportunity
- 3122 AG – Non-Discrimination and Equal Employment Opportunity
- 3122B AG – Complaint Procedures for Non-Discrimination and Equal Employment Opportunity / Access

Support Staff
- 4122 – Non-Discrimination and Equal Employment Opportunity
- 4122 AG – Non-Discrimination and Equal Employment Opportunity
- 4122B AG – Complaint Procedures for Non-Discrimination and Equal Employment Opportunity / Access

Students
- 5136 – Personal Communication Devices
- 5136 AG – Personal Communication Devices
- 5136V1 – Wireless Communication Devices – Deletion of Policy / AG
- 5136V2 – Wireless Communication Devices – Deletion of Policy / AG
- 5722 – School-Sponsored Publications and Productions
- 5724 – High School Voter Registration Program
- 5730 – Equal Access for Non-District Sponsored Student Clubs/Activities

Finances
- 6320 – Purchasing
- 6350 – Prevailing Wage Coordinator
- 6611 – Ticket Sales

Property
- 7217 – Weapons
- 7310 – Disposal of District Property
- 7430 – Safety in Schools
- 7440A – Issues to Consider When Deciding Whether to Implement Metal Detectors
• 7440B – Metal Detector Search Procedures
• 7510 – Use of District Facilities
• 7510B – Charges and Priorities for Use of School Facilities
• 7510B AG – Charges and Priorities for Use of School Facilities
• 7530.01V1 – Cell Phone Allowance – Deletion of Policy
• 7542 – Access to District Technology Resources from Personally-Owned Communication Devices

Operations
• 8330 – Student Records
• 8800B AG – Religious Expression in the District

Discussion ensued. The Board requested paper copies of the following policies for further review:
• 0167.7 – Use of Personal Communication Devices
• 5722 – School-Sponsored Publications and Productions
• 7542 – Access to District Technology Resources from Personally-Owned Communication Devices
• 8800B AG – Religious Expression in the District

The following policies were removed from further review and approval:
• 7310 – Disposal of District Property
• 7430 – Safety in Schools
• 7440A – Issues to Consider When Deciding Whether to Implement Metal Detectors
• 7440B – Metal Detector Search Procedures
• 7510B – Charges and Priorities for Use of School Facilities
• 7510B AG – Charges and Priorities for Use of School Facilities
• 7530.01V1 – Cell Phone Allowance

The remaining Policies and Administrative Guidelines will be presented for a second reading and approval at the next regular School Board meeting on November 4, 2013.

Business Manager Mitchell reported on the following:

1) The 2013-2014 final budget was presented for review. A budgetary work session has been scheduled for Monday, October 28, 2013 beginning at 5:30 p.m. in the St. Francis High School Library for further review of the proposed final budget.
2) The 2013-2014 tax levy certification was tabled until the November 4, 2013 regular Board meeting.
3) Information on how the District’s Administrative Leadership Team continues to work to engage in communication regarding safety to build a culture where the District is pro-active in responding to safety concerns was presented for review and discussion.

Superintendent Thomsen reported on the following:

1) Information on the Common Core Standards in Wisconsin and the St. Francis School District was shared with the Board.
2) An update on the status of the St. Francis High School athletic conference realignment was presented to the Board.

President Boknevitz reported on upcoming important dates:

1) The WASB Fall Regional Meeting is tomorrow, October 22, 2013 at 6:00 p.m. at the Country Springs Hotel located in Pewaukee, WI.
2) In conjunction with the School Board self-evaluation process, a work session has been tentatively scheduled for Monday, November 11, 2013 at 5:00 p.m. in the St. Francis High School Library.
3) The Chartwells 10th Annual Pre-Holiday Dinner is scheduled for Wednesday, November 13, 2013 from 12:00 p.m. to 2:00 p.m. in the St. Francis High School Cafeteria.

COMMUNICATIONS / COMMENTS FROM VISITORS:

Mr. Bob Prusinski expressed his appreciation for the newly hired Building Principal at Deer Creek Intermediate School.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the President declared the regular meeting adjourned at 8:34 p.m.

Approved by:

[Signatures]

Brian Warwick
School Board Clerk

[Signature]

Robert G. Boknevitz
Board President
ST. FRANCIS SCHOOL DISTRICT  
4225 SOUTH LAKE DRIVE  
ST. FRANCIS, WI 53235  

SCHOOL BOARD REGULAR MEETING  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY  
September 23, 2013  

APPROVED MINUTES

President Boknevitz called the closed session to order at 6:00 p.m.

Upon motion by Ms. Bednarski, seconded by Mr. Warwick, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1)(c) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; Wisconsin State Statute 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; 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 is likely to become involved.

Specifically, 2013-2014 teachers’ union bargaining recommendations; legal update.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, and Superintendent Thomsen

VISITORS: Business Manager Mitchell

The President called closed session to order at 6:00 p.m. The Board reconvened into open session at approximately 6:26 p.m., taking no action.

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

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen, and Business Manager Mitchell

VISITORS: St. Francis High School Principal – Andy Muszytowski; District Technology Coordinator – Steve Erickson; District Teachers/Staff – Nikki Schuster and Sandi Teriaca-Landowski; three (3) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Bednarski, seconded by Mr. Iwanski to approve the agenda for September 23, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS:

Mr. Tim Beaumont inquired if a committee could investigate the traffic flow at Deer Creek Intermediate School. Mr. Beaumont also stated that he recently talked to a High School Coach and was informed that parents are not permitted to help volunteer with coaching.

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the following consent agenda action items were unanimously approved:

- Minutes of September 9, 2013
- Minutes of September 16, 2013
- Accounts payable expenditures totaling $104,058.00 and payroll / payroll-related expenditures totaling $482,758.63
- Personnel:
  - The resignation of Tina Grosz, Intervention Specialist effective September 13, 2013.
  - The resignation of Beverly Sjoblom, Lunchroom/Playground Supervisor.
  - The appointment of Douglas Omer as Secondary Replacement Special Education Teacher during the 2013-2014 school year.
• The appointment of Julie Noller as part-time Intervention Specialist for the 2013-2014 school year.
• The appointment of Peter Whalen as part-time Intervention Specialist for the 2013-2014 school year.
• The 2013 FMLA request for Jeff Dean, Custodian.
• The following extra-curricular contracts for the 2013-2014 school year:
  - Chris Piper, PI-34 Mentor $1,000.00

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the Board unanimously approved the District donation of student supplies (glue sticks, pencils, pens, erasers, binder paper, spirals, scissors, rulers, crayons, markers, colored pencils), valued at approximately $500.00 for Deer Creek Intermediate School from the South Milwaukee Lions Club as presented.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The District Truancy Reduction Plan was presented for review and discussion. Per Board Policy 5200 – Attendance, the Board of Education will issue a Truancy Plan based upon the recommendations of the County Truancy Committee convened under State law, the Board’s policies and procedures, and applicable provisions of State law. The Board will review and, if appropriate, revise the Truancy Plan at least once every two (2) years. Questions were asked and answered. The Plan will be brought back to the October 2, 2013 regular meeting for final approval.

SFHS Principal Muszytowski highlighted on upcoming Homecoming festivities for the week of September 23, 2013. The SFHS Homecoming Football Game vs. Cudahy High School is Friday, September 27, 2013 at 7:00 p.m. The Homecoming Dance is Saturday, September 28, 2013 from 7:30 p.m. to 10:30 p.m. in the St. Francis High School Main Gym.

Business Manager Mitchell reported on the following:

1) An update was presented on the revised 2013-2014 budgetary refinement document. The budget refinement process will continue and as more financial information becomes available, the District will reassess and revise the budget.

2) This past Spring, the District formed a Wellness Committee that meets periodically to set goals and maintain wellness programming throughout each school year. Many new initiatives were implemented to include a health risk assessment in which 88 out of 98 staff members participated in; a Summer Walking Program was also implemented, in which the District had 50 participants. The District will be offering a free flu shot to all staff members on October 7, 2013. By sponsoring this free offering, the District will help to promote staff in staying healthy and offer a convenience to staff that find it hard to find the time to go to their doctor.

3) The proposed 2013-2014 supplementary pay increase for teachers was presented for review and discussion. Based upon the advice of WASB legal counsel, the District is still calculating base wage under the ACT 10 ruling. This will result in teachers receiving a maximum base wage increase of 2.07% (CPI). All other employee groups received a 2.07% increase to their compensation for the 2013-2014 school year, unless on an improvement plan. Upon motion by Mr. Boknietz, seconded by Ms. Feuling, the 2013-2014 supplementary pay increase for teachers was unanimously approved as presented.

4) The District’s electronic storage capabilities are vital for normal operation of systems and our ability to meet records retention requirements set by the State of Wisconsin. Based on State requirements and a current review of the District’s growth rate of electronic storage, the District is recommending an upgrade to their current equipment with the purchase of the new Unitrends 822 Unit. The estimated cost to purchase the new Unitrends 822 Unit is $15,308.00. Funds would be allocated from the District Technology – Equipment budget in order to make the purchase. Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the purchase of the new Unitrends 822 Unit for an estimated purchase price of $15,308.00 was unanimously approved.

Superintendent Thomsen reported on the following:

1) Wisconsin State Statute requires all school districts to develop and approve local policies to address and curb bullying in schools. An update on how the St. Francis School District has implemented anti-bullying initiatives and training throughout the District was presented for review.

2) The School Report Card measures overall performance of individual public schools in Wisconsin. School Report Cards are issued each year. For the first time this year, each school district will receive a District Report Card. The ratings on these report cards were based on much more than test data and give a fuller picture of the school’s performance to parents, teachers, administrators and the public. This information will provide the valuable tool for tracking performance and making improvements to ensure that all students are ready for college and careers in today’s rapidly changing global society and economy.

3) The St. Francis High School has been actively pursuing a new athletic conference that is a better fit for our school and students. A proposal to move St. Francis High School from the Woodland Conference to the Midwest Classic Conference was presented to the WIAA Board of Control at their September 13, 2013 meeting. Upon a vote 9-0, the proposal to move St. Francis High School to the Midwest Classic Conference was unanimously approved. More information will be presented as it becomes available.

4) Dr. Thomsen gave a brief update on community engagement & marketing within the District. More information to be presented at a future meeting.

5) Dr. Thomsen presented a brief update on the status of the Community Engagement Coordinator vacancy.

6) A brief update was presented on the recent Recreation Department meeting held on September 11, 2013.
7) Dr. Thomsen shared a response letter from AdvancED in regards to initiating the Systems Accreditation process in the St. Francis School District. The first step in the Systems Accreditation process is hosting a successful Readiness Review to be conducted by representatives from the AdvancED Wisconsin Office. This meeting will be scheduled in the near future and updates will be presented to the Board at future meetings.

President Boknevitz reported on upcoming important dates:

1) The School Board will begin their self-evaluation process. This topic will be revisited for further discussion at the next regular meeting.
2) WASB Fall Regional Meeting registrations have been submitted on behalf of the Board. The event is scheduled for October 22, 2013 at 6:00 p.m. located at the Country Springs Hotel in Pewaukee, WI.
3) St. Francis Association of Commerce – Business of the Year Dinner – September 25, 2013 – Pulaski Inn - Social at 5:30 p.m. / Dinner at 6:30 p.m.

COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Sandi Teriaca-Landowski inquired and was responded to on the location of the Parent Advisory Committee meeting. Ms. Teriaca-Landowski also inquired on how the District holds truant students accountable. This item will be referred for further review with the School Principals.

Mr. Beaumont inquired as to how teachers are held accountable for bullying. Superintendent Thomsen responded to the inquiry.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the President declared the regular meeting adjourned at 8:50 p.m.

Approved by:

Brian Warwick
School Board Clerk

Robert G. Boknevitz
Board President
President Boknevitz called the work session to order at 5:00 p.m.

PRESENT: Board Members Boknevitz, Bednarsi, Iwanski, Warwick, Feuling, Superintendent Thomsen and Business Manager Mitchell

VISITORS: Mr. Ken Zastrow – National Insurance Consultant; no public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Warwick, seconded by Mr. Iwanski to approve the agenda for September 16, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

WORK SESSION – EMPLOYEE RETIREMENT BENEFITS:

Business Manager Mitchell and Mr. Ken Zastrow - National Insurance Consultant led a discussion on Other Post-Employment Benefits (OPEB) / Retirement Program refinement. The Board reviewed financial information in conjunction with proposed benefits. Discussion ensued. The Board requested to review additional costing information and options a future work session. The Board will continue to give careful consideration as to the level of budget flexibility that will be required in the future when granting a new retirement benefit.

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the President declared the work session adjourned at 7:21 p.m.

Approved by:

[Signatures]

Brian Warwick
School Board Clerk

Robert G. Boknevitz
Board President
ST. FRANCIS SCHOOL DISTRICT  
BUDGET HEARING AND ANNUAL MEETING  
St. Francis High School Library  
4225 South Lake Drive  
St. Francis, WI 53235  
September 9, 2013  

UNAPPROVED MINUTES  

Budget Hearing was called to order by Robert Boknevitz, School Board President, at 6:35 p.m.  

Present:  Board members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen, and Business Manager Mitchell  

Excused:  None  


President Boknevitz introduced School Board Treasurer Iwanski, Superintendent Thomsen and Business Manager Mitchell, who gave a presentation on school funding and the rationale for the School District 2013-2014 budget. Business Manager Mitchell asked if there were any questions regarding the proposed budget. The Budget Hearing concluded at 7:20 p.m.  

Annual Meeting was called to order by President Boknevitz at 7:21 p.m.  

The Pledge of Allegiance was led by President Boknevitz.  

Mr. Brian Warwick nominated Robert Boknevitz as Chairperson, motion seconded by Mr. Russell Iwanski. Motion carried.  

Upon a motion by Mr. Boknevitz, seconded by Ms. Bednarski, the minutes for the Annual Meeting of September 13, 2012 were unanimously approved.  

Mr. Iwanski moved, Mr. Warwick seconded, that there shall be levied upon the taxable property of the St. Francis School District the sum of $6,698,199 $5,121,013 for the General Fund for the operation of district schools; $374,000 for the Community Service Fund; $137,486 for the discharge of non-referendum debt obligations; and $1,065,700 for the discharge of referendum debt obligations. Motion carried unanimously.  

Mr. Boknevitz moved, Mr. Iwanski seconded, that School Board salaries established by the electors of the St. Francis School District, Milwaukee County, State of Wisconsin are as follows: $200.00 per month for the office(s) of President, Treasurer and Clerk; and $175.00 per month for the office(s) of Vice President and Member. The recommended monthly School Board salaries have remained unchanged over the past decade. Motion carried unanimously.  

Mr. Boknevitz moved, Ms. Bednarski seconded, that the electors also authorize for the payment of actual and necessary expenses of School Board Members when traveling in the performance of duties. Motion carried unanimously.  

Mr. Boknevitz moved, Ms. Bednarski seconded, that the electors of the St. Francis School District, Milwaukee County, State of Wisconsin, authorize the School Board to dispose of surplus property (not land or buildings) that is no longer needed for school purposes upon terms and conditions satisfactory to the School Board. Board President inquired if this motion should read “School Board Policy.” Superintendent Thomsen responded that Policy is implied. Motion carried unanimously.  

Ms. Bednarski moved, Mr. Iwanski seconded, that the amended date and place of the next Annual Meeting be Monday, September 8, 2014 at St. Francis High School, 4225 South Lake Drive, St. Francis, Wisconsin. Motion carried unanimously.
The Board opened the floor for other items of discussion.

Ms. Gail Prusinski inquired whether the District would consider installing air conditioning at each of the schools.

Mr. Boknevitz moved, Mr. Iwanski seconded, that the Annual Meeting be adjourned. Motion carried unanimously.

The Annual Meeting adjourned at 7:35 p.m.

Approved by:

[Signature]
Brian Warwick
School Board Clerk

[Signature]
Robert G. Boknevitz
School Board President
ST. FRANCIS SCHOOL DISTRICT  
4225 SOUTH LAKE DRIVE  
ST. FRANCIS, WI 53235

SCHOOL BOARD REGULAR MEETING  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY  
September 9, 2013

APPROVED MINUTES

President Boknevitz called the regular meeting to order at 6:15 p.m.

PRESENT: Board Members Boknevitz, Bednarsi, Iwanski, Warwick, Feuling, Superintendent Thomsen, and Business Manager Mitchell

VISITORS: St. Francis High School Principal – Andy Muszytowski; Deer Creek Principal – Guy Powell; Willow Glen Principal / C&J Director – Laurie Pogorzelski; one (1) public visitor (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Bednarsi, seconded by Mr. Iwanski to approve the agenda for September 9, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Bednarsi, seconded by Mr. Warwick, the following consent agenda action items were unanimously approved:

- Minutes of August 19, 2013  
- Minutes of August 26, 2013  
- Accounts payable expenditures totaling $187,982.70 and payroll / payroll-related expenditures totaling $297,198.47  
- Personnel:  
  - The resignation of Ann DeCaria, part-time Intervention Specialist effective August 26, 2013.  
  - The appointment of Edward Shechan as Secondary Replacement English Teacher during the 2013-2014 school year.  
  - The appointment of Ashley Pociask as part-time Intervention Specialist for the 2013-2014 school year.  
  - The following extra-curricular contracts for the 2013-2014 school year:  
    - Colleen Chisholm, PI-34 Mentor $1,000.00  
    - Beth Lewis, PI-34 Mentor $1,000.00  
    - Judy Savick, PI-34 Mentor $1,000.00

Upon motion by Mr. Warwick, seconded by Mr. Boknevitz, the Board unanimously reaffirmed their approval of the emergency expenditure at Deer Creek Intermediate School as presented.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The 2nd reading of the proposed Human Growth & Development curriculum was presented for further review and approval. Discussion ensued and all questions were addressed. Upon motion by Mr. Boknevitz, seconded by Mr. Warwick, the Human Growth & Development curriculum was unanimously approved as presented.

