

# SCHOOL BOARD MINUTES ARCHIVE

2007

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

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SPECIAL MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

December 20, 2007

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 5:00 p.m.

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

A motion was made by Ms. Rutter, seconded by Mr. Iwanski to approve the agenda for December 20, 2007. Motion was unanimously approved.

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

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

**EXCUSED:** Board Treasurer Boknevitc

**VISITORS:** Business Manager Kelly was in attendance.

The President called closed session to order at 5:04 p.m. The Board reconvened into open session at 5:30 p.m., taking no further action.

President Jacqueline Hemmer called the special meeting to order at 5:30 p.m.

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

**EXCUSED:** Board Treasurer Boknevitc

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

## CONSENT AGENDA ACTION ITEMS:

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

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

☐ Bills totaling \$41,989.01 and payroll/payroll-related bills totaling \$460,229.77.

☐ Personnel Items:

1. The family medical leave for Intermediate School Teacher, Donald Markiewicz.
2. The family medical leave for High School Custodian, Jeff Dean.

3. The following athletic / extra-curricular contracts for the 2007-2008 school year:

**SFEA Extra-Curricular Contracts**

Mary Ellen Flanagan, PI-34 Mentor	1,000.00
Diana Krumenauer, PI-34 Mentor	1,000.00
Eileen Wagner, PI-34 Mentor	1,000.00
<b>Total SFEA Extra-Curricular Contracts:</b>	<b>\$ 3,000.00</b>

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the 2008 field trip to Costa Rica contingent upon an appropriate chaperone ratio compliant with Board policy was unanimously approved.

Upon motion by Ms. Hemmer, seconded by Mr. Iwanski, the High School Girls Varsity Basketball field trip request to Winona, Minnesota contingent upon an appropriate chaperone ratio compliant with Board policy was unanimously approved.

The scheduled closed session after the meeting was cancelled. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the regular meeting adjourned at 5:44 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**December 10, 2007**

APPROVED MINUTES

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

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

**EXCUSED:** None

**VISITORS:** Mr. Mark DiStefano, St. Francis High School Principal; Ms. Jane Carney ☞ Chartwells Dining Services, Inc.; no public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Ms. Mayer to approve the agenda for December 10, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:** None

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

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

☐ Bills totaling \$124,620.32 and payroll/payroll-related bills totaling \$315,706.09.

☐ Personnel Items:

1. The FTE increase from .70 FTE to .90 FTE for Erin Robers, School Social Worker for the remainder of the 2007-2008 school year.
2. The FTE increase from .90 FTE to 1.0 FTE for Erin Robers, School Social Worker for the 2008-2009 school year.
3. The 2008 family medical leave for Special Education Teacher, Hillary Marshall.
4. The following athletic / extra-curricular contracts for the 2007-2008 school year:

**SFEA Extra-Curricular Contracts**

Carla Herried, Peer Helpers*	835.53
Sarah Marcet, Peer Helpers*	835.53
<b>Total SFEA Extra-Curricular Contracts:</b>	<b>\$ 1,671.06</b>

\*Contract(s) supercede prior contract(s) issued/approved at the 11/26/07 Board meeting.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the Southwest School-to-Work Consortium tuition agreements were unanimously approved.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the District donation of a VHS camcorder ☐ 2000 model from Ms. Carla Herried was unanimously approved.

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

Mr. Mark DiStefano - St. Francis High School Principal, presented the following High School course proposals for the 2008-2009 school year:

- ☐ New International Business Elective Course Offering
- ☐ New Strength and Conditioning Elective Course Offering
- ☐ New Mariner Service Learning Elective Course Offering
- ☐ New AP Spanish Elective Course Offering (will replace the current Spanish 5 course offering)

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the four proposals were unanimously approved as presented.

Superintendent Topinka presented a request for Local Education Agency authority for the District Speech Pathologist, Ms. Cathy Gillespie. Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the request was unanimously approved.

Business Manager Kelly reported on the following:

- 1) Ms. Jane Carney from Chartwells Dining Service, Inc. presented information on a proposed school breakfast program. Ms. Carney entertained questions from the Board regarding a proposed pilot program to begin in April 2008. Board Treasurer Boknevit requested additional information to include creating a project plan and timeline for further review at a future Board meeting. Superintendent Topinka will return with the requested additional information at the January 7, 2008 Board meeting
- 2) Business Manager Kelly presented the following HIPAA resolutions for Board approval:

**RESOLVED**, that the District hereby elects to exempt its employee health benefit plans from the mandates that would otherwise be required under the Federal Mental Health Parity Act.

**FURTHER RESOLVED**, that the Superintendent or Superintendent's Designee will have the authority to take any and all actions necessary to implement the intent of the foregoing resolution including, but not limited to, the preparation and distribution of appropriate notices to health plan participants, employee representatives and the Center for Medicare and Medicaid Services.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the HIPAA resolutions were unanimously approved as presented.

- 3) Business Manager Kelly presented information and recommendations to approve a District-determined stipend for the Working Maintenance Foreman position. After discussion and upon motion by Mr. Boknevit, seconded by Ms. Rutter, the proposed stipend was unanimously approved as presented.

Board Members reported on the following:

- 1) The December PTO Potluck Dinner was cancelled and rescheduled for January 9, 2008 at Willow Glen Primary School.
- 2) There has been some confusion regarding whether or not there will be a New Year's Celebration sponsored by the St. Francis Police Department at Deer Creek Intermediate School. Superintendent Topinka will verify if the event is still scheduled.

Superintendent Topinka reported on the following:

- 1) School Perceptions is scheduled to attend the January 7, 2008 Board meeting to provide information to the Board on the recent community survey.
- 2) The Board will meet on January 14, 2008 to identify needs of the District.
- 3) The Willow Glen Primary School Holiday Concert is December 12, 2007. Grades K4-1 will perform at 12:30 p.m. Grades 2-4 will perform at 2:30 p.m.

Board President Hemmer reported on the following:

- 1) President Hemmer encouraged fellow Board Members to submit their lists of possible citizens that may be interested in participating on the Citizen Referendum Committee. Superintendent Topinka needs the information by January.
- 2) The Board will be completing a Superintendent evaluation in the next month.
- 3) The Costa Rica Pancake Breakfast is scheduled for December 15, 2007 from 9:00 a.m. to 12:00 p.m.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 8:12 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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SCHOOL BOARD WORK SESSION / REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**November 26, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the work session to order at 5:07 p.m.

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

**EXCUSED:** Business Manager Kelly; Mr. John Kloppenburg; and Mr. Jason Dropik

**VISITORS:** Dr. Jack Linehan / Dr. Michael Dickmann ☞ Cardinal Stritch University; Building Administrators Mancl, Balster and DiStefano; Peter Graven; Ellen Gyland and Judy Savick; (1) public visitor (sign-in sheets retained in official minute book)

The work session attendees reviewed the St. Francis School District 2007-2012 Strategic Plan Comprehensive Draft 2 for the purpose of further discussion and revisions. Dr. Michael Dickmann led the strategic planning work session.

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

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

**EXCUSED:** Business Manager Kelly

**VISITORS:** (1) public visitor (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Mr. Boknevit to approve the agenda for November 26, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:** None

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

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

- Minutes of November 5, 2007
- Bills totaling \$189,310.52 and payroll/payroll-related bills totaling \$693,342.41.
- Personnel Items:
  1. The appointment of Beth Christensen, part-time Special Education Paraprofessional for the 2007-2008 school year.
  2. The following athletic / extra-curricular contracts for the 2007-2008 school year:

**SFEA Extra-Curricular Contracts**

Terry Benka, 10 <sup>th</sup> Grade Class Advisor	668.42
Terry Benka, HS National Honor Society	835.53
Sue Clarey, PI-34 Mentor	1,000.00
Sarah Danek, Band (HS)	2,005.26
Sarah Danek, Band (Intermediate)	835.53
Chris Dusold, HS Detention	3,917.30
Laura Edwin, 11 <sup>th</sup> Grade Class Advisor	1,921.71
Laura Edwin, PI-34 Mentor	1,000.00
Erich Gottfried, HS Science Club	835.53
Larry Hanlon, HS International Club	960.86
Stephanie Henkhaus, HS Art Club	835.53
Carla Herried, Peer Helpers	417.77

Trudy Hundt, PI-34 Mentor	1,000.00
Mike King, District Web Administrator	5,464.33
Jack LoPresti, HS Stock Market Club	835.53
Nicole Mastaglio, HS Yearbook	2,924.34
Sarah Marcet, Peer Helpers	417.77
Angela Olson, HS Writing Club	835.53
David Santi, 12 <sup>th</sup> Grade Class Advisor	1,921.71
Nick Schuster, PI-34 Mentor	1,000.00
Jessica Senn, HS International Club	960.86
Jeffrey Shoemaker, Chorus (HS)	1,503.95
Jeffrey Shoemaker, Chorus (Intermediate)	334.21
<b>Total SFEA Extra-Curricular Contracts:</b>	<b>\$32,431.67</b>

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

Board Members reported on the following:

- 1) Board Treasurer Boknevitiz reported the Association of Commerce awarded Alderwoman Debbie Fliss as "Citizen of the Year."