Superintendent Thomsen presented a copy of a letter sent on behalf of the District expressing interest in scheduling a Readiness Visit in pursuing AdvancED District Accreditation.

Superintendent Thomsen and Building Principals Muszytowski and Powell presented information and proposed dates for upcoming Post-Secondary Transition Days at the St. Francis High School and Deer Creek Intermediate School. Discussion ensued. Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the proposed dates for Post-Secondary Transition Days were approved as presented.
Superintendent Thomsen gave a brief report on current student enrollment across the District, as well as, an update on the staffing plan for the 2013-2014 school year.

Superintendent Thomsen reported on the following:

1) Superintendent Thomsen presented an update on the 2013-2014 opening of District schools.

President Boknevitz reported on upcoming important dates:

1) School Board Retirement Benefit Work Session – September 16, 2013 – 5:00 p.m. – St. Francis High School Library
2) St. Francis Education Association Negotiations – September 23, 2013 – 4:30 p.m.
3) St. Francis Association of Commerce – Business of the Year Dinner – September 25, 2013 – Pulaski Inn - Social at 5:30 p.m. / Dinner at 6:30 p.m.
4) WASB Fall Regional Meeting – October 22, 2013 – 6:00 p.m. - Country Springs Hotel, Pewaukee, WI

COMMUNICATIONS / COMMENTS FROM VISITORS: None

Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 6:34 p.m.

Approved by:

[Signatures]

Brian Warwick
School Board Clerk

Robert G. Boknevitz
Board President
President Boknevitz called the special meeting to order at 6:30 p.m.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen, and Business Manager Mitchell

VISITORS: SFHS Principal – Andy Muszytowski; SFSD Teachers/Staff – Sandi Teriaca-Landowski and Nikki Schuster; two (2) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Bednarski, seconded by Mr. Iwanski to approve the agenda for August 26, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the following consent agenda action items were unanimously approved:

- Personnel:
  - The appointment of Timothy Funk as Intermediate School Teacher for the 2013-2014 school year.
  - The appointment of Kelly Logan as .78 FTE Secondary Math Teacher for the 2013-2014 school year.
  - The appointment of Molly Rozga as part-time Math Intervention Specialist for the 2013-2014 school year.
  - The following athletic contract for the 2013-2014 school year:
    - Lisa Jarosh, HS Cheerleading Coach (Fall) 1,150.00
  - The following new appointment as part-time Lunchroom / Playground Supervisor:
    - Maria Ademi
    - Lisa Dziadosz (On-Call Substitute)
    - Jennifer Zebrowski

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Thomsen presented an update on the 2013-2014 student enrollment and staffing plan. Discussion ensued.

Information on the St. Francis High School conference realignment was presented for discussion. Since 2011, the St. Francis High School (SFHS) has been actively pursuing a new athletic conference that is a better fit for our school and students. A new proposal will go forward to the WIAA Board of Control on September 13, 2013 to move SFHS to the Midwest Classic Conference. At that time, the WIAA Board of Control will have three options: to accept the plan as presented; modify the plan; or reject the plan. More information will be presented at a later date.

Business Manager Mitchell reported on the following:

1) Business Manager Mitchell presented a brief facility update on the recent water issues in the Deer Creek Recreation Building’s lower level.

President Boknevitz reported on the following:

1) Report on St. Francis Community Events:
   - WASB Fall Regional Meeting – October 22, 2013
COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Sandi Teriaca-Landowski inquired on why the District’s enrollment is declining. Superintendent Thomsen and President Boknevitz addressed Ms. Teriaca-Landowski’s concerns and answered questions.

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the President declared the special meeting adjourned at 6:50 p.m.

Approved by:

[Signature]
Brian Warwick
School Board Clerk

[Signature]
Robert G. Boknevitz
Board President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SCHOOL BOARD REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
August 19, 2013

APPROVED MINUTES

Vice President Bednarski called the meeting to order at 6:04 p.m. President Boknevitz arrived at 6:05 p.m.

Upon motion by Mr. Warwick, seconded by Ms. Feuling, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wisconsin State Statute 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, 2013-2014 teachers' union bargaining recommendations; personnel issue.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, and Superintendent Thomsen
VISITORS: Business Manager Mitchell

The President called closed session to order at 6:05 p.m. The Board reconvened into open session at approximately 6:45 p.m., taking no action.

President Boknevitz called the regular meeting to order at 6:45 p.m.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen, and Business Manager Mitchell
VISITORS: Willow Glen Principal / C&I Director – Laurie Pogorzelski; SFSD Teachers/Staff – Erich Gottfried and Mike King; no public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Iwanski, seconded by Ms. Feuling to approve the agenda for August 19, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

President Boknevitz inquired if there was any item(s) that should be removed from the consent agenda. The 2013-2014 Teachers' Union Base Wage Settlement agenda item was removed.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the following consent agenda action items were unanimously approved:

- Minutes of August 5, 2013
- Accounts payable expenditures totaling $102,651.84 and payroll / payroll-related expenditures totaling $449,125.09
- Personnel:
  - The resignation of Terri Nyssse, Elementary Teacher effective August 19, 2013 contingent upon contractual liquidated damages clause.
  - The resignation of Steven Shaw, Intervention Specialist effective August 19, 2013.
  - The resignation of Bonnie Manzeck, Supervisory Aide effective August 19, 2013.
  - The appointment of Kristin Wiseley as Elementary Special Education Teacher for the 2013-2014 school year.
  - The appointment of Jessica de Groot as Special Education Paraprofessional for the 2013-2014 school year.
The appointment of Janice Coss as .50 FTE Supervisory Aide for the 2013-2014 school year.
- The appointment of Rachel Czarnecki as .50 FTE Supervisory Aide for the 2013-2014 school year.
- The appointment of Jennifer Peronto as .50 FTE Supervisory Aide for the 2013-2014 school year.
- The 2013 FMLA request for Nicole Morawski, Secondary English Teacher.

Upon motion by Mr. Boknevez, seconded by Mr. Iwanski, the 2013-2014 WIAA Senior High Membership Application was unanimously approved as presented.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Thomsen and Curriculum & Instruction Director Pogorzelski presented the K-12 District Reading (Literacy and Writing) Plan for review and approval. The development of the reading curriculum and objectives will be guided by the Wisconsin State Reading Association position statements on early literacy intervention, grouping practices, the role of the District’s Reading Specialists, reading designed for middle and high schools, the relationship between reading and writing and assessment in reading, as well as, designing learning targets built around the State and Common Core Standards. Discussion ensued. Upon motion by Mr. Warwick, seconded by Ms. Bednarz, the K-12 District Reading (Literacy and Writing) Plan was unanimously approved as presented.

Curriculum & Instruction Director Pogorzelski presented a brief update on the Measure of Academic Progress (MAP) implementation. The MAP data collected during the 2012-2013 school year indicates student growth in every grade level K-12. Further documentation was presented to the School Board that served as artifacts to support the District’s progress towards College and Career Readiness benchmarks, as well as, the District’s grade level improvement percentage trend data.

The 1st reading of the proposed Human Growth & Development curriculum was presented for review and discussion. A Citizens’ Advisory Committee was established in accordance with Board Policy 9140 and 118.019(3), Wis. Stats., in order to ensure the effective participation of staff, parents, health-care professionals, members of clergy, and other residents of the District in the design and implementation of this program area. The Committee met several times during the summer months and their findings were positive. The Committee is recommending the approval of the proposed Human Growth and Development curriculum and additional resources (Great Body Shop). Discussion ensued. The Board will have a 2nd reading of the curriculum at the next regular School Board meeting.

Superintendent Thomsen presented the District’s timeline for the Anti-Bullying Initiative in the St. Francis School District, as well as, the August 1, 2013 communication distributed to parent/guardian(s).

The 2013 Fall Recreation Program booklet was presented for review and discussion.

Business Manager Mitchell reported on the following:

1) An update was presented on the revised 2013-2014 budgetary refinement document. The budget refinement process will continue throughout summer, and as more financial information becomes available, the District will reassess and revise the budget.

2) Business Manager Mitchell presented a brief facility update. The Deer Creek Recreation Building’s lower level experienced some water issues in several Recreation Community Rooms and will be unavailable for activities until further notice. Questions regarding access to the lower level rooms can be directed to Mr. Jonathan Mitchell.

Superintendent Thomsen reported on the following:

1) The following modification to the SFSD Employee Handbook was presented for review and upon motion by Mr. Bokneetz, seconded by Mr. Iwanski was unanimously approved as presented:
   - Hours and Days of Work – Revisions include revised hours / days of work at each school for the 2013-2014 school year.

2) The 2013-2014 Systems & Priorities document was presented for review. The District continues to bridge the Monitoring and Prioritizing Systems 2013-2014 document to the Mission and Vision Statement, as well as, the Quality Standards for Schools and Districts as forwarded by AdvancEd in preparation for the District Accreditation visits in 2014-2015.

3) Superintendent Thomsen reported on current student enrollment across the District, as well as, the staffing plan for 2013-2014.

4) The Staff Welcome Back Breakfast is scheduled for Monday, August 26, 2013 from 7:30 to 9:00 a.m. in the High School cafeteria. Following the breakfast, all staff will be required to attend an in-service on the District’s Anti-Bullying Initiative.

5) Superintendent Thomsen shared an article entitled, “You need to sense a school’s muscle and music,” supporting academic programming in a positive and nurturing environment.

President Bokneetz reported on the following:

1) Each Board Member received a copy of the WASB Resolutions Adopted by Delegate Assemblies 2013.

2) The WASB Notice of Election – Region 11 was presented. The election will take place at the 2013 WASB Fall Regional Meeting scheduled to be held on Tuesday, October 22, 2013 at the Country Springs Hotel in Pewaukee. Each WASB-member school board in Region 11 has the right to submit the name of one nominee for election.
3) Report on St. Francis Community Events:
   - A brief update on the St. Francis National Night Out festivities recently held on August 7, 2013
   - St. Francis Days / Parade Participation – August 31, 2013
   - WASB Fall Regional Meeting – October 22, 2013

COMMUNICATIONS / COMMENTS FROM VISITORS:  None

Upon motion by Mr. Boknevitz, seconded by Mr. Warwick, the President declared the regular meeting adjourned at 8:35 p.m.

Approved by:

Brian Warwick
School Board Clerk

Robert G. Boknevitz
Board President
President Boknevitz called the meeting to order at 6:15 p.m.

Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1)(c) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wisconsin State Statute 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; Wisconsin State Statute 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and Wisconsin State Statutes 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 is likely to become involved.

Specifically, 2013-2014 teachers’ union bargaining recommendations; grievance update.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, and Superintendent Thomsen
VISITORS: Business Manager Mitchell

The President called closed session to order at 6:15 p.m. The Board reconvened into open session at approximately 6:27 p.m., taking no action.

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

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen, and Business Manager Mitchell
VISITORS: SFHS Principal - Andy Muszytowski; SFHS Assistant Principal/Athletic Director – Mike Lewandowski; SFSD Teachers/Staff – Brandon Blahnik, Michelle Boening, Mike King, Emily Schmidt, and Nikki Schuster; and two (2) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Warwick, seconded by Ms. Bednarski to approve the agenda for August 5, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:
President Boknevitz inquired if there was any item(s) that should be removed from the consent agenda. There were none.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the following consent agenda action items were unanimously approved:

- Minutes of July 15, 2013
- Accounts payable expenditures totaling $172,168.92 and payroll / payroll-related expenditures totaling $318,023.98
- Personnel:
  - The resignation of Hillary Marshall, Elementary Special Education Teacher effective August 5, 2013 contingent upon contractual liquidated damages clause.
  - The appointment of Chris Shanafelt as .50 FTE Music Teacher for the 2013-2014 school year.
• The appointment of Alexandria Marsh as .50 FTE Art Teacher for the 2013-2014 school year.
• The appointment of Jennifer Lewis as .50 FTE K4 Teacher for the 2013-2014 school year.
• The 2013 Family and Medical Leave request for Mary Koch, Library Media Specialist.
• The following extra-curricular contracts for the 2013-2014 school year:
  • Stephanie Henkhaus, Friends of Rachel Chapter $1,000.00
  • Nikki Schuster, Friends of Rachel Chapter $1,000.00
  • Brandon Blahnik, Freshmen Mentor Advisor 1,000.00
  • Carrie Fryjoff, Freshmen Mentor Advisor 1,000.00
  • Greg Koch, Freshmen Mentor Advisor 1,000.00
  • Jack LoPresti, Freshmen Mentor Advisor 1,000.00
• The following athletic/recreation contracts for the 2013-2014 school year:
  • Kyle Beaumont, Freshman Asst. Football Coach (.50 Contract) 1,570.00
  • Brandon Blahnik, JV Football Coach (5+ Yrs) 3,470.00
  • James Burazin, Freshman Asst. Football Coach (.50 Contract) 1,570.00
  • Jason Floyd, Girls Head Volleyball Coach 3,140.00
  • Matt Kalin, Asst. Football Coach (5+ Yrs) 3,470.00
  • Mike King, Girls JV Tennis Coach (5+ Years) 2,780.00
  • Quincy LaGrant, Asst. Football Coach (5+ Yrs) 3,470.00
  • Beth Obst, HS Spirit Squad Coach (Fall) 1,390.00
  • Beth Obst, Intermediate Spirit Squad Coach (Fall) 1,390.00
  • Dave Santi, Asst. Football Coach (5+Yrs) 3,470.00
  • Scott Santi, JV Football Coach (5+Yrs) 3,470.00
  • Doug Sarver, Head Football Coach (5+Yrs) 4,515.00
  • Daniel Schramka, Girls Head Tennis Coach (5+Yrs) 3,470.00
  • Melissa Wilcox, Girls JV Volleyball Coach 2,510.00
  • Melissa Zeman, Freshman Volleyball Coach (5+Yrs) 2,780.00
• The following volunteer coaches for the 2013-2014 school year:
  • Phil Chavez - Football
  • Cory Knapp - Football

Upon motion by Mr. Bokneitz, seconded by Mr. Iwanski, the 2013-2014 Teacher Contract – Letter of Recall was unanimously approved as presented.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

St. Francis High School Principal, Mr. Andy Muszykowski and Assistant Principal/Athletic Director, Mr. Mike Lewandowski presented an update to the Board on the success and progress of academic interventions implemented in the 2012-2013 school year to assist student-athletes achieve excellence in the classroom, as well as, in their extra-curricular activities. The implementation of new and supportive interventions remains a priority at the St. Francis High School. Coaches will share the vision for performance of their athletes in the classroom and on the athletic field. For the 2013-2014 school year, the St. Francis High School will continue to focus on clubs and activities, as well as, support for incoming ninth grade students.

The St. Francis High School has received many requests to have trap shooting as a club offering. The opportunity arose for St. Francis High School to join a co-operative with Cudahy High School. The proposed program is provided through the Cudahy Sportsmen’s Club. The Trap Shooting Team will follow the competitive guidelines and rules of the Scholastic Clay Target Program (SCTP), as well as, join current members of the Southeast Wisconsin SCTP Conference. The Cudahy Sportsmen’s Club assures all liability insurance for the team and no firearms will be permitted on school grounds. Although trap shooting is not sanctioned by the WIAA, it is highly structured by the SCTP. The co-op would be student-driven and there would be no financial cost to the District. The costs to join would be assumed by the family of the students. The student-athlete will still fall under the stipulations of the St. Francis High School Code of Conduct and would be required to follow all of the expectations associated with the St. Francis School District. Discussion ensued. Upon motion by Mr. Bokneitz, seconded by Mr. Warwick, the Co-Operative Trap Shooting Club with Cudahy High School was unanimously approved.

The 8th grade annual field trip request to Costa Rica in June 2014 was presented for approval. Discussion ensued. Upon motion by Ms. Feuling, seconded by Mr. Iwanski, the 8th grade annual field trip to Costa Rica in June 2014 was unanimously approved contingent upon appropriate chaperone ratio compliant with Board Policy.
Business Manager Mitchell reported on the following:

1) 2013-2014 Budgetary Refinement Update – An update was presented on the 2013-2014 budgetary refinement process. Discussion ensued and questions were answered.

2) The 2013-2014 Preliminary Budget was presented for review and approval. Upon motion by Mr. Bokneitz, seconded by Mr. Iwanski, the 2013-2014 Preliminary Budget was unanimously approved as presented.

3) The 10-Year Maintenance Plan, completed projects, and recommended projects for the 2013-2014 school year were presented and reviewed. Discussion ensued. Upon motion by Mr. Bokneitz, seconded by Ms. Bednarski, the recommended asphalt projects were unanimously approved as presented. The Board took a brief five minute break before continuing with the next agenda item.

4) Superintendent Thomsen presented additional information to support the District’s recommendation to lease a wheelchair accessible van to accommodate the transportation needs of special education students. Discussion ensued. Upon motion by Mr. Bokneitz, seconded by Ms. Feuling, the recommendation to lease a wheelchair accessible van to accommodate the transportation needs of special education students was unanimously approved contingent upon the District receiving final approval from the Wisconsin Department of Public Instruction.

5) The recommendation to approve supplementary compensation for three (3) teachers who have earned their Master’s Degree since the implementation of Act 10 was presented for approval. Prior to Act 10 and in accordance with the past bargaining agreement, teachers were allowed to submit their transcripts verifying graduate level credit completion and/or Master’s Degree completion in order to receive bargain compensation. The three (3) identified teachers were caught mid-way; not earning additional salary for completing classes, as well as, not moving to the Master’s level on the salary schedule. Discussion ensued.
   - Upon motion by Mr. Bokneitz, seconded by Ms. Feuling, the supplementary pay in the amount of $3,452.00 for Brandon Blahnik was unanimously approved.
   - Upon motion by Mr. Bokneitz, seconded by Ms. Feuling, the supplementary pay in the amount of $2,215.00 for Michelle Boening was unanimously approved.
   - Upon motion by Mr. Bokneitz, seconded by Ms. Feuling, the supplementary pay in the amount of $2,952.00 for Emily Schmidt was unanimously approved.

6) The St. Francis School District will host an Equipment Disposal / Auction on Thursday, August 15, 2013 from 10:00 a.m. to 12:00 noon in the St. Francis High School Gymnasium.

Superintendent Thomsen reported on the following:

1) The 2013-2014 St. Francis School District Dropout Prevention Plan was presented for review and approval. Dropouts are reported annually for grades seven through twelve in order to track annual changes in dropout behavior. Discussion ensued. Upon motion by Mr. Bokneitz, seconded by Mr. Iwanski, the 2013-2014 Dropout Prevention Plan was unanimously approved as presented.

2) Superintendent Thomsen presented the District’s “Annual Report on Seclusion & Restraint with Students” and reported that District Policy and procedures are in alignment with the Individuals with Disabilities Education Act, as amended and Wis. Stats. Chapter 115 and 118 (115.787 and 118.305).

3) An update on the 2013-2014 student enrollment & staffing plan was presented for review and discussion.

4) The 2013-2014 Professional Development Plan was presented for review and approval. It is the responsibility of the Superintendent to plan programs of staff development for professional staff members. Professional staff members are expected to comply with the Professional Development Plan requirements of their license and provide timely verification of progress towards fulfilling this responsibility (121.02b, Wis. Stats. P.I. 8.01(2)(b), Wis. Adm. Code). Upon motion by Ms. Bednarski, seconded by Ms. Feuling, the 2013-2014 Professional Development Plan was unanimously approved as presented.

5) The following modifications to the SFSD Employee Handbook were presented for review and upon motion by Mr. Bokneitz, seconded by Ms. Feuling, all were unanimously approved as presented:
   - Attachment B – Teacher New Hires Salary Schedule – Includes revised salary schedule to reflect the $505 base wage increase for the 2012-2013 school year.
   - Handbook – Performance Review – New language added to address employees assigned to a formal improvement plan and ineligibility for salary increases or supplementary pay.
   - Handbook – Belief Statement and Strategic Goals – The removal of the last sentence in the second last paragraph on page 2 of the Employee Handbook, “St. Francis team members remain positive and hopeful, as opposed to dragging others down into a state of self-inflicted misery.”

6) Minutes from the St. Francis Recreation Committee Quarterly Meeting were presented for review.

7) The Staff Welcome Back Breakfast / In-Service is scheduled for Monday, August 26, 2013 from 7:30 to 9:00 a.m. in the High School cafeteria. All staff are required to attend.
President Bokneitz reported on the following:

1) Report on St. Francis Community Events:
   - St. Francis National Night Out – August 7, 2013
   - St. Francis Days / Parade Participation – August 31, 2013
   - WASB Fall Regional Meeting – October 22, 2013

COMMUNICATIONS / COMMENTS FROM VISITORS: None

Upon motion by Mr. Bokneitz, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 8:38 p.m.

Approved by:

[Signature]
Brian Warwick
School Board Clerk

[Signature]
Robert G. Bokneitz
Board President
President Bokneitz called the meeting to order at 5:48 p.m.

Upon motion by Mr. Warwick, seconded by Mr. Bokneitz, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wisconsin State Statute 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; Wisconsin State Statute 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and Wisconsin State Statutes 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 is likely to become involved.

Specifically, personnel matter; 2013-2014 teachers’ union bargaining recommendations; grievance update; and Administrative contract evaluations.

PRESENT: Board Members Bokneitz, Bednarsi, Warwick, Feuling, and Superintendent Thomsen
EXCUSED: Board Treasurer Iwanski
VISITORS: Business Manager Mitchell

The President called closed session to order at 5:48 p.m. The Board reconvened into open session at approximately 6:28 p.m., taking no action.

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

PRESENT: Board Members Bokneitz, Bednarsi, Warwick, Superintendent Thomsen, and Business Manager Mitchell
EXCUSED: Board Members Iwanski and Feuling*
VISITORS: Chartwells Dining Service Director - Jane Carney; SFHS Principal - Andy Muszytowski; SFHS Assistant Principal/Athletic Director – Mike Lewandowski; SFSD Teachers/Staff – Jim Dorack, Mike King, Sandi Landowski, Nikki Schuster, and Eileen Wagner; and four (4) public visitors (sign-in sheets retained in official minute book)

*Board Member Feuling was excused after the closed session.

Superintendent Thomsen 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. Warwick, seconded by Ms. Bednarsi to approve the agenda for July 15, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Bednarsi, seconded by Mr. Warwick, the following consent agenda action items were unanimously approved:

- Minutes of June 17, 2013
- Minutes of June 24, 2013
- Accounts payable expenditures totaling $572,818.89 and payroll / payroll-related expenditures totaling $487,770.96
- Personnel:
• The resignation of Stephanie Krezinski, .50 FTE Art Teacher effective July 19, 2013.
• The resignation of Alyssa Basethemer as Swim / Diving Coach.
• The resignation of Alyssa Basethemer as Forensics Coach.
• The resignation of Bryan Ureda as Head Baseball Coach.
• The appointment of Neil Fortier as Secondary Science Teacher for the 2013-2014 school year.
• The appointment of Amanda Tupy as School Counselor for the 2013-2014 school year.
• The 2013 FMLA request for Daniel Stewart, Deer Creek Custodian.
• The following new appointments as part-time Recreation Workers:
  • Bryan Brickner
  • Erin Iwanski

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the extension and replacement of the administrative contract for Andrew Muszytowski to be on the same two (2) year evaluation cycle beginning with the 2013-2015 school year was unanimously approved as presented. This new contract will supersede all prior contracts issued and approved.

Upon motion by Mr. Bokneitz, seconded by Mr. Warwick, the 2013-2014 Curriculum and Instruction position stipend was unanimously approved as presented.

Upon motion by Mr. Bokneitz, seconded by Ms. Bednarski, the District donation of a Lab-Volt Robot System, Model 5150 (valued at $8,000 original price) from Dr. Michelle Johnson / Medical College of Wisconsin to be designated for Deer Creek Intermediate School was unanimously approved as presented.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Thomsen presented an update on the District’s School Resource Officer Program. A School Resource Officer Program is a formal agreement between a school district and its local law enforcement agency that determines which officer(s) to select, how the position will be funded, and how the officer(s) will be trained and evaluated. The District and the City of St. Francis reinstalled the School Resource Officer Program in January 2011. Starting with the 2012-2013 school year, the District contributed $10,000.00 to assist the City of St. Francis with the funding of the School Resource Officer position. Discussion ensued. Upon motion by Ms. Bednarski, seconded by Mr. Bokneitz, the motion to budget $10,000.00 for the 2013-2014 school year to assist with the funding of the School Resource Officer position was unanimously approved.

St. Francis High School Building Administrators- Mr. Andy Muszytowski and Mr. Mike Lewandowski presented information on proposed 2013-2014 schedule changes at the St. Francis High School. Discussion ensued and all questions were answered.

SFHS Principal – Mr. Andy Muszytowski presented an update on the Safe and Supportive Schools (S3) Grant. In 2011, the St. Francis High School applied for and received a Federal grant - Safe & Supportive Schools (S3) Grant from the Wisconsin Department of Public Instruction (DPI) in the amount of $60,000 per year for three (3) school years. The St. Francis High School will begin the third year of the grant in 2013-2014. The grant has enabled the St. Francis High School to implement Positive Behavior Interventions and Supports (PBIS), a daily homeroom/PORT, which has been used to teacher behavior expectations and provide an opportunity to personalize the school for students, the Freshmen IGNITION Transition Program, as well as, other activities that have improved the climate and culture of the building. Administration is recommending the School Board approve the 2013-2014 budget application for the Safe and Supportive Schools (S3) Grant. Upon motion by Mr. Bokneitz, seconded by Ms. Bednarski, the 2013-2014 budget application for the Safe and Supportive Schools (S3) Grant was unanimously approved as presented.

The following modifications to the Employee Handbook were presented for review and upon motion by Mr. Bokneitz, seconded by Ms. Bednarski, were unanimously approved as presented:

SFSD Handbook - Attachment E:
• The addition of Ignition Program Mentors
• The addition of Friends for Rachel (FOR) Club
• The addition of Supervisory Compensation for Dance Chaperones

SFSD Handbook - Attachment F:
• The addition of compensation hourly rates for Summer Technology Interns. This rate will be the base rate for all new hires.
Business Manager Mitchell reported on the following:

1) 2013-2014 Budgetary Refinement Update – An update was presented on the 2013-2014 budgetary refinement process. Discussion ensued and questions were answered. The budget refinement process will continue throughout the summer months, and as more information becomes available, the District will reassess and revise the budget.

2) The addition of a part-time Paraprofessional at Willow Glen for the 2013-2014 school year was presented for approval. Discussion ensued. Upon motion by Mr. Boknevtz, seconded by Mr. Warwick, the additional part-time Paraprofessional position for the 2013-2014 school year was approved as presented.

3) The District received quotes on life insurance and long-term disability coverage from five (5) different providers. At the present time, the District has chosen to stay with National Insurance for their long-term disability coverage based on the great service provided in the past and competitive price received. After further review, the District is making the recommendation at this time to switch to Minnesota National for all life insurance coverage effective October 1, 2013. Currently, Minnesota National is the carrier for all staff in the District, other than teachers. Teachers are currently covered under WEA Trust for life insurance. The District has chosen to stay with National Insurance on LTD and recommend Minnesota National on life insurance to maximize savings to the District. Upon motion by Ms. Bednarski, seconded by Mr. Boknevtz, the proposed switch to Minnesota National for all life insurance coverage effective October 1, 2013 was unanimously approved as presented.

4) Business Manager Mitchell presented an overview on health and dental insurance rates for the 2013-2014 school year.

5) In April of 2013, the Board approved joining the WERMC Risk Management Consortium effective July 1, 2013 to provide additional expertise to guide the District in building safety culture. The District started working with the consultant in April and has already been successful in addressing four (4) key areas: Bidding; Cost Reduction; Risk Mitigation; and Claim Handling. Through a bidding process for the 2013-2014 school year, the recommendation was made to move from Benchmark to SFM as the District’s worker’s compensation insurance carrier. This is due to a higher guaranteed dividend payout and expertise in handling claims. The renewal is $47,370. Discussion ensued. Upon motion by Ms. Bednarski, seconded by Mr. Warwick, the change from Benchmark to SFM as the District’s worker’s compensation insurance carrier was approved as presented.

6) The recommendation to increase school lunch prices by $0.10 for grades K-12 for the 2013-2014 school year was revisited. Discussion ensued. The Board determined that school lunch prices will remain the same as assessed in the 2012-2013 school year and no action was taken.

7) The 2013-2014 Facilities / 10-Year Maintenance Plan was presented for consideration and discussion. The District budgets $200,000 every year for capital projects. The St. Francis School District has been very diligent in completing the necessary projects to maintain safe and secure learning environments for students and staff. The recommendation to approve asphalt work in the amount of $48,053 from Grade Tech and Anguiano’s Seal Coating, as well as, provide direction regarding other recommendations for the 2013-2014 maintenance projects was presented for review/approval. Discussion ensued. Upon motion by Mr. Boknevtz, seconded by Ms. Bednarski, the asphalt project to replace the Deer Creek track was approved as presented. There will be further discussion on other project recommendations at a future meeting where the Board will provide direction as to how to proceed.

8) Business Manager Mitchell provided a brief update on the development progress of the Retirement Benefits Program. The Board will schedule a work session meeting on September 16, 2013 at 5:00 p.m. in the High School Library to further discuss.

Superintendent Thomson reported on the following:

1) Superintendent Thomson presented an update on the accepted seats for Open Enrollment in conjunction with the projected student enrollment for the 2013-2014 school year. Discussion ensued. Upon motion by Mr. Boknevtz, seconded by Ms. Bednarski, the Board approved the increase of new Open Enrollment seats from 55 seats to 72 seats at the 9th grade level.

2) Superintendent Thomson presented an update on the NFOLA Administrative Guideline implementation process.

3) An update on the progress of the Community Engagement Coordinator search was presented to the Board.

4) The first day of school announcement was presented for review. This announcement will be published on the District’s website, as well as, the Community Newspapers, Inc. website. The first day of school for all grade levels is September 3, 2013.

5) The City of St. Francis has approved an ordinance to establish South Delaware Avenue as a one-way street. Parents who have students that attend Willow Glen Primary School will be notified of this change for the 2013-2014 school year.

6) Information was shared on the upcoming St. Francis National Night Out event scheduled on August 7, 2013. In 2012, the Board approved a donation in the amount of $500.00 designated towards the St. Francis National Night Out event. The Board is recommending the same donation amount for 2013. Upon motion by Mr. Boknevtz, seconded by Mr. Warwick, the $500.00 donation was unanimously approved.

President Boknevtz reported on the following:

1) Report on St. Francis Community Events:
   - 4th of July – Board Members participated in the annual parade and the event was enjoyed by all those who attended.
   - St. Francis National Night Out – August 7, 2013
   - St. Francis Days Events – August 29, 2013 through September 1, 2013
COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Teresa Bittner expressed her concerns on how long students wait in line for lunch.

Ms. Sandi Landowski stated that parents are becoming more aware of healthy food options and how food is prepared and has concerns as to what effect it will have on the District’s lunch program.

Upon motion by Mr. Boknevitz, seconded by Mr. Warwick, the President declared the regular meeting adjourned at 8:37 p.m.

Approved by:

Briit Warwick
School Board Clerk

Robert G. Boknevitz
Board President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SCHOOL BOARD REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
June 17, 2013

APPROVED MINUTES

President Bokneitz called the meeting to order at 5:46 p.m.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1) (c) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wisconsin State Statute 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; and Wisconsin State Statute 19.85 (1) (f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Specifically, personnel issues; teachers' and custodial union(s) negotiations/mediation update.

PRESENT: Board Members Bokneitz, Bednarski, Iwanski, Feuling, and Superintendent Thomsen

EXCUSED: Board Clerk Warwick

VISITORS: None

The President called closed session to order at 5:46 p.m. The Board reconvened into open session at approximately 6:25 p.m., taking no action.

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

PRESENT: Board Members Bokneitz, Bednarski, Iwanski, Feuling, Superintendent Thomsen and Business Manager Mitchell

EXCUSED: Board Clerk Warwick

VISITORS: SFSID Teachers/Staff – Jim Dorlack, Mike King, Emily Schmidt and Nikki Schuster; and three (3) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Bednarski, seconded by Mr. Iwanski to approve the agenda for June 17, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

A note of appreciation from the family of Ted & Lisa Jarosh on sympathies expressed by the District on the recent passing of a family member.

COMMENTS FROM VISITORS: No Comments

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the following consent agenda action items were unanimously approved:

- Minutes of June 3, 2013
- Accounts payable expenditures totaling $203,038.62 and payroll / payroll-related expenditures totaling $501,016.12
- Personnel:
  - The resignation of Angela Rackowski, Secondary English Teacher effective the end of the 2012-2013 school year.
• The resignation of Kathy Doty, Primary School Music Teacher effective the end of the 2012-2013 school year.
• The following additional new appointments to the 2013 Summer School Program:
  • Kathy Chiaverotti – Special Education Paraprofessional
  • Paul Oestreich – High School Band
  • Anita Trimble – High School Math
• The following new part-time Computer Interns pending successful results of a required background check:
  • David Frailey
  • Jacob Riberdy
  • Brandon Wilbrandt
  • Devon Zarcone

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the 2013-2014 compensation recommendations for non-represented staff was unanimously approved as presented.