There was no report from Superintendent Topinka.

Board President Hemmer reported on the following:

- 1) President Hemmer responded to the "thank you" note received from the Governor's wife, Mrs. Jessica Doyle.
- 2) The next PTO meeting is scheduled for Wednesday, December 15, 2007 at 6:00 p.m.
- 3) The next regular School Board meeting is scheduled for December 10, 2007 at 6:30 p.m. There is only one meeting scheduled in December.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 6:50 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

#### REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**November 5, 2007**

#### APPROVED MINUTES

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

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

issues.

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

**EXCUSED:** Board Vice President Iwanski

**VISITORS:** Business Manager Kelly was in attendance.

The President called closed session to order at 6:04 p.m. The Board reconvened into open session at 6:30 p.m., taking no action.

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

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

**EXCUSED:** Board Vice President Iwanski

**VISITORS:** Ms. Kathleen Reeves ☐ Willow Glen Teacher; (2) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Mr. Boknevit to approve the agenda for November 5, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:** None

**COMMENTS FROM VISITORS:**

Mr. Jim Kolb inquired about the budget and what the percentage of non-resident students attend the St. Francis School District.

High School student, Ben Opala expressed his displeasure via tape recorder about the recent article on the High School's drop out rate.

**CONSENT AGENDA ACTION ITEMS:**

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

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

☐ Minutes of October 15, 2007

☐ Corrected Minutes of October 22, 2007

☐ Minutes of October 31, 2007

☐ Bills totaling \$392,131.93 and payroll/payroll-related bills totaling \$377,942.77.

☐ Personnel Items:

1. The appointment of Courtnie Korpela, part-time Special Education Paraprofessional for the 2007-2008 school year.

2. The following athletic / extra-curricular contracts for the 2007-2008 school year:

**Non-SFEA Athletic Contracts**

Mark Beaumont, Strength & Conditioning Coach 3,500.00

**Total Non-SFEA Athletic Contracts: \$ 3,500.00**

## REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Revised School Board Policy B-04 on Procedures was presented for review. After careful review and upon a motion by Ms. Hemmer, seconded by Mr. Boknevit, the revised School Board Policy B-04 was unanimously approved with the changes noted.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented budget adjustments to correspond with the actual aid provided. After discussion and upon motion by Ms. Rutter, seconded by Mr. Boknevit, the 2007-2008 budget adjustments were unanimously approved as presented.
- 2) Business Manager Kelly presented renewal information on the District's Financial Planning Program contract with PMA Financial Network, Inc. After review and upon motion by Ms. Rutter, seconded by Mr. Boknevit, the renewed contract with PMA Financial Network, Inc. was unanimously approved.
- 3) Business Manager Kelly presented a proposal for snow/ice management services from KEI, Inc. The District received only one proposal. After review and upon motion by Ms. Rutter, seconded by Mr. Boknevit, the proposal from KEI, Inc. was unanimously approved.

Board Members reported on the following:

- 1) A brief discussion ensued regarding the recent Association of Commerce dinner attended by the Board and Administration.
- 2) Board Member, Diane Mayer received notes of appreciation for her contribution for making / selling scarves for the benefit of families affected by the Crandon tragedy, as well as, her contribution of forty (40) hats and scarves donated to the students of Willow Glen Primary School.

Superintendent Topinka reported on the following:

- 1) Superintendent Topinka introduced Ms. Kathy Reeves, 1<sup>st</sup> Grade Teacher at Willow Glen Primary School.
- 2) Superintendent Topinka discussed the District's response to the recent press coverage regarding St. Francis High School's dropout rate for the 2006-2007 school year.
- 3) The St. Francis High School Open House is scheduled from 6:45 p.m. to 8:00 p.m.
- 4) Superintendent Topinka reported Willow Glen students are scheduled to make a presentation at the Wisconsin Association of School Boards conference in January 2008.
- 5) The Wisconsin Governor's wife, Mrs. Jessica Doyle is scheduled to visit Deer Creek Intermediate School on Tuesday, November 6, 2007.
- 6) The next regular Board meeting is scheduled for November 26, 2007 in the St. Francis High School Library. A work session will begin at 5:00 p.m., followed by the regular meeting at 6:30 p.m.

Board President Hemmer reported on the following:

- 1) On Wednesday, November 7, 2007 Chartwells Dining Service, Inc. will sponsor their Annual Thanksgiving Dinner for senior citizens residing in St. Francis. The event will take place at in the St. Francis High School cafeteria from 12:00 p.m. to 2:00 p.m.
- 2) President Hemmer expressed the importance of staying on track for the community survey publication.
- 3) President Hemmer expressed her appreciation to fellow Board Treasurer Boknevit for succinctly and accurately addressing the inquiries by St. Francis citizen, Mr. Kolb.

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the President declared the regular meeting adjourned at 7:27 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk



**October 31, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 5:00 p.m.

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

**EXCUSED:** Board Clerk Rutter

**VISITORS:** None

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

A motion was made by Ms. Hemmer, seconded by Mr. Boknevitz to approve the agenda for October 31, 2007. Motion was unanimously approved.

**ACTION ITEMS:**

Upon motion by Mr. Boknevitz, seconded by Ms. Hemmer, the Certification of Tax Levy Resolution was unanimously approved.

Upon motion by Ms. Mayer, seconded by Mr. Boknevitz, the President declared the regular meeting adjourned at 5:15 p.m.

Approved by: Diane F. Mayer, Acting School Board Clerk

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SPECIAL SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**October 22, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 6:15 p.m.

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

**PRESENT:** Board Members Hemmer, Boknevitz, Rutter, Mayer, and Business Manager Kelly

**EXCUSED:** Board Vice President Iwanski; Superintendent Topinka

**VISITORS:** None

The President called closed session to order at 6:15 p.m. The Board reconvened into open session at 6:37 p.m., taking no action.

President Hemmer called the special meeting to order at 6:37 p.m.

**PRESENT:** Board Members Hemmer, Iwanski (arrived at 7:00 p.m.), Boknevitz, Rutter, Mayer, and Business Manager Kelly

**EXCUSED:** Superintendent Topinka

**VISITORS:** None

Business Manager Kelly 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 Ms. Mayer to approve the agenda for October 22, 2007. Motion was unanimously approved.

## **PLEDGE OF ALLEGIANCE**

### **ACTION ITEMS:**

Upon motion by Ms. Rutter, seconded by Mr. Boknevitz, the Youth Option Program request for 2<sup>nd</sup> semester of the 2007-2008 school year was unanimously approved.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the resolution authorizing temporary borrowing in amount not to exceed \$3,100,000.00 pursuant to Section 67.12(8)(a)1, Wisconsin Statutes was unanimously approved.

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

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented an update on the 2007-2008 budget and reviewed the revenue limit worksheet. Ms. Kelly presented two scenarios for the District. Scenario A with current state law and Scenario B with changes that could possibly occur if the Governor's budget is passed. The 2007-2008 budget adjustments will be presented to the Board for approval at the November 5, 2007 regular School Board meeting.

Upon motion by Mr. Boknevitz, seconded by Ms. Mayer, the President declared the regular meeting adjourned at 7:08 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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## **SPECIAL WORK SESSION / REGULAR SCHOOL BOARD MEETING**

**HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY**

**October 15, 2007**

### **APPROVED MINUTES**

President Jacqueline Hemmer called the referendum work session to order at 5:00 p.m.

**PRESENT:** Board Members Hemmer, Iwanski, Boknevitz, Rutter, Mayer (arrived at 5:50 p.m.), Superintendent Topinka, and

Business Manager Kelly

**EXCUSED:** None

**VISITORS:** Mr. Bill Foster and Mr. Bruce Connolly <sup>##</sup> School Perceptions, Inc.; Mr. Matt Karshna <sup>##</sup> District Facilities Coordinator

## **REFERENDUM WORK SESSION**

The Board reviewed a draft of the proposed referendum community survey and made necessary revisions. The Board will receive a final draft before the survey is implemented. The survey is expected to start November 1, 2007 and will end November 21, 2007 (the Wednesday before Thanksgiving). Survey results will be available in December.

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

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

**EXCUSED:** None

**VISITORS:** Mr. Matt Karshna <sup>##</sup> District Facilities Coordinator; Ms. Chantell Balzell <sup>##</sup> CNI Newspapers, Inc.