Upon motion by Mr. Iwanski, seconded by Mr. Boknevitz, the 2012-2013 Custodial Union base wage settlement was unanimously approved as presented.

Upon motion by Mr. Iwanski, seconded by Mr. Boknevitz, the 2013-2014 Custodial Union base wage settlement was unanimously approved as presented.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the 2011-2012 Teachers’ Union base wage recommendation was unanimously approved as presented.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the 2012-2013 Teachers’ Union base wage recommendation was unanimously approved as presented.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Business Manager Mitchell presented an update on the 2013-2014 budgetary refinement process. The budget refinement process will continue throughout the summer, and as more information regarding enrollment, the State budget and the revenue limit becomes available, the District will reassess and revise the budget.

Business Manager Mitchell reported on the following:

1) The 2013-2014 Preliminary Budget was presented for review and approval. Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the 2013-2014 preliminary budget was approved as presented.

2) The recommendation to increase school lunch prices by $0.10 for grades K-12 for the 2013-2014 school year was revisited. Discussion ensued. The decision was tabled until the July Board meeting.

Superintendent Thomsen reported on the following:

1) Superintendent Thomsen presented an update on Open Enrollment seats for 2013-2014. In January, the Board projected a total of 97 new Open Enrollment seats for the 2013-2014 school year. To date, the District has received 43 intent to attend forms, accepting seats offered. Enrollment information will be revisited at the July regular Board meeting.

2) The 2013-2014 Southeastern Wisconsin Schools Alliance (SWSA)/Suburban Schools Legislative Committee (SSLC) Resolution and 66.0301 Agreement was presented for review and approval. SWSA is an organization that was established to address current issues in the educational community. To maintain membership in this organization, the Board is required to adopt a resolution and approve the 66.0301 Agreement that was established by the Southeastern Wisconsin School Alliance Cooperative. Members also have the option to join the Suburban School Legislative Committee (SSLC), which is an organization that advocates for the Chapter 220 Program. Currently, the District is a member of SSLC and is recommending the continuation of this membership. Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the SWSA/SSLC Resolution and 66.0301 Agreement was unanimously approved.

3) The Board reviewed a press release from State Superintendent Evers expressing concerns over the approved Joint Finance Committee State Budget Bill regarding the Voucher Program.

President Boknevitiz reported on the following:

1) The Board has scheduled a work session on Monday, June 24, 2013 beginning at 5:00 p.m. to further discuss retirement program refinement.

2) Upcoming St. Francis Community Events:
   • 4th of July Events
   • St. Francis National Night Out – August 7, 2013
   • St. Francis Days Events – August 29, 2013 through September 1, 2013
COMMUNICATIONS / COMMENTS FROM VISITORS:

SFHS Teacher, Ms. Emily Schmidt inquired on the success of the District’s Breakfast Program.

Ms. Kim Hall would like the District to consider healthy food options that involve the community and students.

Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the President declared the regular meeting adjourned at 7:38 p.m.

Approved by:

Margret Feuling  Robert G. Boknevitz
Acting School Board Clerk  Board President
President Boknevit called the meeting to order at 6:01 p.m.

Upon motion by Mr. Warwick, seconded by Ms. Bednarsi, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wisconsin State Statute 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee, or over which the governmental body has jurisdiction or exercises responsibility; and Wisconsin State Statute 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Specifically, personnel issues; teachers' and custodial union(s) negotiations/mediation update.

PRESENT: Board Members Boknevit, Bednarsi, Ivanski, Warwick, Feuling and Superintendent Thomsen

VISITORS: Business Manager Mitchell

The President called closed session to order at 6:01 p.m. The Board reconvened into open session at approximately 6:43 p.m., taking no action.

President Boknevit called the regular meeting to order at 6:44 p.m.

PRESENT: Board Members Boknevit, Bednarsi, Ivanski, Warwick, Feuling, Superintendent Thomsen and Business Manager Mitchell

VISITORS: SFHS Principal – Andrew Muszytowski; SFSD Teachers/Staff – Emily Schmidt and Sandi Teriaca-Landowski; and two (2) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Bednarsi, seconded by Mr. Ivanski to approve the agenda for May 20, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS:

Ms. Sandi Teriaca-Landowski inquired if the last day of school was a full day and if parents will be notified.

SPECIAL PRESENTATION BY HIGH SCHOOL PRINCIPAL MUSZYTOWSKI:

St. Francis High School Principal Muszytowski gave a brief update on the progress of new initiatives implemented during the 2012-2013 school year at St. Francis High School. Principal Muszytowski also shared future plans for 2013-2014.

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Mr. Ivanski, seconded by Ms. Bednarsi, the following consent agenda action items were unanimously approved:

- Minutes of May 6, 2013
- Minutes of May 13, 2013
- Accounts payable expenditures totaling $274,897.96 and payroll / payroll-related expenditures totaling $508,565.75
- Personnel:
  - The resignation of Jesse Tomch, Intermediate School Counselor effective the end of the 2012-2013 school year.
• The resignation of Trace Lindgren, High School Alternative Education Teacher effective the end of the 2012-2013 school year.
• The resignation of Alyssa Batham, Secondary Science Teacher effective the end of the 2012-2013 school year.
• The additional teacher/staff appointments as presented for the 2013 Summer School / Cool Program.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the 2013-2014 Teacher Contract – Letter of Recall was unanimously approved as presented.

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the 2013-2014 CESA 1 Service Contract was unanimously approved as presented.

Upon motion by Ms. Bednarski, seconded by Mr. Warwick, the confirmation of approval / denial(s) of resident and non-resident Open Enrollment applications for the 2013-2014 school year were unanimously approved as presented.

Upon motion by Mr. Warwick, seconded by Mr. Bokneitz, the Deer Creek Band / Choir field trip request to Gurnee, IL contingent upon appropriate chaperone ratio compliant with Board Policy was unanimously approved as presented.

Upon motion by Ms. Bednarski, seconded by Mr. Bokneitz, the 2013-2014 School Board meeting calendar was unanimously approved as presented.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Thomsen presented a brief update on the recent DPI Effective Educator Conference attended by District administration and staff on May 13-15, 2013.

Superintendent Thomsen presented additional costing information to support the District’s recommendation to purchase a wheelchair accessible van to accommodate the transportation needs of special education students. Discussion ensued. The Board will revisit this topic at a future meeting in June.


The Board reviewed information on options for replacing the Recreation Director position for the 2013-2014 school year. Discussion ensued. The Board provided direction on how the District should proceed and will revisit this topic at the next regular meeting.

Business Manager Mitchell reported on the following:
1) Information outlining the District’s Wellness Summer Programming, “Walk Like You Mean It” was reviewed by the Board.

Superintendent Thomsen reported on the following:
1) The Board received an update on the City of St. Francis Traffic Safety Committee meeting held on May 9, 2013 at St. Francis City Hall.

President Bokneitz reported on the following:
1) The St. Francis Association of Commerce Scholarship Dinner is scheduled for May 21, 2013 at the Polonez Restaurant.
2) SFHS National Honor Society Induction / Senior Awards Night is scheduled for May 22, 2013 at the St. Francis High School.

COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Becky Bontempo expressed her appreciation to the Board for keeping the Recreation Program within St. Francis and making the decision to not to partner with the Cudahy.

Ms. Jocelyn Borzick inquired as to if the Board had yet made a decision on the purchase of a special education transportation van.

Ms. Emily Schmidt expressed her support for purchasing a transportation van for the Special Education Program and appreciates the Board’s consideration on this purchase.

Upon motion by Ms. Bednarski, seconded by Mr. Warwick, the President declared the regular meeting adjourned at 8:15 p.m.
Board President Boknevitz called the special meeting to order at 5:15 p.m.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, and Superintendent Thomsen

President Boknevitz 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. Warwick, seconded by Mr. Boknevitz to approve the agenda for May 13, 2013. Motion was unanimously approved.

Upon motion by Mr. Boknevitz, seconded by Mr. Warwick, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wisconsin State Statute 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, Superintendent evaluation; teachers' and custodial union(s) negotiations/mediation update.

The Board reconvened into open session at 8:18 p.m., taking no action.

Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the President declared the special meeting adjourned at approximately 8:18 p.m.

Approved by:

Brian Warwick
School Board Clerk

Robert G. Boknevitz
School Board Vice President
President Boknevitz called the meeting to order at 5:45 p.m.

Upon motion by Mr. Warwick, seconded by Ms. BednarSKI, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wisconsin State Statute 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; and Wisconsin State Statute 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons…if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Specifically, personnel issues, resignation agreement, investigation findings, potential staff non-renewals / lay-offs for 2013-2014; and teachers’ union negotiations/mediation update.

PRESENT:        Board Members Boknevitz, BednarSKI, Iwanski, Warwick, Feuling and Superintendent Thomsen

VISITORS:       Business Manager Mitchell

The President called closed session to order at 5:45 p.m. The Board reconvened into open session at approximately 6:32 p.m., taking the following action:

Upon motion by Mr. Warwick, seconded by Mr. Boknevitz, the Board unanimously approved the final signed resignation agreement as presented in closed session.

President Boknevitz called the regular meeting to order at 6:33 p.m.

PRESENT:        Board Members Boknevitz, BednarSKI, Iwanski, Warwick, Feuling, Superintendent Thomsen and Business Manager Mitchell

VISITORS:       SFHS Principal – Andrew Muszytowski; SFSD Teachers/Staff – Gerriann Crawley; Ellen Erceg; Carrie Fryjoff; Mary Pat Grafwallner; Nicole Hoffmann; Trudy Hundt; Mike King; Sarah Marcet; Nikki Morawski; Kathy Reeves; Emily Schmidt; Nikki Schuster; Sandi Teriaca-Landowski; and four (4) public visitor (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. BednarSKI, seconded by Mr. Iwanski to approve the agenda for May 6, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS:

Ms. Becky Bontempo expressed concerns on staff reductions at Deer Creek Intermediate School. There is speculation that there will be no gym teacher at Deer Creek for next school year.

Ms. Amy Braun-Gross expressed concerns on speculation within the community that Cudahy and St. Francis will be merging. Dr. Thomsen will follow up with Ms. Amy Braun-Gross.

St. Francis High School Teacher, Ms. Sarah Marcet presented and read a letter to the School Board expressing staff’s concern with the reduction of one (1) English Teacher at the High School for the 2013-2014 school year.
ELECTION OF OFFICERS:
Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, Robert Boknevitz was unanimously elected School Board President.
Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, Amanda Bednarski was unanimously elected School Board Vice President.
Upon motion by Mr. Warwick, seconded by Ms. Bednarski, Russell Iwanski was unanimously elected School Board Treasurer.
Upon motion by Mr. Iwanski, seconded by Mr. Boknevitz, Brian Warwick was unanimously elected School Board Clerk.
Ms. Amanda J. Bednarski was appointed representative of the St. Francis School District to the Cooperative Educational Services Agency #1 2013 Annual Convention.
Board President Boknevitz was appointed the Wisconsin Association of School Board Delegate and Legislative Liaison.

CONSENT AGENDA ACTION ITEMS:
President Boknevitz inquired if there was any item(s) that should be removed from the consent agenda. There were none.
Upon motion by Ms. Bednarski, seconded by Mr. Warwick, the following consent agenda action items were unanimously approved:
- Corrected Minutes of April 8, 2013
- Minutes of April 22, 2013
- Minutes of April 29, 2013
- Accounts payable expenditures totaling $152,867.71 and payroll / payroll-related expenditures totaling $316,025.28
- Personnel:
  - The appointment of Tina Grosz as Replacement 5th Grade Teacher for the remainder of the 2012-2013 school year.
  - The appointment of Michael Olis as Deer Creek Intervention Specialist for the 2012-2013 school year.
  - The 2013 FMLA request for Daniel Stewart, Deer Creek Custodian.
  - The teacher / staff appointments as presented for the 2013 Summer School / Cool Program.

Upon motion by Ms. Bednarski, seconded by Mr. Boknevitz, the 2013-2014 Teacher contract renewals were unanimously approved as presented.

Upon motion by Mr. Warwick, seconded by Ms. Feuling, the St. Francis School District Crisis Plan was unanimously approved as presented.

Upon motion by Ms. Bednarski, seconded by Mr. Warwick, NEOLA Administrative Guideline 5517.01 – Bullying was unanimously approved as presented.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the Board unanimously reaffirmed the approval of the St. Francis High School Spanish Class field trip request to Chicago, Illinois.

Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the request from Pulmonary Hypertension Association to waive customary facility usage fees was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:
The Board received an update on 2013-2014 Open Enrollment applications received to date, as well as, updated comparison data from the 2012-2013 application period. Questions were posed by the Board. All questions were answered.

SFHS Principal Muszytowski presented information on the initial course selection projections in each department at the St. Francis High School for the 2013-2014 school year. This information will change and influence ongoing analysis and revisions to the master schedule.

The Board received an update on curriculum & instruction expenditures for the 2012-2013 school year. A question and answer dialogue followed.

The District presented information on the student utilization of the Willow Glen / Deer Creek shuttle bus. Since the 2005-2006 school year, the District has provided transportation (shuttle) between Deer Creek Intermediate School and Willow Glen Primary School. The approximate cost of running the shuttle service for the District is $30,000 per year. After careful consideration and review, Administration is recommending the District maintain the shuttle service between Willow Glen and Deer Creek for the 2013-2014 school year.

Business Manager Mitchell presented information on other budgetary refinement considerations for review and discussion.
Business Manager Mitchell highlighted on the history of the District’s Fund Balance. Discussion ensued. The District intends to provide continuity and stability to the fiscal management of the operating reserve by maintaining a General Fund Balance at a level where short-term borrowing for operations is no longer necessary.

Business Mitchell presented an update on the 2013-2014 Budgetary Refinement Process. Discussion ensued and all questions were answered.

Due to the potential loss of operating revenues through means beyond the District’s control, specifically, the unknown impact of the 2013-2014 State budget on the District’s budget; and in accordance with Section 13 – Layoff and Recall of the St. Francis School District Employee Handbook, and in accordance with Section 118.22, Wisconsin Statutes, the Board acted on the following final notices of non-renewal / lay-off for the 2013-2014 school year:

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the 2013-2014 final notice of contract non-renewal / lay-off for Ashley Billo, Secondary Mathematics Teacher was approved. Board Members Bokneitz, Bednarski, Iwanski and Warwick voted aye. Board Member Feuling abstained.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the 2013-2014 final notice of contract non-renewal / lay-off for E.J. Higgins, Physical Education Teacher was approved. Board Members Bokneitz, Bednarski, Iwanski and Warwick voted aye. Board Member Feuling voted nay.

Upon motion by Mr. Bokneitz, seconded by Mr. Warwick, the 2013-2014 final notice of contract non-renewal / lay-off for Yong Hua, Intermediate School Teacher was approved. Board Members Bokneitz, Bednarski, Iwanski and Warwick voted aye. Board Member Feuling voted nay.

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the 2013-2014 final notice of contract non-renewal / lay-off for Susan Michalski, Primary School Teacher was approved. Board Members Bokneitz, Bednarski, Iwanski and Warwick voted aye. Board Member Feuling voted nay.

The Board reviewed information on the High School CISCO/Networking Program. The CISCO/Networking Program began during the 1999-2000 school year at St. Francis High School. CISCO provides students with the opportunity to learn more about computer networks. The District is requesting approval to purchase new CISCO equipment. The equipment purchase is a necessity to continue teaching material to students. The District’s current equipment will become obsolete this summer and will not be supported by CISCO in the future. Upon motion by Mr. Bokneitz, seconded by Ms. Bednarski, the purchase of equipment for the SFHS CISCO/Networking Program was unanimously approved.

The Board took a brief 5-minute recess.

Principal Muszytowski presented purchase information on the Ignition Mentoring Program. The “Ignition” Program is a research-based, highly interactive and customized experience developed by FOCUS Training, which is a speaking, consulting, and training company based in Milwaukee, WI. “Ignition” is designed to make the transition period a more positive experience for everyone in a high school, but, specifically for incoming 9th grade students. Studies indicate that a student who is connected and involved with their school will perform better both academically, socially, emotionally, and behaviorally. Discussion ensued. Upon motion by Mr. Bokneitz, seconded by Mr. Warwick, the purchase of the Ignition Mentoring Program was unanimously approved.

Business Manager Mitchell presented quotes on purchasing six (6) SMART Boards. Discussion ensued. Upon motion by Mr. Bokneitz, seconded by Ms. Bednarski, the purchase of six (6) SMART Boards at a cost of $18,234.88 was unanimously approved. The Board directed Business Manager Mitchell to research a price match with another vendor.

The Board reviewed options for replacing the Recreation Director position for the 2013-2014 school year. Discussion ensued. The Board directed Superintendent Thomsen to research options and provide additional information at a future meeting.

The 2013-2014 Board meeting calendar was presented for review. Discussion ensued. The calendar will be brought back at the next regular meeting for approval to include one modification.

Business Manager Mitchell reported on the following:

1) A document reflecting proposed changes to the District’s health insurance plan was presented for review. At this point in time, there are no major plan design changes, but there are areas that can be addressed to encourage the best utilization of coverage. Discussion ensued. Upon motion by Mr. Bokneitz, seconded by Mr. Iwanski, a motion to approve the proposed health insurance plan changes as discussed and presented with the exception of mail order prescriptions changing to a $20 – Tier 1 / $60 – Tier 2 / $120 – Tier 3 was unanimously approved.

2) The Food Service Management Contract is currently up for bid. The School Districts of Cudahy and St. Francis have worked together over the past several months to tailor a comprehensive request for proposal (RFP). Invitations were sent to Food Service
Management Companies who conduct business in Wisconsin, per a list maintained by the Department of Public Instruction. A “pre-bid walk-through” of both Cudahy and St. Francis School Districts was conducted on March 8th and March 19th. Seven companies participated in the “walk-through,” and of which, proposals were received from Chartwells Dining Services and Arbor Management. The bid results have been compared and Chartwells scored higher by both St. Francis and Cudahy. The recommendation would be to continue the relationship with Chartwells Dining Services. Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the Food Service Management Company bid from Chartwells Dining Services for the 2013-2014 school year was approved. Board Members Bednarski, Iwanski, Warwick and Feuling voted aye. Board President Boknevitz abstained from voting.

3) Business Manager Mitchell provided a brief update on retirement benefits and will present further information to the Board in June.

Superintendent Thomsen reported on the following:
1) Revisions to Attachment F of the St. Francis School District – Employee Handbook was presented for review. The revisions include the addition of Seasonal Worker Compensation (Summer School Teacher’s Aide and Summer Custodial Assistant). Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the revisions to Attachment F were unanimously approved as presented.
2) The District will sponsor a staff luncheon on May 9, 2013 in observance of Teacher/Staff Appreciation Week (May 6-10, 2013).
3) School District Administrators are scheduled to attend the Effective Educator Conference on May 13-15, 2013. There will be administrative coverage at all three buildings in their absence.
4) The St. Francis High School will be hosting the ACT Prep (ZAPS) seminar for students on Saturday, May 18, 2013 from 9:00 a.m. to 3:00 p.m.
5) The District will be disposing of District property via auction on Saturday, May 18, 2013. The auction will take place at the St. Francis High School located at 4225 South Lake Drive, St. Francis, WI 53235.

President Boknevitz reported on the following:
1) The Board will meet in closed session on May 13, 2013 at 5:00 p.m. to conduct the School Board’s evaluation of the Superintendent.
2) The District’s Annual End-of-Year Staff Celebration is scheduled for May 29, 2013.
3) The Traffic Safety Commission meeting is scheduled for May 9, 2013 at 5:30 p.m. at St. Francis City Hall.

COMMUNICATIONS / COMMENTS FROM VISITORS:
Ms. Trudy Hundt requested a copy of the Curriculum & Expenditures report presented to the Board at the meeting. Ms. Hundt expressed concerns about bullying and fighting on the shuttle bus, as well as, if the District planned to have the New Student Barbeque in June.

Ms. Bonnie Yopps made inquiries on the following:
• Food Service bids, as well as, how/where food is prepared?
• What programs does the Recreation Department oversee?
• What would happen without the shuttle bus?

Ms. Becky Bontempo stated that her kids utilize the shuttle bus service between Willow Glen and Deer Creek Schools and finds it a valuable service. Ms. Bontempo stated she would be willing to pay a small usage fee if necessary. Ms. Bontempo inquired as to who the District’s Recreation Supervisor is and what his responsibilities are.

Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 9:32 p.m.

Approved by:

[Signatures]
Brian Warwick
School Board Clerk

[Signature]
Robert G. Boknevitz
Board President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SCHOOL BOARD SPECIAL MEETING / WORK SESSION
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
April 29, 2013

APPROVED MINUTES

President Boknevitz called the meeting to order at 5:01 p.m.

Upon motion by Mr. Warwick, seconded by Mr. Boknevitz, the Board adjourned into closed session according to Wisconsin State Statute 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, Deer Creek Intermediate School Principal hire recommendation and contract discussion.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

The President called closed session to order at 5:01 p.m. The Board reconvened into open session at approximately 5:49 p.m., taking no action.

President Boknevitz called the work session to order at 5:50 p.m.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen and Business Manager Mitchell

VISITORS: Mr. Guy Powell (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Warwick, seconded by Ms. Bednarski to approve the agenda for April 29, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

ACTION ITEM:

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the appointment of Gilbert (Guy) Powell as Principal and such contract offered covering the period from July 1, 2013 through June 30, 2015 contingent upon Mr. Powell’s release from the West Allis – West Milwaukee School District was unanimously approved.

WORK SESSION – EMPLOYEE RETIREMENT BENEFITS:

Business Manager Mitchell led a discussion on Other Post-Employment Benefits (OPEB) / Retirement Program refinement. The Board provided feedback as to what the priorities are in determining the type of benefit to provide to employees. The Board will give careful consideration as to the level of budget flexibility that will be required in the future when granting a new retirement benefit.

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the President declared the work session adjourned at 7:24 p.m.

Approved by:

[Signatures]

Brian Warwick
School Board Clerk

Robert G. Boknevitz
Board President
ST. FRANCIS SCHOOL DISTRICT  
4225 SOUTH LAKE DRIVE  
ST. FRANCIS, WI 53235  

SCHOOL BOARD REGULAR MEETING  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY  
April 22, 2013  

APPROVED MINUTES

President Boknevetz called the meeting to order at 6:00 p.m.

Upon motion by Mr. Warwick, seconded by Mr. Boknevetz, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wisconsin State Statute 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; and Wisconsin State Statute 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Specifically, personnel issues, potential staff non-renewals / lay-offs for 2013-2014; and teachers’ union negotiations/mediation update.

PRESENT: Board Members Boknevetz, Bednarsi, Iwanski, Warwick, Feuling and Superintendent Thomsen  
VISITORS: Business Manager Mitchell and Attorney Rob Buikema – Buelow Vetter, SC

The President called closed session to order at 6:01 p.m. The Board reconvened into open session at approximately 6:46 p.m., taking the following action:

Upon motion by Mr. Boknevetz, seconded by Mr. Warwick, the Board unanimously approved the resignation agreement as presented in closed session.

President Boknevetz called the regular meeting to order at 6:47 p.m.

PRESENT: Board Members Boknevetz, Bednarsi, Iwanski, Warwick, Feuling, Superintendent Thomsen and Business Manager Mitchell  
VISITORS: SFHS Principal – Andrew Muszytowski and one (1) public visitor (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Warwick, seconded by Mr. Iwanski to approve the agenda for April 22, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

The Board received a letter from two (2) St. Francis High School students. The Board directed Superintendent Thomsen to research and follow-up with the students’ concerns addressed in the letter as per the St. Francis School District Communication Guidelines.

COMMENTS FROM VISITORS: None

OATH OF OFFICE:

School Board Clerk, Brian Warwick, administered the Oath of Office to newly elected Board Members, Margret Feuling and Russell Iwanski. Newly elected Board Members officially take office April 22, 2013.

CONSENT AGENDA ACTION ITEMS:

President Boknevetz inquired if there was any item(s) that should be removed from the consent agenda. The minutes of the April 8, 2013 regular School Board meeting were tabled for further revision.
Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the following consent agenda action items were unanimously approved:

- Accounts payable expenditures totaling $183,339.75 and payroll/payroll-related expenditures totaling $488,062.86
- Personnel:
  - The appointment of Ryan Shaw as Secondary Replacement Science Teacher for the remainder of the 2012-2013 school year.
  - The 2013 FMLA request for Emily Schmidt, Special Education Teacher.
  - The 2013 FMLA request for Teresa Penn, Intermediate School Teacher.
  - The following extra-curricular/athletic contracts for the 2012-2013 school year:
    - Kelli Krall, PI-34 Mentor (pro-rated contract) $ 250.00
    - Melissa Wilcox, JV Volleyball Coach (0-5 Years) $ 2,510.00

Upon motion by Mr. Bokneitz, seconded by Mr. Warwick, the following NEOLA Administrative Guidelines with revisions were unanimously approved as presented:

- AG 4111A – Creating a Position
- AG 4140 – Resignation
- AG 4220 – Evaluation
- AG 5340B – Health Emergencies and First Aid Care
- AG 6423 – Use of Credit Cards
- AG 7450 – Inventory Procedure
- AG 9270A – Admission of Students from Non-Approved Schools

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the Southeastern Wisconsin New Teacher Project (SEWNTP) Consortium Agreement was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The 2013-2014 budgetary refinement was presented for further review and discussion. The 2013-2014 District Enrollment and Staffing Plan document was reviewed. Discussion ensued. The Board requested more information. Administration will present further information at the next regular meeting.

The Board received an update on 2013-2014 Open Enrollment applications received to date, as well as, comparison data from the 2012-2013 application period.

The first reading of NEOLA Administrative Guideline 5517.01 – Bullying was presented for review and discussion. Discussion ensued. Administration provided clarification on questions posed by the School Board. Administrative Guideline 5517.01 will be presented at the next regular meeting for approval.

Business Manager Mitchell reported on the following:

1) The St. Francis School District Crisis Plan was presented for Board review. Wisconsin Act 309 requires all school districts to create a school safety plan with active participation from appropriate parties (i.e., local law enforcement, school administrators, pupil service professionals and health professionals). All schools are required to update the plan every 3 years. For security reasons, the Crisis Plan will not be released to the public. The Crisis Plan will be presented at the next regular meeting for approval.

2) The Board reviewed information on Risk Management Consultant recommendations. Currently, the District does not have an agent to help with coordinating liability insurance. Having a consultant is important for bidding; cost reduction; risk mitigation; and claim handling. Successful risk management programs are a result of being pro-active in developing a safety culture within the organization. Currently, there are two (2) school district consortiums for risk management who pay to have a designated consultant for their program. Fees are charged based on the size of each member district. The District is recommending participation in the WERMC Consortium at an approximate cost of $1,181. Upon motion by Mr. Bokneitz, seconded by Mr. Iwanski, the WERMC Consortium recommendation was unanimously approved.

Superintendent Thomsen reported on the following:

1) An update on the Deer Creek Principal interview process was presented. A recommendation for hire will be presented at the April 29, 2013 special School Board meeting.

2) Superintendent Thomsen shared important upcoming dates:
   - May 22, 2013 – National Honor Society Award Ceremony – 6:30 p.m. – High School Little Theater
   - May 22, 2013 – Senior Awards – 7:00 p.m. – High School Cafeteria
   - June 6, 2013 – High School Graduation Ceremony – 7:00 p.m. – High School Gymnasium / Upper Gymnasium
President Boknevitz reported on the following:

1) President Boknevitz shared important upcoming Board work session dates:
   • April 29, 2013 - Employee Retirement Benefits – 5:00 p.m.
   • May 13, 2013 - Superintendent Evaluation – 5:00 p.m.
2) The School Board Election of Officers / Organizational Meeting is scheduled for May 6, 2013.
3) President Boknevitz and Board Clerk Warwick shared a brief PTO update with fellow Board members.

COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Bonnie Yopps stated that her kids utilize the shuttle bus service between Willow Glen and Deer Creek Schools and finds it a valuable service. Ms. Yopps stated she would be willing to pay a small usage fee if necessary.

Upon motion by Mr. Boknevitz, seconded by Mr. Warwick, the President declared the regular meeting adjourned at 8:40 p.m.

Approved by:  

[Signatures]

Brian Warwick  Robert G. Boknevitz
School Board Clerk  Board President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SCHOOL BOARD REGULAR MEETING
HELD IN THE DEER CREEK SCHOOL LIBRARY
April 8, 2013

APPROVED MINUTES

President Boknevitz called the meeting to order at 6:01 p.m.

Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and Wisconsin State Statute 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; and Wisconsin State Statute 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...if discussed in public would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations.

Specifically, personnel issues, the District’s financial plan and related negotiations, and potential staff non-renewals / lay-offs for 2013-2014; and

Wisconsin State Statutes 19.85 (1)(g) for 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 is likely to become involved, specifically, update on legal issue.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

VISITORS: Business Manager Mitchell and Attorney Rob Buikema – Buelow Vetter, SC

The President called closed session to order at 6:01 p.m. The Board reconvened into open session at approximately 6:42 p.m., taking the following action:

Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the Board unanimously approved the preliminary non-renewal of teacher as presented and moved on in closed session.

President Boknevitz called the regular meeting to order at 6:43 p.m.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen and Business Manager Mitchell

VISITORS: Deer Creek Principal – Mary Garcia-Velez; Willow Glen Principal – Laurie Pogorzelski; SFSD Teachers/Staff – Ashley Billo and Trudy Hundt; Food Service Director – Jane Carney; and two (2) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Warwick, seconded by Ms. Bednarski to approve the agenda for April 8, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS:

Ms. Trudy Hundt expressed concerns on appropriate staffing in regards to class sizes with the non-renewal of teachers.

Mr. Mike McSweeney reported to the Board that the St. Francis Common Council has referred the Willow Glen traffic issue to the Traffic Safety Committee for review.
SPECIAL PRESENTATION BY DEER CREEK PRINCIPAL GARCIA-VELEZ:

Deer Creek Principal Garcia-Velez gave a brief update on the progress of Deer Creek’s initiatives for 2012-2013. The update included a handout on the ABC’s of Deer Creek Intermediate School – Attitude, Balanced Assessment System and Curriculum. Principal Garcia-Velez also shared upcoming important dates, as well as, professional development in progress at Deer Creek Intermediate School.

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Bednarski, seconded by Mr. Warwick, the following consent agenda action items were unanimously approved:

- Minutes of March 18, 2013
- Minutes of March 19, 2013
- Minutes of March 25, 2013
- Accounts payable expenditures totaling $184,587.61 and payroll / payroll-related expenditures totaling $340,696.60
- Personnel:
  - The appointment of Morgan Kiedrowski as Replacement School Counselor for the remainder of the 2012-2013 school year.
  - The appointment of Alyssa Ahmad as Intervention Specialist for the 2012-2013 school year.
  - The resignation of Terrence Junker as Lunch/Playground Supervisor Aide effective March 20, 2013.

Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the implementation of a Special Education Functional Life Skills and Therapy Room at the St. Francis High School was unanimously approved.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the 2013-2014 School Fees and Payment Options was unanimously approved contingent upon the removal of Club Fee of $20.00 and maintaining the proposed minimum club participation.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The 2013-2014 budgetary refinement was presented for review and discussion. The Board reviewed all material in preparation for the budgetary refinement process. Recommendations are being made that will allow the District to plan for a balanced budget based upon information in the Governor’s bi-annual budget proposal and the District’s costing assumptions. The District will not know exactly what the final budget will be for 2013-2014, but must plan accordingly.

In conjunction with the 2013-2014 budgetary refinement process, in accordance with State law, specific teacher contracts must be preliminary non-renewed by April 30th and then non-renewed by May 15th by the Board of Education. Administration recognized four (4) areas of reduction in teaching staff for the 2013-2014 school year.

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the motion to approve the preliminary notices of non-renewal/lay-off for teachers identified in the following areas was approved 4-1. Board Members Boknevitz, Bednarski, Iwanski and Warwick voted aye. Board Member Feuling voted nay.

- Language Arts – St. Francis High School
- Physical Education – St. Francis High School
- Kindergarten - Willow Glen Primary School

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the motion to approve the preliminary notice of non-renewal/lay-off for the Mathematics teaching position at the St. Francis High School was approved. Board Members Boknevitz, Bednarski, Iwanski and Warwick voted aye. Board Member Feuling abstained from voting.

The Board received an update on the progress of the Math Programs currently being utilized to meet students’ needs in grades K5 through 8. Everyday Math (K5-5) and Connected Mathematics Project (6-8) have both proven to be highly effective and provides teachers the ability to meet and exceed the Common Core Standards. The teaching staff is effective in delivering the programs and students enjoy the format of daily instruction.

The Board received an update on the progress of the Writing Programs currently being utilized to meet students’ needs in grades K5 through 8. The Lucy Calkins Writing Program is utilized in grades K-5 and helps students write about reading, genre studies, memoirs, poetry and short fiction. In grades 6-8, students live the life of a writer. Students brainstorm, plan, write, revise and edit a wide variety of writing tasks. The District’s next planning steps are to continue to deliver the established writing curriculum, and provide professional development to staff. Updates on report cards will occur in May.
The following additional NEOLA Administrative Guidelines were presented to the Board for review and approval:

- AG 4111A – Creating a Position
- AG 4140 – Resignation
- AG 4220 – Evaluation
- AG 5340B – Health Emergencies and First Aid Care
- AG 6423 – Use of Credit Cards
- AG 7450 – Inventory Procedure
- AG 7455 – Asset Acquisition, Transfer and Disposal
- AG 9270A – Admission of Students from Non-Approved Schools

Discussion ensued that included recommendations for revisions. The Administrative Guidelines will be brought back at the next regular meeting for approval.

Business Manager Mitchell reported on the following:

1) Information on the Food Service - Breakfast Program was presented to the Board for review. The Breakfast Program was implemented in the 2010-2011 school year at Willow Glen Primary School and in the 2011-2012 school year at Deer Creek Intermediate School. The goal at the time was to run a self-sustaining program financially that would also help students obtain a nutritious breakfast to be better able to focus in the early morning hours. After reviewing financial information, the Breakfast Program is showing it is very much sustainable to continue in the District.