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

A motion was made by Ms. Rutter, seconded by Mr. Boknevit to approve the agenda for October 15, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:** None

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

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

- ☐ Minutes of September 17, 2007
- ☐ Minutes of September 28-29, 2007
- ☐ Bills totaling \$143,189.97 and payroll/payroll-related bills totaling \$655,914.43.
- ☐ Personnel Items:
  1. The appointment of Cathy Gillespie, Speech/Language Pathologist effective October 8, 2007 for the 2007-2008 school year.
  2. The appointment of Brandon Sexton as 2<sup>nd</sup> Shift Custodian for the 2007-2008 school year.
  3. The change in retirement year request from Sue Dohr, District Librarian.
  4. The recall of two (2) full-time special education paraprofessional positions and the reconfiguration of one (1) of the recalled full-time paraprofessional positions to two (2) part-time positions.
  5. The following athletic / extra-curricular contracts for the 2007-2008 school year:

**SFEA Extra-Curricular Contracts**

Candy Dowd, Cadets CIII	1,169.74
Peter Graven, Newspaper (Intermediate) CIV	2,255.92
Ellen Kohls, HS Extra Class CIV ☐ READ 180	
4,700.76	
Kelli Krall, Young Authors Club CIII	
835.53	
Yukari Pack, Japanese Sister School CIII	1,086.18
Missy Zeman, MS Student Council CIII	1,336.84
<b>Total SFEA Extra-Curricular Contracts:</b>	<b>\$11,384.97</b>

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, three of the four Youth Option Program requests for 2<sup>nd</sup> semester of the 2007-2008 school year were unanimously approved. Superintendent Topinka will obtain additional information on the fourth request and bring it back for discussion and possible action at the next School Board meeting.

## REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Discussion ensued concerning proposed new Chapter 220 seats for the 2008-2009 school year and how the Chapter 220 Program impacts the tax levy. The 2008-2009 Inter-District Voluntary Transfer Agreement was also presented for discussion in conjunction with the approval of new Chapter 220 seats. Upon motion by Mr. Boknevitz, seconded by Ms. Hemmer, the 2008-2009 Inter-District Voluntary Transfer Agreement and the decision for no new Chapter 220 seats for the 2008-2009 school year was unanimously approved.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented updates on the High School football field lights and snack shack. After discussion and upon motion by Ms. Rutter, seconded by Ms. Hemmer, the District funding for the snack shack water issue was unanimously approved with 50% to be funded from Fund 80, 50% from Fund 10, not to exceed the estimated cost of \$32,000.00. The High School football field lighting issue has been temporarily put on hold. District Facilities Coordinator, Mr. Matt Karshna will be working on the press box repair issues.
- 2) Business Manager Kelly presented information on the installation of a milk vending machine at the High School. The initial purchase cost is approximately \$4,000.00. After discussion and upon motion by Mr. Boknevitz, seconded by Ms. Rutter, the proposed purchase of a milk vending machine to be placed in the High School student lounge was unanimously approved.
- 3) Business Manager Kelly presented an update on the High School kitchen floor issues. The kitchen flooring buckled and has been temporarily fixed. Repairs will be completed during Teachers' Convention at the end of October.
- 4) Business Manager Kelly reported there is no budget update. Equalized values came in at 8%. Ms. Kelly requested a special Board meeting to approve short-term borrowing, budget adjustments, and the tax levy.

Board Members reported on the following:

- 1) The Wisconsin Association of School Boards Regional Meeting held on October 9, 2007 was well attended.

There was no report from Superintendent Topinka.

Board President Hemmer reported on the following:

- 1) President Hemmer reminded Board Members to get their community letter lists to Superintendent Topinka.
- 2) President Hemmer expressed her appreciation that building newsletters are included in Board packets. The information keeps the Board informed of events happening at the schools.
- 3) Annually, the St. Francis Association of Commerce invites the St. Francis Common Council and the St. Francis School Board / Superintendent to their dinner meeting. The meeting is scheduled for Wednesday, October 24, 2007.
- 4) The Wisconsin Association of School Boards sponsors several informational presentations. Some of the upcoming presentations include the 2007 WSAA-WASB School Law Seminar and the 2007 Legislative Issues Conference.
- 5) President Hemmer expressed her appreciation to all that attended the long-term planning work session on Friday, September 28 and Saturday, September 29, 2007.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the regular meeting adjourned at 8:53 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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SCHOOL BOARD LONG-TERM PLANNING WORK SESSION

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**September 28, 2007 (&) September 29, 2007**

APPROVED MINUTES

Friday, September 28, 2007

President Hemmer called the regular meeting / long-term planning work session to order at 2:30 p.m.

**PRESENT:** Board Members Hemmer, Iwanski, Boknevitcz (excused at 5:50 p.m.), Rutter, Mayer, Superintendent Topinka, and Business Manager Kelly

**EXCUSED:** None

**VISITORS:** Dr. Jack Linehan / Dr. Michael Dickmann <sup>FF</sup><sub>PD</sub> Cardinal Stritch University; Building Administrators Mancl, Balster and DiStefano; John Kloppenburg; Jason Dropik; Peter Graven; Ellen Gyland and Judy Savick (sign-in sheets retained in official minute book)

Superintendent Topinka reported that proper notification of this meeting has been posted in accordance with the open meeting laws of the State of Wisconsin. A motion was made by Ms. Rutter, seconded by Mr. Boknevitcz to approve the agenda for September 28, 2007. Motion was unanimously approved.

## **PLEDGE OF ALLEGIANCE**

## **CONSENT AGENDA ACTION ITEMS:**

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

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

<sup>FF</sup><sub>PD</sub> Bills totaling \$165,342.26 and payroll/payroll-related bills totaling \$204,951.25.

<sup>FF</sup><sub>PD</sub> Personnel Items:

1. The letter of resignation from Michael Stica, Custodian effective October 16, 2007.

## **WORK SESSION (DAY 1):**

Introductions of the long-term work session participants were made. School Board President Hemmer and Superintendent Topinka expressed their appreciation to participants for their commitment to this important process.

The long-term work session began with addressing the many challenges school districts face. The work session participants reviewed what <sup>FF</sup><sub>PD</sub>strategic planning<sup>FF</sup><sub>PD</sub> means and focused on the following five (5) questions:

<sup>FF</sup><sub>PD</sub> Who are we?

<sup>FF</sup><sub>PD</sub> Where are we?

<sup>FF</sup><sub>PD</sub> Where are we going?

<sup>FF</sup><sub>PD</sub> How will we get there?

<sup>FF</sup><sub>PD</sub> How will we know we are there?

The Board will reconvene again on Saturday, September 29, 2007 from 8:00 a.m. to 4:00 p.m. to continue the second part of the work session. Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the work session adjourned at 6:20 p.m.

## **WORK SESSION (DAY 2) <sup>FF</sup><sub>PD</sub> SATURDAY, SEPTEMBER 29, 2007**

President Hemmer called the long-term planning work session to order at 8:00 a.m.

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

**EXCUSED:** None

**VISITORS:** Dr. Jack Linehan / Dr. Michael Dickmann <sup>FF</sup><sub>PD</sub> Cardinal Stritch University; Building Administrators Mancl, Balster and DiStefano; John Kloppenburg; Jason Dropik; Peter Graven; Ellen Gyland and Judy Savick (sign-in sheets retained in official minute book)

Superintendent Topinka reported that proper notification of this meeting has been posted in accordance with the open meeting laws of the State of Wisconsin. A motion was made by Mr. Boknevitcz, seconded by Ms. Rutter to approve the agenda for September 29, 2007. Motion

was unanimously approved.

## PLEDGE OF ALLEGIANCE

Day two of the long-term planning work session opened with a discussion on what the participants deem to be the three (3) biggest issues to face our world in the next five (5) years. By process of elimination, the group of participants narrowed down issues brought forward. The participants discussed what our students would need to KNOW <sup>☞</sup> DO <sup>☞</sup> BE in order to be able to survive these future issues and developed a SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis of the St. Francis School District. The participants followed up with an exercise that identified the following scenarios for the St. Francis School District:

- A. Current State
- B. Worst Case Scenario
- C. Best Case Scenario

Discussion ensued and participants worked on a culmination activity that used the information obtained from all previous activities to develop goals and strategies.

All information was submitted to the work session facilitators from Cardinal Stritch University to assist with future work sessions. At which time, the School Board will review the mission and goals for possible adoption by the District.

Upon motion by Ms. Rutter, seconded by Mr. Boknevitiz, the President declared the work session adjourned at 3:53 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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## REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**September 17, 2007**

### APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 6:15 p.m.

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

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

**EXCUSED:** None

**VISITORS:** Business Manager Kelly was in attendance.

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

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

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

**EXCUSED:** None

**VISITORS:** Mr. Terry Balster <sup>☞</sup> Deer Creek Principal; Mr. E.J. Higgins <sup>☞</sup> Deer Creek Physical Education Teacher; Mrs. Jean Gerasch <sup>☞</sup> Willow Glen Physical Education Teacher; Mr. John Kloppenburg <sup>☞</sup> District Athletic/Recreation Coordinator; (1) public visitor (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Boknevitiz, seconded by Ms. Rutter to approve the agenda for September 17, 2007. Motion was unanimously

approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:**

A note of appreciation from High School Guidance Secretary, Ms. Kathy Thompson regarding sympathies received from the District on the recent passing of her mother.