2) The Food Service Management Contract is currently up for bid. The School Districts of Cudahy and St. Francis have worked together over the past several months to tailor a comprehensive request for proposal (RFP). Invitations were sent to Food Service Management Companies who conduct business in Wisconsin, per a list maintained by the Department of Public Instruction. A “pre-bid walk-through” of both Cudahy and St. Francis School Districts was conducted on March 8th and March 19th. Seven companies participated in the “walk-through,” and of which, proposals were received from Chartwells Dining Services and Arbor Management. Business Manager Mitchell will present more information at the April 22, 2013 regular meeting after bid results have been compared.

Superintendent Thomsen reported on the following:

1) An update on the status of the Deer Creek Principal vacancy was presented to the Board. The District has received 119 applications for the position and will begin their first round of interviews on April 11, 2013. The goal is to have a recommendation for hire at the April 29, 2013 special meeting.

2) The District is recommending the purchase of a wheelchair accessible van to accommodate the transportation needs of special education students. The Board reviewed quotes from three (3) different vendors that specialize in customizing handicap accessible vehicles. Discussion ensued. Administration will report back at the May 6, 2013 regular meeting with additional costing information.

3) Superintendent Thomsen reported High School Art Teacher, Stephanie Henkhaus was awarded the Kohl’s Cares Field Trip Grant in the amount of $570.00. Ms. Henkhaus will be utilizing the money to take St. Francis High School art class students to the Milwaukee Art Museum on May 15th.

President Boknevitz reported on the following:

1) A brief report on the “Canvassing of the Ballots” provided by the City of St. Francis was presented. President Boknevitz expressed his appreciation to the two (2) elected School Board Members, Margret Feuling and Russell Iwanski for their continued service to the St. Francis School District.

2) The Board has scheduled two (2) work sessions as follows:
   - Monday, April 29, 2013 at 5:00 p.m. – Employee Retirement Benefits
   - Monday, May 13, 2013 at 5:00 p.m. – Superintendent Evaluation

COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Trudy Hundt inquired and expressed concerns on the following:

- What is the schedule for the construction of the new Special Education Room?
- What is the Student Athletic Admission Fee?
- What is the District’s current enrollment?
- What is the Open Enrollment number currently for next school year?
- What are the costs associated with CMP3?
- Concerns on certifications required for Intervention Specialists.
Mr. Mike McSweeney inquired on the following:

- Does the District offer any monetary allowance benefits for not enrolling in the District’s health insurance?
- How did the District calculate a 10% staff health care contribution?
- Has the District researched hiring two (2) part-time employees versus one (1) full-time employee?

Mr. Paul Hundt inquired on the following:

- How does the District’s Reading and Math Programs flow into the High School and what they are teaching at the secondary level?

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 9:21 p.m.

Approved by:

[Signatures]

Brian Warwick
School Board Clerk

Robert G. Boknevitz
Board President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
March 25, 2013

APPROVED MINUTES

Board President Boknevitz called the special meeting to order at 5:02 p.m.

President Boknevitz 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. Warwick, seconded by Mr. Iwanski to approve the agenda for March 25, 2013. Motion was unanimously approved.

Upon motion by Mr. Iwanski, seconded by Ms. Feuling, the Board moved to adjourn into closed session according 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, Superintendent evaluation.

PRESENT:    Board Members Boknevitz, Bednarski, Iwanski, Warwick, and Feuling

EXCUSED:    Superintendent Thomsen

The Board reconvened into open session at 8:04 p.m., taking no action.

Upon motion by Mr. Iwanski, seconded by Mr. Boknevitz, the President declared the special meeting adjourned at approximately 8:05 p.m.

Approved by:

Brian Warwick
School Board Clerk

Robert G. Boknevitz
School Board Vice President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
March 19, 2013

APPROVED MINUTES

Board President Boknevitz called the special meeting to order at 5:45 p.m.

Superintendent Thomsen 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. Boknevitz, seconded by Mr. Warwick to approve the agenda for March 19, 2013. Motion was unanimously approved.

Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the Board moved to adjourn into closed session according to Wisconsin State Statutes 19.85 (1)(g) for 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 is likely to become involved, specifically, legal consultation.

PRESENT: Board Members Boknevitz, Bednarsi, Iwanski, Warwick, and Superintendent Thomsen

EXCUSED: Board Member Feuling

VISITORS: Attorney Mary Hubacher – Buelow Vetter, SC

The Board reconvened into open session at 5:58 p.m.

Upon motion by Mr. Warwick, seconded by Mr. Boknevitz, the Board moved into closed session at 6:10 p.m., according 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 Boknevitz, Bednarsi, Iwanski, Warwick, and Superintendent Thomsen

EXCUSED: Board Member Feuling

VISITORS: Student(s), Parent and Character Witness; Attorney Mary Hubacher – Buelow Vetter, SC; Mr. Andrew Muszytowski, SFHS Principal; Mr. Michael Lewandowski, SFHS Assistant Principal; Officer Jeremy Harcus – St. Francis Police Department

Introductions were exchanged. At 7:45 p.m., the expulsion hearing of the first student concluded and upon approval from the student(s) and parent, the Board took a brief 10 minute break and reconvened into closed session according to Wisconsin State Statutes 19.85 (1)(f) and Wisconsin State Statutes 119.25 and 120.13(1) at approximately 7:55 p.m. to continue with the second expulsion hearing. The student(s), parent, character witness, Superintendent Thomsen, Principal Muszytowski, Assistant Principal Lewandowski, and Officer Harcus were excused from the closed session meeting at 9:02 p.m. for Board deliberation on each hearing. The Board reconvened into open session at approximately 10:10 p.m., taking the following action on each individual expulsion hearing:

6:00 p.m. Expulsion Hearing Findings
Upon motion, the Board moved to approve the findings of fact, conclusions and order of the Board regarding the expulsion of a student. Board Members Boknevitz, Bednarsi, Iwanski, and Warwick voted aye.

7:30 p.m. Expulsion Hearing Findings
Upon motion, the Board moved to approve the findings of fact, conclusions and order of the Board regarding the expulsion of a student. Board Members Boknevitz, Bednarsi, Iwanski, and Warwick voted aye.

Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the President declared the special meeting adjourned at approximately 10:12 p.m.

Approved by:

[Signatures]

Robert G. Boknevitz
School Board Vice President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SCHOOL BOARD REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
March 18, 2013

APPROVED MINUTES

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

PRESENT: Board Members Bokneitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen and Business Manager Mitchell

VISITORS: SFHS Principal – Andrew Muszytowski; Willow Glen Principal – Laurie Pogorzelski; SFSD Teachers/Staff – Michelle Boening, Laura Cogburn, Jim Felber, and Sandi Teriaca-Landowski; and five (5) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Warwick, seconded by Ms. Bednarski to approve the agenda for March 18, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS:
Ms. Laura Cogburn presented a letter to the School Board in regards to concerns with class sizes at Willow Glen Primary School.

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the following consent agenda action items were unanimously approved:

- Minutes of March 4, 2013
- Accounts payable expenditures totaling $200,800.63 and payroll / payroll-related expenditures totaling $477,015.03
- Personnel:
  - The appointment of Spike Carpenter as Special Education Paraprofessional for the 2012-2013 school year.
  - The resignation of Stephanie Berg as Intervention Specialist effective March 22, 2013.
  - The following athletic / recreation contracts for the 2012-2013 school year:
    - Brandon Blahnik, Head Track Coach (5+ Yrs)* 4,515.00
    - Robert Sliwinski, HS Chess Club 913.00
    - Eric Gylard, HS LARP Club 913.00

*Replaces prior Board approved contract on March 4, 2013.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the resignation of Mary Garcia-Velez, Deer Creek Principal / Recreation Director effective June 30, 2013 was unanimously approved.

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the recommendations from Administration for the replacement of the Deer Creek Principal position was unanimously approved.

Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the Settlement and Release Agreement was unanimously approved as presented.

Upon motion by Mr. Bokneitz, seconded by Mr. Warwick, the 2013 K-8 Summer School and Summer Cool programming with the increases to costs as recommended from Administration was unanimously approved.

Upon motion by Mr. Bokneitz, seconded by Ms. Bednarski, the 2013 High School Summer School programming was unanimously approved as presented.
Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the bid from Venture Electric for the implementation of additional key access card terminals at Willow Glen Primary School, Deer Creek Intermediate School and the Deer Creek Recreation Building were unanimously approved.

Upon motion by Mr. Boknevitz, seconded by Mr. Warwick, the District monetary donation of $925.00 from Mr. Bryan Ureda designated towards the High School Baseball Program was unanimously approved.

Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the Board approved the Application for Use of School Facilities and waived all customary usage fees for the St. Francis Association of Commerce in conjunction with the Annual Spaghetti Dinner.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Business Manager Mitchell reported on the following:

1) A first month transition update was provided to the Board, along with statuses on various projects.
2) The 2013-2014 Budgetary Timeline was presented for review and discussion.
3) The 2013-2014 Enrollment and Staffing Plan which included two scenarios for enrollment in the 2013-2014 school year was presented for review and discussion.
4) An update on the status of Open Enrollment applications received to date for the 2013-2014 school year was presented for review.
5) Administrative recommendations to school fees for the 2013-2014 school year were presented for review and discussion. The District is also researching new payment options to provide greater flexibility for parents in paying school fees.
6) The Capital Projects / 10-Year Maintenance Plan was presented for review. Discussion ensued. After reviewing a list of priority projects. It was determined that the boiler replacement at Deer Creek Intermediate School / Recreation Building was high priority. Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the bid from Buttrs Fetting to replace the boilers at Deer Creek Intermediate School / Recreation Building by the additional transfer of funds to allow the replacement to occur during the 2012-2013 school year was unanimously approved.

Superintendent Thomsen reported on the following:

1) Background information and a proposed timeline to implement a Special Education Functional Life Skills and Therapy Room at the St. Francis High School was reviewed at length.
2) Information on the Kohl’s Cares Field Trip Grant Program was shared with the Board.
3) The Superintendent’s Spring 2013 Update was presented for informational purposes.

President Boknevitz reported on the following:

1) The Board will have a closed session meeting on March 25, 2013 from 5:00 to 7:00 p.m. in the High School Library.
2) The Board has tentatively scheduled a work session on April 15, 2013. The purpose of the work session is to discuss employee retirement benefits.
3) Updated website information on public funding in St. Francis was viewed and discussed.
4) The 2013 WASB Spring Academy & Workshop information was shared with the Board.

COMMUNICATIONS / COMMENTS FROM VISITORS:

Mr. Bob Rehse inquired on the approval process and selection of Open Enrollment applications, as well as, what chances his granddaughter has to be accepted into 9th grade for the 2013-2014 school year.

Ms. Andrea Corso inquired on lunch fees for the 2013-2014 school year. The Board will have further discussion on lunch fees at the next regular Board meeting.

Ms. Becky Bontempo inquired if the Deer Creek Principal position would include the responsibilities of Recreation Director. Ms. Bontempo asked the Board to pay special attention to class sizes for the 2013-2014 school year, as she feels that most classes are over capacity as is.

Ms. Amy Braun-Gross had questions regarding Summer School and students with special education needs. Ms. Braun-Gross was asked to call Dr. John Thomsen to ensure all her questions were answered.

Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 8:24 p.m.

Approved by:

[Signatures]

Brian Warwick
School Board Clerk

Robert G. Boknevitz
Board President
President Boknevetz called the meeting to order at 6:00 p.m.

Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the Board adjourned into closed session according to Wisconsin State Statute 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, Superintendent evaluation; and Wisconsin State Statutes 19.85 (1)(g) for 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 is likely to become involved, specifically, legal issue.

PRESENT: Board Members Boknevetz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

The President called closed session to order at 6:00 p.m. The Board reconvened into open session at approximately 6:25 p.m., taking no action.

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

PRESENT: Board Members Boknevetz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen and Business Manager Mitchell

VISITORS: Willow Glen Principal – Laurie Pogorzelski; SFHS Principal – Andrew Muszytowski; SFSD Teachers/Staff – Michelle Fons, Sandi Teriaca-Landowski, and Todd VanCaster; and eight (8) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Iwanski, seconded by Ms. Bednarski to approve the agenda for March 4, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS:

Mr. Todd VanCaster spoke briefly to the Board on the St. Francis High School’s Motorcycle Build Program. It is their third year participating in the Program. Mr. VanCaster invited the Board to stop in to see the students’ progress.

Ms. Michelle Fons addressed the Board regarding an issue with health insurance coverage.

SPECIAL PRESENTATION BY WILLOW GLEN PRINCIPAL POGORZELSKI

Willow Glen Principal Pogorzelski gave a brief update on the progress of Willow Glen’s initiatives for 2012-2013. The update included highlights on Willow Glen’s three focus points of climate, curriculum and competence. Principal Pogorzelski also shared upcoming important dates, as well as, professional development in progress at Willow Glen Primary School.

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the following consent agenda action items were unanimously approved:

- Minutes of February 18, 2013
- Accounts payable expenditures totaling $86,547.06 and payroll / payroll-related expenditures totaling $332,705.33
- Personnel:
- The appointment of Meridith Berghauer as Secondary Science Replacement during the 2012-2013 school year.
- The resignation of Michelle Fons as Special Education Paraprofessional effective March 1, 2013.
- The resignation of Daniel Golumski as Special Education Paraprofessional effective March 8, 2013.
- The following athletic / recreation contracts for the 2012-2013 school year:
  - Brandon Blahnik, Head Track Coach (5+ Yrs) 3,470.00
  - James Dorlack, JV Softball Coach (5+ Yrs) 2,780.00
  - John Herman, Boys' JV Tennis Coach (0-5 Yrs) 2,510.00
  - Mike King, Boys' Varsity Tennis Coach (3+ Yrs) 3,470.00
  - Stephanie Lasko, Asst. Track Coach (0-5 Yrs) 2,510.00
  - George Logic, Asst. Track Coach (5+ Yrs) 2,780.00
  - Dave Santi, Boys' Varsity Golf Coach (5+ Yrs) 3,470.00
  - Robert Sliwinski, Asst. Track Coach (0-5 Yrs) 1,255.00
  - Todd VanCaster, Varsity Softball Coach (5+ Yrs) 3,470.00

The following new clubs at the St. Francis High School were approved as follows:

- Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the St. Francis High School LARP Club was unanimously approved.
- Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the St. Francis High School Chess Club was unanimously approved.
- Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the St. Francis High School Cheerleading Squad effective the 2013-2014 school year was unanimously approved.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, revisions to Attachment E of the Employee Handbook to include the additional new clubs and proposed compensation were unanimously approved.

Upon motion by Ms. Bednarski, seconded by Mr. Warwick, the modification to the previously approved High School Spanish Class field trip request to Chicago, IL scheduled in May 2013 was unanimously approved.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the High School FBLA Club overnight field trip request to the Wisconsin Dells contingent upon appropriate chaperone ratio compliant with Board policy was unanimously approved.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the High School Spirit Squad overnight field trip request to the Wisconsin Dells contingent upon appropriate chaperone ratio compliant with Board policy was approved. Board Members Boknevitz, Bednarski, Iwanski and Feuling voted aye. Board Clerk Warwick abstained from voting.

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

Willow Glen Principal / Curriculum & Instruction Director, Ms. Laurie Pogorzelski presented updates on the following:

- The Measure of Academic Progress (MAP) implementation timeline was reviewed. MAP is progressing very well. Professional development on MAP assessment is forthcoming for all staff.
- The District’s English Language Learner (ELL) Program development timeline was reviewed. The Program is progressing very well and the District is in compliance.
- The initial implementation steps for the District’s Gifted and Talented Program were reviewed. The District is scheduling the launch of the Program early in the 2013-2014 school year and plans to provide staff development on differentiation within the classroom for gifted and talented students in August 2013.
- 2013 Summer School Program was presented for review and discussion. The 2013 Summer School Program will be brought forward for approval at the next regular Board meeting.
- The 2013 Recreation Department Summer Cool Program was presented for review and discussion. Cost analysis information will be presented March 18th regular School Board meeting.

Business Manager Mitchell reported on the following:

1) School security and staff access are priorities in the St. Francis School District. Expanding the number of available key access card terminals at Willow Glen and Deer Creek will provide each building with increased security measures. The District has received two quotes on implementing additional key access card terminals and is in the process of securing a third quote. Business Manager Mitchell will present the findings at the March 18, 2013 regular School Board meeting for review and approval.
Superintendent Thomsen reported on the following:

1) Superintendent Thomsen reviewed the new WKCE scoring levels based on the National Assessment of Educational Progress (NAEP). Individual WKCE student reports are currently being sent home for District students. The new cut scores may be unsettling to some students and parents. The District continues to communicate on these important scoring changes to the School Board, teachers, students and the community.

2) Deer Creek Intermediate School will pilot the Wisconsin Department of Public Instruction’s Early Warning System for Drop-Outs & Unplanned Late Graduation Program. All public schools will receive this report beginning in the 2013-2014 school year.