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

Upon motion by Mr. Boknevitz, seconded by Ms. Mayer, the following Consent Agenda Action Items were unanimously approved:

- FF PB Minutes of July 16, 2007
- FF PB Minutes of July 30, 2007
- FF PB Minutes of August 13, 2007
- FF PB Minutes of August 22, 2007
- FF PB Minutes of August 27, 2007
- FF PB Minutes of September 5, 2007
- FF PB Bills totaling \$262,465.71 and payroll/payroll-related bills totaling \$295,292.53.
- FF PB Personnel Items:
  1. The resignation of Lisa Gorski, Speech/Language Pathologist effective September 21, 2007.
  2. The following athletic / extra-curricular contracts for the 2007-2008 school year:

**SFEA Extra-Curricular Contracts**

April Alexander, HS Extra Class CIV	FF PB Math	4,700.76
Butch Bretzel, HS Extra Class CIV	FF PB Math	4,700.76
Laura Edwin, HS Extra Class CIV	FF PB Math	4,700.76
Nina Feest, HS Extra Class CIV	FF PB Social Studies	Semester 1 2,350.38
Erich Gottfried, HS Extra Class CIV	FF PB Science	4,700.76
Elizabeth Gridley, Drama Director CV		4,344.73
Trudy Hundt, HS Extra Class CIV	FF PB Science	4,700.76
Jack LoPresti, HS Extra Class CIV	FF PB Social Studies	4,700.76
Sarah Marcet, Freshman Class Advisor CIII		668.42
Sarah Marcet, HS Extra Class CIV	FF PB English	4,700.76
Nicole Morawski, HS Extra Class CIV	FF PB English	4,700.76
Yukari Pack, HS Extra Class CIV	FF PB Japanese	4,700.76

Daniel Schramka, FBLA Club CIII	835.53
Daniel Schramka, HS Extra Class CIV ☐ Business	4,700.76
Roberta Voss, HS Extra Class CIV ☐ FACE Semester 2	2,350.38
<b>Total SFEA Extra-Curricular Contracts:</b>	<b>\$57,557.04</b>

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the 7<sup>th</sup> grade field trip request to Chicago, Illinois on November 6, 2007 with the appropriate student/chaperone ratio was unanimously approved.

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

Mr. John Kloppenburg, District Athletic/Recreation Coordinator presented an update to the Board on ☐Preps on the Net.☐ At the present time, no Woodland Conference schools have contracted with this program. Board consensus was to not pursue a contract at this time.

Mr. E.J. Higgins, Deer Creek Physical Education Teacher and Mrs. Jean Gerasch, Willow Glen Physical Education Teacher presented an overview on the new physical education program in place for 7<sup>th</sup> and 8<sup>th</sup> grade students. The enriched program has been designed to meet State Standards, as well as, help teach students on various ways to stay fit.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented information on the High School football field lights. The lighting has been temporarily repaired, the wiring is faulty and will eventually need to be replaced. The Board directed Business Manager Kelly and District Facilities Coordinator Karshna to seek quotes for new lights and wiring.

Board Members reported on the following:

- 1) Board Treasurer Boknevit inquired about correspondence received from the St. Francis Public Library.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) Superintendent Topinka requested Board Members to sign up for the ☐Policy Review Committee.☐
- 2) Superintendent Topinka distributed a tentative listing of potential candidates for the ☐Citizens for Referendum Committee.☐

Board President Hemmer reported on the following:

- 1) The Board will conduct a long-term planning work session Friday, September 28, 2007 from 2:30 p.m. to 6:30 p.m. and 8:00 a.m. to 4:00 p.m., Saturday, September 29, 2007.
- 2) President Hemmer reminded Board Members to review meeting minutes and inform District Secretary, Ms. Lisa Jarosh of any revisions.
- 3) President Hemmer reminded School Board Members to register for the upcoming Wisconsin Association of School Boards Regional Meeting scheduled for October 9, 2007 at the Country Springs Hotel in Pewaukee.
- 4) The next scheduled regular School Board meetings are Monday, October 1, 2007 and Monday, October 15, 2007. Both meetings will commence at 6:30 p.m. in the St. Francis High School Library.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:45 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

SPECIAL SCHOOL BOARD MEETING

HELD IN THE DISTRICT OFFICE

**September 5, 2007**

APPROVED MINUTES

President Hemmer called the special meeting to order at 4:30 p.m.



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

**EXCUSED:** Board Members Iwanski and Boknevit; Superintendent Topinka

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

Business Manager Kelly 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. Rutter, seconded by Ms. Mayer to approve the agenda for September 5, 2007. Motion was unanimously approved.

**CONSENT AGENDA ACTION ITEMS:**

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

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

Personnel Items:

1. The appointment of Heather Slawinski as Elementary Special Education Replacement Teacher for the 1<sup>st</sup> semester of the 2007-2008 school year.
2. The contract covering September 17, 2007 through June 30, 2008 for Timothy Akins as Information Technology Systems Coordinator.
3. The 2007 family medical leave for Marilyn Rottel.
4. The FTE increase from .80 to 1.0 for Diana Krumenauer, Special Education Support Teacher for the 2007-2008 school year.
5. The FTE increase from .80 to 1.0 for Susan Lepak, Reading Teacher for the 2007-2008 school year.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the special meeting adjourned at 4:35 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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SPECIAL SCHOOL BOARD MEETING / WORK SESSION

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**August 27, 2007**

APPROVED MINUTES

President Hemmer called the special meeting to order at 5:00 p.m.

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

**EXCUSED:** Board Clerk Rutter

**VISITORS:** Mr. Bob Simi ☐ C.G. Schmidt Construction, Inc.; Mr. Rich Tennesen ☐ Epstein Uhen Architects, Inc.; Mr. Brian Brewer ☐ R. W. Baird, Inc.; Mr. Joe Donovan, Mr. Bill Foster and Mr. Bruce Connolly ☐ School Perceptions, Inc.; Building Principals Mancl, Balster and DiStefano; Chantell Balzell ☐ CNI Community Newspapers (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Iwanski, seconded by Ms. Hemmer to approve the agenda for August 27, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:** None

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

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

Bills totaling \$77,151.92 and payroll/payroll-related bills totaling \$526,713.24.

Personnel Items:

1. The appointment of Susan Lepak as Reading Teacher for the 2007-2008 school year.

**BOARD WORK SESSION:**

Proposed referendum options included, but, were not limited to:

Deer Creek Renovation K-6

- o Add offices to front of building.
- o Expand kitchen area for lunches.

High School Renovation 9-12 (Base Option)

- o Expand kitchen and cafeteria (like new concept).
- o Create new Science wing and expand common gymnasium entry.
- o Able to build without or minimal disruption.

High School Renovation 9-12 (Renovated Option)

- o Increase gymnasium size.
- o Move cafeteria
- o Add additional 100,000 square feet.

High School Renovation 7-12

- o Add 140,000 square feet

Discussion ensued; cost options were discussed; general floor plans reviewed.

Mr. Bob Simi, representative from C.G. Schmidt, Inc., discussed possible outsource services in assisting the District with a community survey. Mr. Simi made the suggestion to utilize School Perceptions, LLC.

President Hemmer suggested surveys be available at each school building's open house in late September.

Upon motion by Mr. Boknevitz, seconded by Ms. Hemmer, the President declared the special meeting / work session adjourned at 6:30 p.m.

Approved by: Russell J. Iwanski, Acting School Board Clerk

**August 22, 2007**

APPROVED MINUTES

President Hemmer called the special meeting to order at 2:30 p.m.

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

**EXCUSED:** Board Treasurer Boknevitiz

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

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

A motion was made by Ms. Hemmer, seconded by Mr. Iwanski to approve the agenda for August 22, 2007. Motion was unanimously approved.

**CONSENT AGENDA ACTION ITEMS:**

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

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

Personnel Items:

1. The appointment of Jessica Senn as Spanish Teacher for the 2007-2008 school year.
2. The appointment of Megan McGuire as Elementary Special Education Replacement Teacher for the 1<sup>st</sup> semester of the 2007-2008 school year.
3. The following athletic / extra-curricular contracts for the 2007-2008 school year:

**Non-SFEA Athletic Contracts**

Lawrence Piloczewski, Asst. Freshman Football Coach	\$2,116.67
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Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the special meeting adjourned at 2:34 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**August 13, 2007**

APPROVED MINUTES

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

The posted closed session pursuant to Wisconsin State Statutes 19.85 1(b) was cancelled.

**PRESENT:** Board Members Hemmer, Iwanski, Boknevitiz, Rutter, Mayer, Superintendent Topinka and Business Manager Orłowski

**EXCUSED:** None

**VISITORS:** Three (3) public visitors (sign-in sheets retained in official minute book)

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

State of Wisconsin.

A motion was made by Ms. Hemmer, seconded by Mr. Boknevit to approve the agenda for August 13, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:** None

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

President Hemmer inquired if there was any item(s) that should be removed from the consent agenda. The Board minutes from July 16, 2007 and July 30, 2007 were removed for further review.

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

Bills totaling \$150,873.36 and payroll/payroll-related bills totaling \$212,066.78.

Personnel Items:

1. The resignation request of Melissa Gilchrist, District Reading Teacher effective August 13, 2007.
2. The appointment of Jeff Shoemaker as Music/Choral Teacher for the 2007-2008 school year.
3. The appointment of Jason Dropik as Elementary Teacher for the 2007-2008 school year.
4. The following athletic / extra-curricular contracts for the 2007-2008 school year:

**SFEA Athletic Contracts**

Terry Benka, Freshman Girls Tennis Coach / EA C2	2,673.68
Terry Benka, Boys Varsity Golf Coach C2/HC	3,342.10
James Dorlack, Boys Varsity Baseball Coach C2 EA	3,342.10
Erich Gottfried, Boys Freshman Baseball Coach C2 EA	2,673.68
Mike King, Boys Varsity Tennis Coach C2/HC	3,342.10
George Logic, Boys/Girls Head Track Coach C2/HC	5,013.15
George Logic, Boys/Girls Cross Country Coach C2/HC	3,342.10
Carrie Miller, Girls Varsity Softball Coach C2/HC	3,342.10
Dave Santi, Boys Freshman Basketball Coach C1/EA	3,342.10
Dave Santi, JV Football Coach C1/EA	3,342.10
Dave Santi, Boys Junior Varsity Golf Coach C2/HC	2,673.68
Kelly Sweet, Junior Varsity Volleyball Coach C2/EA	2,005.26
Melissa Zeman, Freshman Volleyball Coach C2/EA	2,673.68
Melissa Zeman, Junior High Volleyball Coach C6	1,336.84
<b>Total SFEA Athletic Contracts:</b>	<b>\$ 42,444.67</b>

Non-SFEA Athletic Contracts

Mike Barna, Boys Freshman Tennis Coach EA CII 2YRS	2,272.63
Steve Bieschke, 7 <sup>th</sup> Grade Girls Basketball Coach C6 3YRS	1,022.94
Aimee Bunk, Boys 7 <sup>th</sup> Grade Basketball Coach C6 4YRS	1,270.00
Phil Chavez, Asst. Varsity Football Coach EA C1 4YRS	3,175.00
Peggy Chmielewski, Junior High Volleyball Coach C6 4+YRS	1,150.81
Sharon Galonski, Girls Varsity Volleyball Coach C2 HC 4+YRS	3,175.00
John Kloppenburg, Boys Varsity Basketball Coach C1 HC 4+YRS	2,063.75
Earl Kloss, Junior Varsity Football Coach EA C1 4+YRS	3,175.00
Beth Obst, Jr. High Pep Squad Coach 4YRS	1,270.00
Beth Obst, Spirit Squad Coach (Fall)/SS CV 2YRS	1,136.31
Beth Obst, Spirit Squad Coach (Winter)/SS CV 2YRS	1,420.39
Andrea O <sup>ff</sup> Connell-Kainz, Boys/Girls Asst. Track Coach CII/4+YR	2,540.00
Joe Paczocha, Boys Varsity Basketball Co-Coach CI/HC 4+YRS	2,063.75
Mike Pipp, Boys JV Basketball Coach CI EA 4+YRS	3,175.00
Ann Santi, Girls Freshman Basketball Coach C1 EA 4YRS	3,175.00
Scott Santi, Asst. Freshman Football Coach EA C1 4+YRS	2,116.67
Doug Sarver, Head Varsity Football Coach HC C1 4+YRS	4,127.49
Joseph Saskowski, Girls JV Basketball Coach C1 EA 4+YRS	3,175.00
Dave Scheel, Asst. Varsity Football Coach EA C1 4+YRS	3,175.00
Mike Scherman, Head Girls Tennis Coach HC C2 4+YRS	3,175.00
Randy Smith, Asst. Varsity Football Coach EA C1 4+YRS	2,116.67
Rachel Swick, JV Girls Tennis Coach EA C2 4+YRS	2,540.00
Mike Szydowski, Girls Jr. High Basketball Coach JH C6 4+YRS	1,270.00
Mike Szydowski, Girls Varsity Basketball Coach C1 HC 4+YRS	4,127.49
<b>Total Non-SFEA Athletic Contracts:</b>	<b>\$ 57,908.90</b>
<b><u>Non-SFEA Extra-Curricular Contracts</u></b>	
Hope Carr, Forensics CV 4+YRS	2,063.75
Chris Oglesby, Rec. Dept. Basketball Coach/Little Dribblers	500.00
Joseph Saskowski, Soccer Coach <sup>ff</sup> Rec. Dept.	500.00
Mike Szydowski, High School Student Council Advisor CIII 4+YRS	1,428.75
<b>Total Non-SFEA Extra-Curricular Contracts:</b>	<b>\$ 4,492.50</b>

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

Proposed changes for 7<sup>th</sup> and 8<sup>th</sup> grade electives were presented. Board Treasurer Boknevitiz expressed concerns regarding children that had signed up for electives the second to the last day of school without any parent input. President Hemmer inquired about the Costa Rica classes. Superintendent Topinka will obtain copies of other courses that are being offered.

Discussion ensued regarding the High School concession stand proposal. District Maintenance Coordinator, Mr. Matt Karshna will contact the City of St. Francis Engineer to obtain names and send out RFPs for the proposed sewer work. Superintendent Topinka will contact High School Principal DiStefano regarding press box issues.

There was further discussion on the proposed program, Preps on the Net. Representatives of Preps on the Net were in attendance to answer questions raised by the School Board. The proposed program would provide access to live and delay-feed video stream over the internet for Wisconsin high school basketball and football games via PrepsOnTheNet.com website. Further discussion is planned.

Business Manager Orlowski reported on the following:

- 1) Business Manager Orlowski reviewed the unaudited versus audited budget. Ms. Orlowski answered questions and presented rationale as to why the District spent more / less than was projected.
- 2) Business Manager Orlowski presented the 2007-2008 preliminary budget. Discussion ensued and upon motion by Mr. Boknevitiz, seconded by Mr. Iwanski, the proposed preliminary budget for 2007-2008 was unanimously approved.
- 3) Business Manager Orlowski presented and reviewed 2007-2008 preliminary annual meeting information. After review, Business Manager Orlowski asked the Board for their comments/revisions.

Board Members reported on the following:

- 1) The Joint City of St. Francis and St. Francis School District dinner meeting sponsored by the St. Francis Association of Commerce is tentatively scheduled for Wednesday, October 24, 2007.
- 2) Board Treasurer Boknevitiz inquired about the status of updating District policies.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) Superintendent Topinka discussed the staff's first day agenda. There will be a start of school reception, with breakfast served at 7:30 a.m., following with the presentation of anniversary bells to staff at 8:00 a.m.
- 2) The Board will conduct a long-term planning work session in the afternoon of Friday, September 28, 2007 and during the day from 8:00 a.m. to 4:00 p.m. on Saturday, September 29, 2007.
- 3) Superintendent Topinka presented a brief report on the District's administrative meeting with the St. Francis Police Department to discuss safety issues. The meeting was very productive and future meetings are planned.

Board President Hemmer reported on the following:

- 1) President Hemmer reported on the wonderful attendance at National Night Out. The event was enjoyed by all who attended.
- 2) President Hemmer spoke briefly on the importance of the District's Third Friday Pupil Count.
- 3) The Board is participating in the St. Francis Days Annual Parade on September 1, 2007 at 11:00 a.m. Board Clerk Rutter will be purchasing candy.
- 4) Teacher and custodial negotiations are still in process.
- 5) The Milwaukee Area Technical College is seeking a replacement for Board Member / Greendale School District Superintendent, Dr. William Hughes. The Appointment Committee meeting is September 13, 2007.
- 6) The District's Budget Hearing / Annual Meeting is scheduled for Monday, September 10, 2007 in the St. Francis High School Library. The Budget Hearing will commence at 6:30 p.m., with the Annual Meeting to follow at 7:00 p.m.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the regular meeting adjourned at 8:28 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

July 30, 2007

APPROVED MINUTES

President Hemmer called the regular meeting to order at 5:02 p.m.

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

**EXCUSED:** Board Member Mayer

**VISITORS:** Building Administrators Mancl, Balster and DiStefano; Mr. John Foster ☐ C.G. Schmidt; Mr. Bob Vajgrt ☐ Eppstein Uhen Architects, Inc. (sign-in sheets retained in official minute book)

Superintendent Topinka reported that proper notification of this meeting has been posted in accordance with the open meeting laws of the State of Wisconsin. A motion was made by Ms. Rutter, seconded by Mr. Boknevit to approve the agenda for July 30, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS / COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS**

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

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

- ☐☐ Bills totaling \$55,477.08 and payroll/payroll-related bills totaling \$223,560.33.
- ☐☐ Personnel Items:
  1. The letter of resignation from Christopher Berry, Elementary Special Education Teacher effective July 30, 2007.
  2. The letter of resignation from Angela Samman, Secondary Spanish Teacher effective July 30, 2007.
  3. The requested change in a previously Board approved family and medical leave for Kelly Pethan, Elementary Teacher.