3) The Board received the resignation of Deer Creek Principal/Recreation Director – Mrs. Mary Garcia-Velez. Principal Garcia-Velez has been offered a position for the 2013-2014 school year with the Waukesha School District. The Board will approve Principal Garcia-Velez’s resignation and provide direction on replacement options and the hiring process at the next regular School Board meeting on March 18, 2013.

4) An update was presented on the recent student and staff participation in the SFHS Polar Plunge. Twenty-seven (27) students and staff raised $1,975 for Special Olympics.

President Boknevetz reported on the following:

1) The Board requested the “Funding for Public Schools” document be posted on the District’s website along with providing appropriate legislative links.

COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Becky Bontempio inquired if the District could utilize social media sites for posting Recreation Program information.

Mr. Mike McSweeney inquired if the District could research using the community cable channel for Recreation Program information, as well.

Upon motion by Ms. Feuling, seconded by Mr. Warwick, the President declared the regular meeting adjourned at 8:19 p.m.

Approved by:

[Signature]
Brian Warwick  
School Board Clerk

[Signature]
Robert G. Boknevetz  
Board President
ST. FRANCIS SCHOOL DISTRICT
4225 SOUTH LAKE DRIVE
ST. FRANCIS, WI 53235

SCHOOL BOARD REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
February 18, 2013

APPROVED MINUTES

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

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

VISITORS: SFHS Principal – Andrew Muszytowski; Willow Glen Principal – Laurie Pogorzelski; SFSD Teachers/Staff – Laura Cogburn, Mary Pat Grafwallner, Trudy Hundt, Kathleen Reeves, Sandi Teriaca-Landowski; and four (4) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Iwanski, seconded by Mr. Warwick to approve the agenda for February 18, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the following consent agenda action items were unanimously approved:

- Minutes of February 4, 2013
- Accounts payable expenditures totaling $172,299.39 and payroll / payroll-related expenditures totaling $494,719.28
- Personnel:
  - The resignation of Nick Hirth as Boys/Girls Track & Field Coach.
  - The following athletic / recreation contracts for the 2012-2013 school year:
    * Therese Mance, Boys/Girls Varsity Track & Field Coach (0-5 Years) 3,140.00

Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the 2013-2014 Staff Calendar was unanimously approved.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the following Perkins Grant Consortium Resolution was unanimously approved:

“Whereas the following school districts do not all qualify for the minimum grant of $15,000 as determined by the distribution formula for the Secondary School Vocational Education programs, and whereas it appears that the vocational education interests and needs of all children in these school districts will be served best by the district joining together to offer special services, as authorized by the Department of Public Instruction, to meet the needs of all students.

Be is, and it is hereby resolved, that the School Boards of Franklin, Greendale, Greenfield, St. Francis, and Whitnall agree to establish and maintain on a cooperative basis, vocational initiatives pursuant to the Carl D. Perkins Vocational and Technical Education Act of 1998 and to Section 66.03.01 of the Wisconsin Statutes.”

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the modification to the previously approved High School Spanish Class field trip request to Spain scheduled for June 2013 contingent upon appropriate chaperone ratio compliant with Board policy was unanimously approved.

Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the Board reaffirmed approval of the High School International Club’s recent field trip to Chicago, IL on February 15, 2013.

Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the High School Spanish class field trip request to Chicago, IL contingent upon appropriate chaperone ratio compliant with Board policy was unanimously approved.
Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the 8th grade field trip request to Chicago, IL contingent upon appropriate chaperone ratio compliant with Board policy was unanimously approved.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the following Sections / Administrative Guidelines to include all revisions, updates and deletions to be effective August 1, 2013 (full detail located on the Summary of Administrative Guidelines for Approval document retained in the official minute book):

1. Section 1000 – Administration
2. Section 2000 – Program
3. Section 3000 – Professional Staff
4. Section 4000 – Support Staff
5. Section 5000 – Students (AG 5517.01 – Bullying tabled for further review)
6. Section 6000 – Finances
7. Section 7000 – Property
8. Section 8000 – Operations
9. Section 9000 – Relations

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

SFHS Principal Muszytowski presented information on the following proposals for new clubs at the High School:

Live Action Role Playing (LARP) – provides an environment where students can use their affinity for fantasy movies and video games as a means to create characters and write accompanying “lore” or a background story. Students create costumes and props that help to facilitate deeper involvement in expanding social interactions. LARP currently has thirty (30) active members who meet Wednesdays after school. Future goals include the development of a club yearbook that documents each year’s achievements through visual images and the students’ written stories, possible collaboration with other school clubs/organizations, and outreach to other schools.

Chess Club – provides the opportunity for High School students to practice, study, compete and enjoy the game of chess. The Chess Club currently has eight (8) members and meets every Thursday after school from 2:55 p.m. to 3:45 p.m. The Chess Club is currently working on expanding, so that it can compete in the Metro Milwaukee High School Chess League.

Cheerleading Spirit Squad – will provide High School students an opportunity to foster, develop, and enhance school spirit and good sportsmanship. The proposed Cheerleading Squad will also increase positive fan participation, attendance at sporting events and overall school spirit and enthusiasm for teams. Recently, the High School had eighteen (18) students try out for the Cheerleading Spirit Squad. The High School is currently forming a squad and will have an advisor in place for the 2013-2014 school year.

Discussion ensued on the proposed clubs. The Board requested modifications to Attachment E of the Employee Handbook to reflect the addition of the proposed clubs. The proposal for new clubs will be brought back to the March 4, 2013 regular School Board meeting as an action item for approval.

Business Manager Mitchell reported on the following:

1) The Board reviewed a packet of information to include the 10-Year Maintenance Plan; a list of completed projects from the referendum; a revised list of capital projects and their status for 2012-2013; and a capital projects planning list for future years. The Board discussed funding sources for remaining priority projects for the 2012-2013 school year, as well as, the bidding process and potential options for funding the new boiler system at the Deer Creek Recreation Building. Business Manager Mitchell will report back with additional information at a future School Board meeting.

2) Business Manager Mitchell presented an update on the Food Service Program to include background information, statistics on lunch and breakfast participation, and finances to date. The Food Service contract is up for bid at the end of this year. The District is currently working with the Cudahy School District on the bid process. Business Manager Mitchell will present more information at a future meeting once the bid process has been completed.

Superintendent Thomsen reported on the following:

1) Updates to the following Pupil Services job descriptions were presented for review: School Psychologist; Special Education Program Support Teacher; School Social Worker; Para-Professional; and Pupil Services Secretary.

2) Wellness Visit Confirmation Forms were presented for review. The forms will be available to staff beginning February 19, 2013.

3) Information regarding the ongoing safety and traffic concerns at Willow Glen Primary School was presented for discussion. The District will investigate further into pursuing the option of creating Delaware Avenue into a one-way street, as well as, explore the possibility of land improvements on the property adjacent to Willow Glen.
President Boknevitz reported on the following:

1) The Board expressed their appreciation to the St. Francis Education Association members who coordinated and participated in the recent Work Load Survey. The Board will review the feedback and continue to work on developing a balance between a work load that does not distract from the educational experience of students and the new programming that will improve student performance.

2) The Board led a discussion to determine their position on the funding of public schools in the State of Wisconsin.

COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Becky Bontempo expressed her appreciation to Willow Glen Principal Pogorzelski and Superintendent Thomsen for their quick response to the Willow Glen traffic concerns. Ms. Bontempo also inquired on the funding for the newly proposed Cheerleading Squad.

Ms. Bonnie Yopps made inquiries on the Food Service Program to include where the food is prepared and if the Breakfast Program was beneficial to run in the District.

Ms. Amy Braun-Gross reported an improvement with the Willow Glen student pick-up and drop-off system (drive-thru), but stated there are still issues with driver’s following the rules. Ms. Braun-Gross questioned if the hot lunches could be more homemade.

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

Approved by:

[Signature]
Brian Warwick
School Board Clerk

[Signature]
Robert G. Boknevitz
Board President
President Bokneitz called the meeting to order at 6:00 p.m.

Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the Board adjourned into closed session according to Wisconsin State Statute 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; and,

Wisconsin State Statutes 19.85 (1)(f) for considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons...if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations, specifically, personnel matter.

PRESENT: Board Members Bokneitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

The President called closed session to order at 6:00 p.m. The Board reconvened into open session at approximately 6:28 p.m., taking no action.

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

PRESENT: Board Members Bokneitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

VISITORS: SFHS Principal — Andrew Muszytowski; Deer Creek Principal — Mary Garcia-Velez; and five (5) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Warwick, seconded by Mr. Iwanski to approve the agenda for February 4, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS:

Mr. Steve Craplewski addressed the Board on concerns regarding traffic/safety issues at Willow Glen Primary School and believes a police presence may be required.

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the following consent agenda action items were unanimously approved:

- Minutes of January 21, 2013
- Minutes of January 28, 2013
- Accounts payable expenditures totaling $184,528.93 and payroll / payroll-related expenditures totaling $348,960.48
- Personnel:
  - The appointment of Stephanie Berg as part-time Intervention Specialist for the 2012-2013 school year.
  - The appointment of Patricia Walsh as part-time Intervention Specialist for the 2012-2013 school year.
  - The resignation of Dan Schramka as Boys’ JV Tennis Coach.
  - The following appointments to the St. Francis Recreation Department:
    - Jennifer Pytlak, Lifeguard
  - The following athletic / recreation contracts for the 2012-2013 school year:
    - Dan Schramka, Boys’ JV Golf Coach 2,510.00
    - Melissa Zeman, 7th Grade Volleyball Coach 1,461.00
REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The revised 2013-2014 staff calendar was presented for further review. Discussion ensued. An additional modification to move the half-day previously scheduled for April 9, 2014 to April 2, 2014 was requested. The 2013-2014 staff calendar will be revised and brought back to the February 18, 2013 regular School Board meeting for approval.

New Business Manager, Mr. Jonathan Mitchell introduced himself and presented a brief update on his current transition plan into the District.

Superintendent Thomsen reported on the following:

1) The 2012-2013 Systems & Priorities document was presented to the Board for review and feedback. Discussion ensued. The document will be updated to reflect re-occurring priorities.

2) Superintendent Thomsen displayed a PowerPoint presentation on the State Educator Effectiveness Initiative. After the presentation, discussion ensued on the District’s next steps in the Initiative.

3) Information on the challenges school districts are facing with public education funding was presented for review and discussion. President Boknevitz and Clerk Warwick will draft a resolution that supports the Board of Education’s position on the funding of public schools in the State of Wisconsin.

4) Superintendent Thomsen presented information on a proposal to convert the previous Family and Consumer Education room at the St. Francis High School into a potential space for meeting the educational needs of students with disabilities. Discussion ensued. Superintendent Thomsen will proceed with investigating costs and will report back at the next regular Board meeting with more information.

5) Superintendent Thomsen discussed how the District is currently working with the Technology Department to enhance communication delivery methods to parents and students.

6) Superintendent Thomsen presented an update on traffic safety in the District.

President Boknevitz reported on the following:

1) President Boknevitz presented an update on the recent WI State Education Convention held on January 23-25, 2013 at the Delta Center.

COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Amy Braun-Gross reported an improvement with the Willow Glen student pick-up and drop-off system (drive-thru), but stated there are still issues with driver compliance.

Ms. Sandi Teriaca-Landowski made a suggestion for Willow Glen staff to have the ability to identify drivers in the Willow Glen drive-thru that are not complying with the rules and possibly have police issue them a ticket.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the President declared the regular meeting adjourned at 8:09 p.m.

Approved by:

[Signature]
Brian Warwick
School Board Clerk

[Signature]
Robert G. Boknevitz
Board President
ST. FRANCIS SCHOOL DISTRICT  
4225 SOUTH LAKE DRIVE  
ST. FRANCIS, WI 53235  

SCHOOL BOARD POLICY WORK SESSION  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY  
January 28, 2013

APPROVED MINUTES

President Robert Bokneitz called the work session to order at 5:07 p.m.

PRESENT:  Board Members Bokneitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen, and District Secretary Jarosh

VISITORS:  None (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Iwanski, seconded by Mr. Warwick to approve the agenda for January 28, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

BOARD POLICY / ADMINISTRATIVE GUIDELINES WORK SESSION:

The following new/revased School Board Policy Administrative Guidelines were presented for review, discussion and possible revision:

Section 2000 – Program
  - 2340A  Field Trip Guidelines
  - 2340B  District-Sponsored Trips (Co-Curricular / Extra-Curricular)
  - 2340C  Overnight Trips (District Sponsored)
  - 2340D  Non-District Sponsored Trips
  - 2340E  Trip Leader Responsibilities
  - 2340F  Chaperones for Trips
  - 2431A  Playing Time for Athletes
  - 2431B  Sportsmanship Expectations
  - 2521A  Selection of Instructional Materials and Equipment

Section 3000 – Professional Staff
  - 3120B  Appointment of Personnel to Compensated Co-Curricular and Extra-Curricular Activities
  - 3179  Professional Concerns
  - 3362A  Reporting Threatening Behaviors

Section 4000 – Support Staff
  - 4179  Staff Concerns
  - 4362A  Reporting Threatening Behaviors
  - 4440A  Job-Related Expenses
  - 4440B  Use of Private Car for School Business
  - 4440C  Use of School Vehicle for School Business

Section 5000 – Students
  - 5350  Suicide Intervention Process
  - 5380  Recess Guideline for Harsh Weather
  - 5420A  Reporting Student Progress
  - 5420B  Parent-Teacher Conferences
  - 5430  Class Rank
  - 5451  Student Recognition
  - 5451B  Athletic Award Requirements
  - 5511  Dress and Grooming
  - 5517.01  Bullying
  - 5520  Student Disorder
  - 5610.02  In-School Discipline
  - 5710  Suggestions and Complaints
  - 5723  Student Rights of Expression
  - 5840A  Youth Gangs
  - 5840B  Response to Gang-Related Incidents and/or Suspicion of Gang Involvement
  - 5850  Student Social Events
Section 6000 – Finances
• 6610A Student Activity Fund
• 6610B Procedures for Inactive Activity Accounts
• 6611 Ticket Sales
• 6620 Petty Cash Funds

Section 7000 – Property
• 7310 Disposal of District Property
• 7430 Safety in Schools
• 7440 Facility Security
• 7440A Issues to Consider When Deciding Whether to Implement Metal Detectors
• 7440B Metal Detector Search Procedures
• 7510A Use of District Facilities
• 7510B Charges and Priorities for Use of School Facilities
• 7510C Supervision of Rented Facilities
• 7530 Personal Use of District Equipment / Facilities
• 7530A Technology Equipment Security Procedures
• 7530B Non-School Use of District Equipment and Facilities by Students
• 7530C Cellular Phones

Discussion ensued and the Board recommended revisions to the following Administrative Guidelines (a detailed summary of proposed revisions, including any policy updates is retained in the official minute book):

• 2340C Overnight Trips (District-Sponsored)
• 2340F Chaperones for Trips
• 3120B Appointment of Personnel to Compensated Co-Curricular & Extra-Curricular Activities
• 4440A Job-Related Expenses
• 5420A Reporting Student Progress
• 5723 Student Rights of Expression
• 5840B Response to Gang-Related Incidents and/or Suspicion of Gang Involvement
• 7440B Metal Detectors Search Procedures
• 7530 Personal Use of District Equipment / Facilities

The Board recommended additional follow-up by Administration on the Administrative Guidelines listed below:

• 2340C Overnight Trips (District-Sponsored)
• 2340D Non-District Sponsored Trips
• 2431A Playing Time for Athletes
• 2431B Sportsmanship Expectations
• 5420A Reporting Student Progress
• 5430 Class Rank
• 5451B Athletic Award Requirements
• 5511 Dress and Grooming
• 5517.01 Bullying
• 5520 Student Disorder
• 5850 Student Social Events
• 6610A Student Activity Fund
• 6620 Petty Cash Funds
• 7310 Disposal of District Property
• 7440 Facility Security
• 7510A Use of District Facilities
• 8410A Early Warning Signs of Possible School Violence
• 8660 Transporting Students by Private Vehicle

Upon recommendation from Administration, the following Administrative Guidelines will be deleted:

• 5360 Recess Guideline for Harsh Weather
• 5420B Parent-Teacher Conferences
• 7530A Technology Equipment Security Procedures
• 7530B Non-School Use of District Equipment and Facilities by Students
• 7530C Cellular Phones

Upon motion by Mr. Warwick, seconded by Mr. Bokneitz, the President declared the policy work session adjourned at 8:48 p.m.

Approved by:

[Signatures]

Brian Warwick  Robert G. Bokneitz
School Board Clerk  School Board President

2
President Bokneitz called the meeting to order at 5:35 p.m.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the Board adjourned into closed session according to Wisconsin State Statute 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 matter and Administrator contracts.

PRESENT: Board Members Bokneitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

The President called closed session to order at 5:35 p.m. The Board reconvened into open session at approximately 6:34 p.m., taking no action.

President Bokneitz called the regular meeting to order at 6:35 p.m.