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

Board Clerk Rutter presented new information in regards to the TIF/TID concerning the request to bring a sewer line from Lunham Avenue to the ☐candy shack☐ located on the High School property. Anticipated costs are not expected to exceed \$20,000.00. The Board will review and take possible action at the August 13, 2007 regular meeting, when the 2006-2007 final budget is presented.

**WORK SESSION TOPICS:**

Mr. John Foster ☐ C.G. Schmidt and Mr. Bob Vajgrt ☐ Eppstein Uhen Architects, Inc. presented an overview of referendum options. Discussion ensued to include the following referendum options:

- ☐☐ Renovate existing High School building (9-12)
- ☐☐ New High School Building (9-12)
- ☐☐ Move grades 7-8 to High School. Renovate High School building to accommodate grades 7-12.
- ☐☐ New building to accommodate grades 7-12.
- ☐☐ Renovate High School with improved gymnasium option.

The impact to Willow Glen Primary School and Deer Creek Intermediate School was also discussed.

The Board will meet on Monday, August 13, 2007 at 5:30 p.m. to 6:30 p.m. to discuss the communication piece to the referendum process. Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the President declared the work session adjourned at 7:30 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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REGULAR SCHOOL BOARD MEETING  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**July 16, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 5:45 p.m.

The posted closed session pursuant to Wisconsin State Statutes 19.85 1(b) was cancelled.

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

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

**EXCUSED:** Board Vice President Iwanski

**VISITORS:** Business Manager Orłowski was in attendance.

The President called closed session to order at 5:45 p.m. The Board reconvened into open session at 6:27 p.m., taking no action

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

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

**EXCUSED:** Board Vice President Iwanski

**VISITORS:** Five (5) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Ms. Mayer to approve the agenda for July 16, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS TO THE BOARD:** None

**COMMENTS FROM VISITORS:**

Ms. Colleen Rusch and Ms. Diane Wegner addressed the Board with a proposal to build a storage addition to the ☐snack shack.☐ Board Clerk Rutter will meet with the City of St. Francis Administrator, Mr. Ralph Voltner on Wednesday, July 18, 2007 at 2:30 p.m. to further discuss the future of the snack shack.

**CONSENT AGENDA ACTION ITEMS:**

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

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



- ☐ Minutes of June 25, 2007
- ☐ Minutes of June 27, 2007
- ☐ Bills totaling \$182,167.67 and payroll/payroll-related bills totaling \$578,668.81.
- ☐ Personnel Items:
  1. The resignation request of Lindsay Bremberger, Elementary School Teacher effective July 16, 2007.
  2. The resignation request of Mallory Kroon, Elementary/Secondary Music Teacher effective July 16, 2007.
  3. The appointment of Hillary Marshall as Interim Special Education Teacher for the 2007-2008 school year.
  4. The appointment of Brynne Hounsell as Secondary Social Studies Teacher for the 2007-2008 school year.
  5. The appointment of Daniel Schramka as Secondary Business Education Teacher for the 2007-2008 school year.
  6. The appointment of Todd VanCaster as Secondary Technology Education Teacher for the 2007-2008 school year.

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

The High School Japanese class field trip to Japan in June 2008 was presented to the Board for approval. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the High School Japanese class field trip to Japan in June 2008 was unanimously approved contingent upon compliancy with Board Policies D-17 and D17A.

A proposal to reinstate an Outdoor Education Program as part of the 7<sup>th</sup> grade curriculum was presented for approval. Discussion ensued. Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the proposal to reinstate Outdoor Education as part of the 7<sup>th</sup> grade curriculum was unanimously approved.

Athletic/Recreation Coordinator, Mr. John Kloppenburg presented information on ☐Preps on the Net.☐ The proposed program would provide access to live and delay-feed video stream over the internet for Wisconsin high school basketball and football games via PrepsOnTheNet.com website. This program will be revisited at a future meeting. Mr. Kloppenburg will present additional program information at that time.

Business Manager Orlowski reported on the following:

- 1) Business Manager Orlowski presented an update on the referendum project. The Construction Manager, C.G. Schmidt will be meeting with Superintendent Topinka and Business Manager Orlowski to further discuss various options, as well as, present financial information for the Board/Administrative work session on July 30, 2007.
- 2) Business Manager Orlowski presented the proposed 2007-2008 budget. Business Manager Orlowski reviewed the District's revenue limits and explained how this will impact the budget. At the present time, the District will have a balanced budget. Business Manager Orlowski anticipates this to change with actual expenditures and revenues.

There was no report from Board Members.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) Superintendent Topinka requested the August 6, 2007 Board meeting be changed to August 13, 2007 due to a conflict with an upcoming administrative/teacher conference.

Board President Hemmer reported on the following:

- 1) President Hemmer expressed appreciation to staff for their hard work and diligence to ensure District policies are up-to-date.
- 2) The Summer Cool 2007 Drama Class production of ☐The Little Mermaid☐ is Tuesday, July 24, 2007 at 4:30 p.m. and Wednesday, July 25, 2007 at 11:45 a.m. and 4:30 p.m.

- 3) National Night Out is Wednesday, August 8, 2007. This is a wonderful opportunity for the District Administration to meet residents and students outside of the schools.
- 4) The Wisconsin Association of School Boards recently published an article regarding School Board agendas and the importance of accurate, precise agenda listings. President Hemmer expressed the District's agendas are well within the scope required by the Wisconsin Association of School Boards. President Hemmer thanked the District Secretary, Lisa Jarosh and staff for their expertise and commitment to post accurate agendas.
- 5) The Board extends a warm welcome to the new High School Principal, Mr. Mark DiStefano. Mr. DiStefano started employment with the District July 1, 2007.
- 6) Mr. Phil Polasek passed away unexpectedly July 11, 2007. Mr. Polasek was a teacher with the St. Francis School District for 33 years. The Board extends their deepest condolences to the family of Phil Polasek.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevitz, the President declared the regular meeting adjourned at 8:45 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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SPECIAL SCHOOL BOARD MEETING

HELD IN THE DISTRICT OFFICE

**June 27, 2007**

APPROVED MINUTES

President Hemmer called the special meeting to order at 3:06 p.m.

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

**EXCUSED:** Business Manager Orłowski

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

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

A motion was made by Ms. Rutter, seconded by Mr. Boknevitz to approve the agenda for June 27, 2007. Motion was unanimously approved.

**AGENDA ACTION ITEMS:**

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

FF Personnel Items:

1. The appointment of Joseph Toniazzo as Elementary School Teacher for the 2007-2008 school year.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevitz, the President declared the special meeting adjourned at 3:08 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**June 25, 2007**

APPROVED MINUTES

President Hemmer called the regular meeting to order at 5:00 p.m.

**PRESENT:** Board Members Hemmer, Rutter, Mayer, Superintendent Topinka, and Business Manager Orłowski

**EXCUSED:** Board Members Iwanski and Boknevitc

**VISITORS:** District Maintenance Coordinator, Matthew Karshna (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Hemmer, seconded by Ms. Rutter to approve the agenda for June 25, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS / COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

President Hemmer inquired if there was any item(s) that should be removed from the consent agenda. Items 3 and 4 were removed.

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

Bills totaling \$54,523.21 and payroll/payroll-related bills totaling \$212,877.13.

Personnel Items:

1. The appointment of Kathleen Reeves as Elementary School Teacher for the 2007-2008 school year.
2. The appointment of Christopher Piper as Elementary School Teacher for the 2007-2008 school year.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board unanimously approved the 2006-2007 budget adjustments as presented.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board unanimously approved the following Act 25 Resolution:

“BE IT RESOLVED by the School Board of the St. Francis School District, Milwaukee County, Wisconsin, that the School District used fund balance to pay the school district’s unfunded pension liability directly to the Wisconsin Retirement System or to pay debt service for debt issued to refinance the balance of the unfunded pension liability [ss.121.07(6)(am) Wis. Stats.]. This applies to District expenditures made in the 2006-07 fiscal year, aidable in the 2007-08 fiscal year.”

Upon motion by Ms. Hemmer, seconded by Ms. Mayer, the Board unanimously approved the following Southeastern Wisconsin School Alliance Resolution and 66.03 Agreement:

“BE IT RESOLVED, that the School District of South Milwaukee retain Quarles and Brady, LLP, for the period of July 1, 2007 through June 30, 2008 as Legislative Counsel on a cooperative basis with the other school districts that are members of the Southeastern Wisconsin School Alliance, regarding matters of mutual interest as determined by the Alliance, including but not limited to, constitutional limitations on and legislative decisions relating to funding for education, research, public awareness and information sharing.

BE IT FURTHER RESOLVED, that the District share the fees for these services, plus reasonable and necessary expenses, with the other school districts that are members of the Southeastern Wisconsin School Alliance on the basis of \$4,000 annual fee for school districts participating in Southeastern Wisconsin School Alliance and Chapter 220 (SSLC) affiliation.”

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board unanimously adopts and approved the following Early Childhood Support Project Resolution and 66.0301 Agreement:

“WHEREAS, the school districts of South Milwaukee, Oak Creek-Franklin and St. Francis have established a partnership and whereas it appears that the educational interests of students in the school districts will best be served by the districts to implement the Early Childhood Support Project as authorized by the State of

Wisconsin, Department of Public Instruction;

BE IT HEREBY RESOLVED, that the School Boards of South Milwaukee, Oak Creek-Franklin and St. Francis agree to establish and maintain the Early Childhood Support Project to coordinate and enhance early intervention and special education services to young children with disabilities who are duly enrolled in Early Childhood EEN programs and child care centers in South Milwaukee, Oak Creek-Franklin, and St. Francis, pursuant to Section 66.0301 of the Wisconsin Statutes, for the 2007-2008 school year.”

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

Business Manager, Ms. Julie Orlowski reported on the following:

- 1) Business Manager Orlowski presented 2007-2008 liability and workers' compensation contract renewal information for Board review and approval. After discussion and upon a motion by Ms. Hemmer, seconded by Ms. Rutter, the 2007-2008 liability and workers' compensation contract renewal was unanimously approved.
- 2) Business Manager Orlowski presented recommendations for student and adult lunch fees. Discussion ensued. Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Board unanimously approved a \$0.05 increase to the current lunch fees, bringing fees to \$1.65 for grades K5-6<sup>th</sup> and \$1.90 for grades 7-12 and adult lunches.
- 3) Business Manager Orlowski, along with District Maintenance Coordinator, Matthew Karshna reviewed three (3) possible solutions to fix the District's current heating systems. A recommendation was made to approve Option 1 – a one-time maximum cost to the District of approximately \$31,950.00. Discussion ensued. Upon motion by Ms. Hemmer, seconded by Ms. Mayer, the Board unanimously approved Option 1 as the solution to fix the District's current heating systems.
- 4) The Construction Manager Interview Committee made a recommendation to hire C.G. Schmidt as Construction Manager for the referendum process. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board unanimously approved the hiring of C.G. Schmidt as Construction Manager for the District's referendum process.

There was no report from Board Members.

There was no report from Superintendent Topinka.

Board President Hemmer reported on the following:

- 1) Board Members participating in the 4<sup>th</sup> of July parade will assemble at 9:30 a.m. on the corner of Barland and Norwich Avenues.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the regular meeting adjourned at 5:58 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**June 18, 2007**

## APPROVED MINUTES

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

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

**EXCUSED:** Board Member Boknevitz and Business Manager Orłowski

**VISITORS:** Seven (7) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Ms. Hemmer to approve the agenda for June 18, 2007. Motion was unanimously approved.

### PLEDGE OF ALLEGIANCE

### COMMUNICATIONS / COMMENTS FROM VISITORS:

The Board received thank you notes from Elementary Teachers, Jeri Koss and Barb Sanders.

### CONSENT AGENDA ACTION ITEMS:

President Hemmer inquired if there was any item(s) that should be removed from the consent agenda. Items 7b through 7e were removed.

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

- Minutes of June 4, 2007
- Minutes of June 11, 2007
- Bills totaling \$296,065.93 and payroll/payroll-related bills totaling \$548,240.88.
- Personnel Items:
  1. The resignation request of Brad Browne, District Technology Coordinator effective June 30, 2007.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board unanimously approved the St. Francis Fourth of July Commission's request to utilize District grounds.

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

Elementary student, Theodore Chisholm presented a proposal for "The Fair Lunch Campaign." The campaign outlined a proposal to change the current procedures when students do not have lunch money. Board Clerk Rutter will review the current lunch policy and work with student, Theodore Chisholm to revise and ensure the policy meets the needs of all students.

Adjustments to the 2007-2008 school calendar were presented by the St. Francis Education Association. Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the 2007-2008 school calendar adjustments were unanimously approved.

The Business Manager's Report was deferred for a future meeting.

The Board Members reported on the following:

- 1) Vice President Iwanski reported on the recent construction company interviews. Vice President Iwanski expressed his appreciation to the interview committee for their hard work. The interview committee's recommendation will be brought back to the Board for approval at a future meeting.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) Superintendent Topinka requested the June 25<sup>th</sup> Board work session be changed to a regular meeting to begin at 6:30 p.m.

Board President Hemmer reported on the following:

- 1) The Board will conduct a long-term planning work session on the evening of Friday, September 28, 2007 and during the day on Saturday, September 29, 2007.
- 2) The next regular School Board meeting is scheduled for July 16, 2007 at 6:30 p.m. in the High School library.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:20 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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SPECIAL SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS SCHOOL DISTRICT OFFICE

**June 11, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 4:57 p.m.

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

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

**EXCUSED:** None

**VISITORS:** Business Manager Orlowski and Willow Glen Principal Mancl were in attendance.

The President called closed session to order at 5:00 p.m. Ms. Mancl was excused from the meeting at approximately 5:45 p.m. The Board reconvened into open session at 6:06 p.m., taking no action.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the special meeting adjourned at 6:07 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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SPECIAL/REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**June 4, 2007**

APPROVED MINUTES

School Board Clerk Rutter called the special meeting to order at 5:30 p.m.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the Board moved into closed session at 5:35 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 Iwanski, Rutter, Mayer, and Superintendent Topinka

**EXCUSED:** Board Members Hemmer and Boknevit

**VISITORS:** Parent, sibling and student; Dr. Gerald Luecht, St. Francis High School Principal; and Mr. Terry Benka, St. Francis High School Dean of Students

The Board reconvened into open session at 6:42 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board moved unanimously to expel the student brought forth for expulsion hearing. The student is hereby permanently expelled from the School District of St. Francis, all classroom and school-related activities, as well as, School District premises, from this date forward until his 21<sup>st</sup> birthday.

President Hemmer called the regular meeting to order at 6:42 p.m.

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

**EXCUSED:** Board Member Boknevitcz

**VISITORS:** Ms. Michelle Mancl – Willow Glen Primary School Principal (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Ms. Mayer to approve the agenda for June 4, 2007. Motion was unanimously approved.

#### **PLEDGE OF ALLEGIANCE**

#### **COMMUNICATIONS / COMMENTS FROM VISITORS:**

The Board received a thank you note from High School student, Kayla Ljubic.

The Board received a letter of concern from St. Francis citizen, Ms. Audrey Szymkowski. Mr. Balster, Deer Creek Principal, offered to send a response letter to Ms. Szymkowski.

#### **CONSENT AGENDA ACTION ITEMS:**

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

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

- Minutes of May 21, 2007
- Bills totaling \$178,427.06 and payroll/payroll-related bills totaling \$317,665.49.
- Personnel Items:
  1. The resignation request of Steve Wills, High School Teacher effective June 30, 2007.
  2. The appointment of Mary Koch as Elementary School Teacher for the 2007-2008 school year pending satisfactory reference/background checks.
  3. The 2007 family medical leave for Kari Podolski.
  4. The 2007 family medical leave for Erin Robers.
  5. The following extra-curricular contracts for the 2006-2007 school year:

#### **Non-SFEA Athletic**

Joe Kooping, Boys JV Basketball Coach/EA CII 4+YRS \$2,540.00

**Total Non-SFEA Athletic Contracts: \$2,540.00**

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board unanimously approved the 2007 Summer School contracts.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board unanimously approved the 2007-2008 CESA #1 Service Contract.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Board unanimously approved RESOLUTION NO. 1 of the St. Francis School District as follows:

RESOLVED, that from and after the 4<sup>th</sup> day of June, 2007, the buildings and other property belonging to the St. Francis School District be insured in the Local Government Property Insurance Fund, under Chapter 605, Wis. Stats., and amendments thereto.”

The Clerk of the St. Francis School District is hereby directed to carry out the provisions of this Resolution.

Dated this 4<sup>th</sup> day of June, 2007.

Adopted this 4<sup>th</sup> day of June, 2007.

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

High School Principal, Dr. Gerald Luecht presented information on projected course overloads for the 2007-2008 school year. Discussion ensued. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the projected course overloads were unanimously approved as presented pending adjustments in student population and class offerings.

High School Principal, Dr. Gerald Luecht presented an overview of the WINSS website, showing test scores for the St. Francis High School.

Curriculum and Instruction Coordinator, Ms. Michelle Mancl presented models of a “Successful School District.”

Willow Glen Principal, Ms. Michelle Mancl presented Willow Glen’s End-of-Year Report. Ms. Mancl discussed how important it is to treat children as you want to be treated and how this has positively impacted the staff and students at Willow Glen Primary School. Ms. Mancl also reviewed 2006-2007 goals.

Deer Creek Principal, Mr. Terry Balster presented Deer Creek’s End-of-Year Report. Mr. Balster reviewed survey information from October 2006 and May 2007. Mr. Balster reviewed WKCE data and stressed the importance of having additional methods to assess student learning. An overview for the 2007-2008 school year was reviewed. There were concentrated efforts on the 2007-2008 daily schedules to ensure meaningful learning for all students.