PRESENT: Board Members Bokneitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

VISITORS: SFHS Assistant Principal / Athletic Director — Michael Lewandowski; SFSF Teachers/Staff — Brandon Blahnik; Laura Cogburn; Gerriann Crawley; Jim Doralack; Ellen Ercig; Erich Gottfried; Mary Pat Gravewarner; Peter Graven; Trudy Hundt; Debra Jordan; Terry Junker; Mike King; Karen Kulig; Tracy Marsolek; Emily Schmidt; Jessica Senn; Sandi Teriaca-Landowski; Todd VanCaster and Liza Peltier; and twenty-five (25) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Bednarski, seconded by Mr. Iwanski to approve the agenda for January 21, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS:

St. Francis Education Association President, Ms. Trudy Hundt presented the School Board results of a “workload survey” taken recently by SFEA members.

Ms. Amy Braun-Gross and Ms. Terri Grunwald stated they both may have possible comments at the end of the meeting on next year’s school calendar topic.

Mr. Mike Corso addressed the Board on concerns regarding the student pick-up and drop-off system at Willow Glen Primary School. Parents are not following directions and there are several traffic/safety issues that need to be addressed.

RECOGNITION OF SFHS FALL SCHOLAR ATHLETES:

St. Francis High School Assistant Principal / Athletic Director, Mr. Michael Lewandowski presented the recognition of the St. Francis High School Fall Scholar Athletes. The following five (5) St. Francis High School students were presented to the School Board in recognition for excelling not only on the athletic field, but also in the classroom: Bryan Brickner and Mike Marino – Football; Antonio Hernandez – Soccer; Allison Clemens – Volleyball; Jared Hundt – Cross Country; and Codyann Kolp – Tennis. The Board congratulated each student on their hard work and success.
CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the following consent agenda action items were unanimously approved:

- Minutes of January 7, 2013
- Minutes of January 8, 2013
- Minutes of January 14, 2013
- Accounts payable expenditures totaling $145,241.50 and payroll / payroll-related expenditures totaling $463,215.76
- Personnel:
  - The appointment of Anne Lynch as .42 FTE Business Education Teacher for the remainder of the 2012-2013 school year.
  - The 2013 FMLA request for Christina Cattey, High School Teacher.
  - The 2013 FMLA request for Krysta Danton, Paraprofessional.
  - The 2013 FMLA request for Jesse Tomchek, Deer Creek School Counselor.
  - The following athletic / recreation contracts for the 2012-2013 school year:
    - Rick Kartz, Junior Varsity Baseball Coach 2,510.00
    - Chris Nook, 8th Grade Volleyball Coach 1,461.00
    - Clemente Trejo, Junior Varsity Bowling Coach 500.00
    - Brian Ureda, Varsity Baseball Coach 3,140.00

Upon motion by Mr. Bokneitz, seconded by Mr. Iwanski, the contract renewal of John W. Thomsen as Superintendent and such contract offered covering the period from July 1, 2013 to June 30, 2015 was unanimously approved.

Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the contract renewal of Mary Garcia-Velez as Principal and such contract offered covering the period from July 1, 2013 to June 30, 2015 was approved by majority vote. Board Members Bokneitz, Bednarski, Iwanski and Warwick voted aye. Board Member Feuling abstained from voting.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the contract renewal of Laurie Pogorzelski as Principal and such contract offered covering the period from July 1, 2013 to June 30, 2015 was unanimously approved.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the contract renewal of Michael Lewandowski as Assistant Principal / Athletic Director and such contract offered covering the period from July 1, 2013 to June 30, 2015 was unanimously approved.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the contract renewal of Steven Erickson as Technology Coordinator and such contract offered covering the period from July 1, 2013 to June 30, 2015 was unanimously approved.

Upon motion by Ms. Bednarski, seconded by Mr. Bokneitz, the proposed modified weighted grading system at the St. Francis High School to begin with the class of 2017 was unanimously approved.

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the proposed course modifications at the St. Francis High School to begin in the 2013-2014 school year was unanimously approved.

Upon motion by Mr. Warwick, seconded by Mr. Bokneitz, the Board reaffirmed approval of the Deer Creek Spirit Squad’s recent overnight field trip request to Sheboygan, WI for participation in the State Dance Competition.

Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the St. Francis High School Spirit Squad’s overnight field trip request to LaCrosse, WI to perform in the State Dance Competition was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

A representative from Schenck, S.C. reviewed the District’s 2011-2012 audit report. The representative presented audit findings to include the District’s financial reports, the communication letter to management, and identified areas with potential internal control deficiencies.

The Board reviewed enrollment projection data in determining new Open Enrollment seats for the 2013-2014 school year. The District proposes to open a total of 97 new seats under the Open Enrollment Program. Based upon student-teacher ratio guidelines, data provided, and maintaining the maximum class size of thirty (30) students in the required subjects of English and History at the High School, the Board concluded that 97 new Open Enrollment seats with additional wait lists at all grade levels, along with providing
additional seats for current year tuition waivers, would assist in stabilizing the District’s enrollment. Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the approval of the following 97 new Open Enrollment seats, with additional wait lists at all grade levels, along with providing additional seats for current year tuition waivers was unanimously approved:

<table>
<thead>
<tr>
<th>Grade Level</th>
<th>2013-2014 New OE Seats</th>
<th>Additional Wait List</th>
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</thead>
<tbody>
<tr>
<td>K4</td>
<td>4</td>
<td>Yes</td>
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<tr>
<td>K5</td>
<td>8</td>
<td>Yes</td>
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Superintendent Thomsen reported on the following:

1) A Board work session is scheduled for Monday, January 28, 2013 at 5:00 p.m. to begin the review process of NEOLA Policy Administrative Guidelines.

2) 2013-2014 staff calendar options were presented for review. Discussion ensued and modifications were requested. The 2013-2014 staff calendar will be revisited at the February 4, 2013 regular School Board meeting.

3) Information on how the St. Francis School District is marketing their schools and connecting positively with the community was presented to the Board for review and discussion.

President Boknevitz reported on the following:

1) A reminder to Board Members that the WI State Education Convention is January 23-25, 2013 at the Delta Center (formerly Frontier Airlines Center).

COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Amy Braun-Gross and Ms. Terri Grunwald expressed their opinions on their preference for “extended collaboration” days versus “early release” days.

Ms. Bonnie Yopps expressed her dissatisfaction with the student pick-up and drop-off system (drive-thru) in place at Willow Glen Primary School. Ms. Yopps also inquired as to how the St. Francis School District attracts new Open Enrollment students as a district of choice. Lastly, Ms. Yopps expressed her preference to have full days off versus early release or half days.

Ms. Becky Bontempo addressed the Board regarding problems with the student pick-up and drop-off system (drive-thru) at Willow Glen Primary School. Ms. Bontempo inquired if the District’s audit report will be available for review on the District’s website. Ms. Bontempo also expressed her opinions on e-mail and phone notifications to parents.

Ms. Sandi Teriaca-Landowski expressed her concerns regarding her special needs child’s education. Ms. Teriaca-Landowski also made inquiries as to how many surveys for the Administrators were submitted.

Mr. Jeff Obst expressed his appreciation to the Board for amending the Board meeting format to allow for public commentary at the end of each meeting.

Upon motion by Ms. Bednarski, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 8:37 p.m.

Approved by:

[Signatures]

Brian Warwick
School Board Clerk

Robert G. Boknevitz
Board President
President Boknevitz called the special meeting to order at 5:02 p.m.

Superintendent Thomsen 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. Bednarski, seconded by Mr. Iwanski to approve the agenda for January 14, 2013. Motion was unanimously approved.

Upon motion by Mr. Warwick, seconded by Ms. Bednarski, the Board adjourned into closed session according to Wisconsin State Statute 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, Business Manager hire recommendation and contract discussion.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

VISITORS: Mr. Jonathan Mitchell* - Business Manager Hire Recommendation

*Joined the closed session at approximately 5:21 p.m.

The President called closed session to order at 5:02 p.m. The Board reconvened into open session at approximately 5:49 p.m., taking no action.

President Boknevitz called the open session to order at 5:49 p.m.

PRESENT: Board Members Boknevitz, Bednarski, Iwanski, Warwick, Feuling and Superintendent Thomsen

VISITORS: Mr. Jonathan Mitchell – Business Manager Hire Recommendation

(sign-in sheets retained in official minute book)

AGENDA ACTION ITEMS:

Upon motion by Mr. Boknevitz, seconded by Ms. Bednarski, the appointment of Mr. Jonathan Mitchell as Business Manager and such contract offered covering the period from February 4, 2013 to June 30, 2014 contingent upon release from the Deerfield Community School District was unanimously approved.

Upon motion by Mr. Warwick, seconded by Mr. Boknevitz, the President declared the special meeting adjourned at 5:52 p.m.

Approved by:

[Signatures]

Brian Warwick
School Board Clerk

Robert G. Boknevitz
Board President
President Robert Boknevitz called the special meeting to order at 4:00 p.m.

President Boknevitz reported that proper notification of the meeting was posted in accordance with the open meeting laws of the State of Wisconsin.

A motion was made by Mr. Iwinski, seconded by Mr. Warwick to approve the agenda for January 8, 2013. Motion was unanimously approved.

Upon motion by Ms. Bednarski, seconded by Mr. Iwinski, the Board adjourned into closed session according 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, Business Manager position interviews.

PRESENT:  Board Members Boknevitz, Bednarski, Iwinski, Warwick, Feuling and Superintendent Thomsen

ATTENDEES:  Steve Erickson, Mary Garcia-Velez, Andrew Muszytowski and Laurie Pogorzelski

VISITORS:  Business Manager Interview Candidates

The President called closed session to order. The Board reconvened into open session taking no action and upon motion by Ms. Bednarski, seconded by Mr. Warwick, the special meeting adjourned at 7:15 p.m.

Approved by:

Brian Warwick  
School Board Clerk

Robert G. Boknevitz  
School Board President
President Bokneitz called the meeting to order at 6:00 p.m.

Upon motion by Ms. Bednarski, seconded by Mr. Warwick, the Board adjourned into closed session according to Wisconsin State Statute 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 matter and Administrator contracts.

PRESENT: Board Members Bokneitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen and Business Manager Kelly

The President called closed session to order at 6:00 p.m. The Board reconvened into open session at approximately 6:37 p.m., taking no action.

President Bokneitz called the regular meeting to order at 6:38 p.m.

PRESENT: Board Members Bokneitz, Bednarski, Iwanski, Warwick, Feuling, Superintendent Thomsen and Business Manager Kelly

VISITORS: SFHS Building Principal – Andrew Muszytowski and two (2) public visitors (sign-in sheets retained in official minute book)

Superintendent Thomsen 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. Iwanski, seconded by Mr. Warwick to approve the agenda for January 7, 2013. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

A note of appreciation from the family of Jim Dorlack on the sympathies expressed by the District on the recent passing of his mother.

COMMENTS FROM VISITORS:

Ms. Sandi Teriaca-Landowski expressed her appreciation for the phone message from the St. Francis High School, but would like messages to be sent at a later time during the day as the last phone notification was received at 7:00 a.m.

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Mr. Iwanski, seconded by Ms. Bednarski, the following consent agenda action items were unanimously approved:

- Minutes of December 10, 2012
- Minutes of December 17, 2012
- Accounts payable expenditures totaling $244,056.75 and payroll / payroll-related expenditures totaling $630,009.77
- Personnel:
  - 2012-2013 FMLA request for Peggy Pfeffer, Recreation Secretary
  - 2013 FMLA request for Sandi Teriaca-Landowski, Special Education Paraprofessional

Upon motion by Mr. Iwanski, seconded by Mr. Warwick, the following District donations were unanimously approved:

- Monetary donation of $200.00 from Capri Communities, LLC to be designated towards the Deer Creek Intermediate School Robotics Club.
- Monetary donation of $200.00 from the Deer Creek / Willow Glen PTO to be designated towards the Deer Creek Intermediate School Robotics Club.
• Monetary donation of $250.00 from Claire Oasis to be designated towards the Deer Creek Intermediate School Robotics Club.
• The donation of one (1) set of books on Ham Radio Communications from the South Milwaukee Amateur Radio Club designated for the St. Francis High School Library.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

SFHS Principal Muszytowski presented information on a modified weighted grading system at the St. Francis High School to begin with the class of 2017. Discussion ensued. The topic was tabled for further discussion to continue at the January 21, 2013 regular School Board meeting.

SFHS Principal Muszytowski presented information on proposed course modifications at the St. Francis High School for the 2013-2014 school year. The following course proposals were presented for consideration:

- Chemistry in the Community (replaces Freshwater Chemistry)
- Computer Applications (combines Microsoft Word/PowerPoint and Microsoft Excel/Access)
- Computer Applications On-Line (new course)
- Financial Literacy On-Line (new course)
- Accounting I (replaces Accounting)
- Accounting II (replaces Advanced Accounting)
- Entrepreneurship: Starting Your Own Business (replaces Entrepreneurship)
- Business Management & Principles (replaces Management)

Discussion ensued. Questions were raised regarding the proposed change to Chemistry in the Community. All questions were addressed. The proposed course modifications will be revisited and acted on at the January 21, 2013 regular School Board meeting.

An update was presented on the Health Risk Assessment Option. Effective with the 2013-2014 school year, staff that choose to participate in an annual health risk assessment (annual wellness exam) will be required to contribute 10% of the health insurance premium. Staff that choose not to participate in the Health Risk Assessment (annual wellness exam); the District will require them to contribute 14% of the health insurance premium. Business Manager Kelly shared a “Wellness Visit Confirmation” form that staff will be required to submit after their annual wellness exam. This form was shared with the Wellness Committee for their input, as well.

Business Manager Kelly reported on the following:

1) Agenda item D(i) - 2012-2013 Budget Adjustments was removed from the agenda and will be revisited at a future meeting.
2) Resident and Non-Resident Enrollment Plans – Information was presented to assist the Board in determining the number of new Open Enrollment seats for the 2013-2014 school year. Discussion ensued. The Board will approve the number of new Open Enrollment seats at the January 21, 2013 regular meeting.
3) 2013-2014 Budget Assumptions and Projections – The District now has access to the 2013-2014 preliminary revenue limit and aid spreadsheets from the Department of Public Instruction. This information will assist the Board in determining the budget for the 2013-2014 school year.
4) Business Manager Kelly presented changes to the District’s current 403(b) Plan per new IRS regulations. As new IRS regulations occur, the District must modify its plan in order to remain in compliance with the IRS. Upon motion by Mr. Boknevetz, seconded by Mr. Iwanski, the 403(b) Plan changes per new IRS regulations were unanimously approved as presented.
5) Business Manager Kelly presented a one-year extension contract with the District’s current auditing firm, Schenck for approval. This will allow for an easier transition with the hire of a new District Business Manager. Should the new Business Manager wish to maintain Schenck as the audit firm for St. Francis after the one year, Schenck will honor the pricing listed for an additional two years. Upon motion by Mr. Warwick, seconded by Mr. Iwanski, the one year extension contract with Schenck was unanimously approved.

Superintendent Thomsen reported on the following:

1) Superintendent Thomsen shared an article on “School Safety Plans and Access to School Buildings.” During the 2012-2013 school year, the Administration Team has been working to update the District Crisis Response Plan.
2) Superintendent Thomsen distributed packets of NEOLA Administrative Guidelines that will require review by the Board. The Board will have a work session on Monday, January 28, 2013 at 5:00 p.m. to begin the review process. The anticipated target date for the completion of the Administrative Guidelines is August 1, 2013.
3) Information on Administrator evaluation procedures and proposed contract renewals was presented for review and discussion. The Board will revisit this topic at the January 21, 2013 regular meeting.
4) A brief update on the Business Manager search was provided by Superintendent Thomsen. Seven (7) candidates have completed the first round of interviews with the Administrative Interview Team. Three (3) candidates have been selected to continue to the second
round of interviews with the Board. The Board has scheduled a closed session for the second round of interviews on Tuesday, January 8, 2013 beginning at 4:00 p.m. in the High School Library.

5) On December 12, 2012, the St. Francis High School conducted its first annual “Post-Secondary Transition Day.” All students participated in an activity related to college and career planning on that day. Overall, the day was a success and a majority of students were actively engaged and interested. Of the 575 students, approximately 11% were absent on this day. Students who were present in the building were taking 1 of 5 tests: EXPLORE, PLAN, Practice ACT, ASVAB, or the MATC ACCUPLACER. Seniors who did not take the ASVAB or MATC ACCUPLACER were on a self-arranged college visit on this day with parental permission.

President Boknevitz reported on the following:

1) President Boknevitz expressed his appreciation to School Board election candidates, Russ Iwanski and Margret Feuling on their continued dedication to the St. Francis School District.

2) The Board has added an additional section to receive community comments at the end of each School Board meeting.

COMMUNICATIONS / COMMENTS FROM VISITORS:

Ms. Becky Bontempo expressed her appreciation for adding an additional section for community comments at the end of the meeting. Ms. Bontempo also inquired as to how the St. Francis School District markets itself to the public for Open Enrollment and if there was any research as to why parents do not select St. Francis.

Ms. Sandi Teriaca-Landowski expressed her concerns regarding her special needs child’s education. Ms. Teriaca-Landowski also made inquiries on the Administrator evaluation process, as she does not recall receiving a survey on Administrators.

Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 8:54 p.m.