Business Manager, Ms. Julie Orłowski reported on the following items:

- 1) Business Manager Orłowski presented a proposal for a nine (9)-camera channel Matrix DVR from ADT. Upon motion by Ms. Hemmer, seconded by Ms. Mayer, the security camera proposal from ADT was approved. Board Members Hemmer, Rutter and Mayer voted aye. Board Vice President Iwanski abstained from voting.
- 2) Business Manager Orłowski presented contract renewal information on the District’s Athletic Trainer. The current contract with Wheaton Franciscan Rehabilitation Services expires in June. The approximate cost associated with the contract renewal is \$8,000.00. Further discussion ensued. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the Athletic Trainer contract with Wheaton Franciscan Rehabilitation Services was unanimously approved.
- 3) Business Manager Orłowski presented information on the contract renewal with Gallagher Benefit Services. After discussion and upon motion by Ms. Rutter, seconded by Ms. Mayer, the contract with Gallagher Benefit Services was unanimously approved.

Board Members reported on the following:

- 1) The Board expressed their appreciation to Lisa Jarosh, District Secretary for her commitment and loyalty to the District. The District will compensate the District Secretary with one day’s pay for her hard work and efforts.
- 2) The staff at Deer Creek should be commended for their compassion and professionalism while dealing with a recent emergency at Deer Creek Intermediate School.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) Superintendent Topinka informed the Board of a change in date for the District’s Annual Meeting. The District’s Annual Meeting is now scheduled for September 10, 2007, with a regular Board meeting to follow.
- 2) High School Teacher, Erich Gottfried’s father passed away suddenly. The District sends their sympathies and will be sending a plant to the memorial service.



- 3) The District Staff End-of-Year Celebration is scheduled for Thursday, June 7, 2007 at the Carleton Grange in St. Francis from 3:30 p.m. to 5:30 p.m.
- 4) Superintendent Topinka attended the recent District Choir and Band Concerts. Both concerts were excellent.

Board President Hemmer reported on the following:

- 1) The St. Francis High School graduation ceremony is Friday, June 8, 2007 at 7:00 p.m. Board Members are required to report to the High School at 6:30 p.m.
- 2) The recent Open Enrollment/Chapter 220 New Student Barbeque was enjoyable and well attended.
- 3) There will be a Board work session on June 25, 2007 at 5:00 p.m. in the High School Library. The Board work session will focus on the referendum.
- 4) The Crossing Guard Appreciation Dinner is scheduled for Thursday, June 7, 2007 at the Polonez Restaurant.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:50 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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WORK SESSION/REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**May 21, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the Board orientation work session to order at 5:45 p.m.

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

**EXCUSED:** Board Treasurer Boknevitcz

**VISITORS:** None

**WORK SESSION  BOARD ORIENTATION**

The Board reviewed and entertained questions from newly elected Board Members Iwanski and Mayer. Business Manager Orłowski presented a brief overview of school finance.

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

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

**EXCUSED:** Board Treasurer Boknevitcz

**VISITORS:** Two (2) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Mr. Iwanski to approve the agenda for May 21, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS / COMMENTS FROM VISITORS:**

The Board received a note of appreciation from the staff of Deer Creek Intermediate School for the breakfast provided in honor of Teacher/Staff Appreciation Week.

### CONSENT AGENDA ACTION ITEMS:

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

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

- ☐ Minutes of May 2, 2007
- ☐ Minutes of May 7, 2007
- ☐ Bills totaling \$107,683.10 and payroll/payroll-related bills totaling \$316,028.20.
- ☐ Personnel Items: None

The 2007-2008 CESA #1 Service Contract was tabled for further review.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the ☐ Resolution Authorizing the Redemption of a Portion of the General Obligation Refunding Bonds Dated October 1, 1995 ☐ was unanimously approved.

Superintendent Topinka presented an overview on 2007 Summer School offerings. Upon motion by Ms. Hemmer, second by Ms. Rutter, the 2007 Summer School offerings were approved as presented.

The Board reviewed an additional request for youth options for the 2007-2008 school year. After review and upon motion by Ms. Hemmer, seconded by Ms. Rutter, the youth options request for the 2007-2008 school year was unanimously approved.

Business Manager, Ms. Julie Orłowski reported on the following items (District Maintenance Coordinator, Mr. Matt Karshna was available to answer questions pertaining to maintenance projects):

- 1) Business Manager Orłowski presented an update on the Deer Creek stage remodeling process. The District received four (4) prospective bids on the project. After further discussion and upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board unanimously approved contracting with WG Builders for the Deer Creek stage remodeling project.
- 2) Business Manager Orłowski presented three (3) proposals for high school security camera systems. The proposals include pricing for 4-camera, 8-camera, and 16-camera systems. A discussion ensued. The proposals will be brought back for further review at the June 4, 2007 regular meeting
- 3) Business Manager Orłowski made a recommendation to renew the District's ☐ landscaping contract with F&W Landscape Specialists for the 2007-2008 school year. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the Board unanimously approved the 2007-2008 contract renewal with F&W Landscape Specialists.
- 4) District Facilities Coordinator, Mr. Matt Karshna reported on the Deer Creek pool filter system repairs. The anticipated completion of the project is July 9, 2007.
- 5) Business Manager Orłowski presented contract renewal information on the District's ☐ Athletic Trainer. The current contract expires in June. The proposed contract renewal will be brought back for further review at the June 4, 2007 regular meeting.
- 6) Business Manager Orłowski presented an overview to renew and approved the terms of the District's ☐ food service agreement with Compass Group USA, Chartwells Division. After discussion and upon motion by Ms. Rutter, seconded by Ms. Mayer, the amended contract with Compass Group USA, Chartwells Division was unanimously approved.
- 7) Business Manager Orłowski presented contract renewal information on the District's ☐ health insurance plan. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the contract renewal with Midwest Security, Inc./United Health was unanimously approved.
- 8) Business Manager Orłowski presented contract renewal information on the District's ☐ long-term disability plan. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the contract was renewed as presented.
- 9) Business Manager Orłowski presented a revised proposal from AT&T. The revised proposal would add another ground cabinet to the existing easement at Deer Creek Intermediate School, but would limit the easement to two above ground cabinets. In exchange for this, AT&T agrees to pay the District \$10,000.00 for the use of land. Upon motion by Ms. Rutter, seconded by

Ms. Hemmer, the Board unanimously approved the revised proposal from AT&T.

There was no report from Board Members.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) Superintendent Topinka commended the 8<sup>th</sup> grade students and staff at Deer Creek Intermediate School for their hard work and participation in their recent production of the **W**izard of Oz. The play was enjoyable and well attended.
- 2) Superintendent Topinka reported on the embargoed WKCE test scores until May 22, 2007. Curriculum/Instruction Coordinator, Ms. Michelle Mancl will review the results with the Board at the June 4, 2007 regular meeting.
- 3) A Board work session is tentatively scheduled for the evening of August 22, 2007 and a full day on August 23, 2007.

There was no report from Board President Hemmer.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the regular meeting adjourned at 7:50 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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REGULAR SCHOOL BOARD MEETING  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**May 7, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 6:15 p.m.

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

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

**EXCUSED:** Board Member Mayer

**VISITORS:** Business Manager Orlowski was in attendance.

The President called closed session to order at 6:15 p.m. The Board reconvened into open session at 6:35 p.m., taking the following action:

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the approval of two additional retirement openings for the 2011-2012 school year and such retirement requests from Ms. Mary Pat Grafwallner and Ms. Jean Gerasch was unanimously approved.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the waiver and release of claims was unanimously approved as presented by the District's attorneys.

President Jacqueline Hemmer called the regular meeting to order at 6:36 p.m.

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

**EXCUSED:** Board Member Mayer

**VISITORS:** Three (3) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Hemmer, seconded by Ms. Rutter to approve the agenda for May 7, 2007. Motion was unanimously approved.

## PLEDGE OF ALLEGIANCE

## COMMUNICATIONS / COMMENTS FROM VISITORS:

The Board received invitations to attend the Willow Glen Fine Arts Night on Wednesday, May 9, 2007.

There were no comments from visitors.

## CONSENT AGENDA ACTION ITEMS:

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

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

- ☐ Minutes of April 23, 2007
- ☐ Bills totaling \$143,061.46 and payroll/payroll-related bills totaling \$322,953.54.
- ☐ Personnel Items:
  1. The resignation of High School Teacher, Kimberly Palazzo effective June 30, 2007.
  2. The following extra-curricular/athletic contract for the 2006-2007 school year:

### Non-SFEA Athletic Contracts

Greg Gutowski, Lil☐ Dribblers Basketball Coach	250.00
<b>Total Non-SFEA Athletic Contracts:</b>	<b>\$ 250.00</b>

## ELECTION OF OFFICERS:

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, Jacqueline Hemmer was elected School Board President.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, Russell Iwanski was elected School Board Vice President.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, Robert Boknevit was elected School Board Treasurer.

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, Kathleen Rutter was elected School Board Clerk.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the appointment of Kathleen A. Rutter as representative of the St. Francis School District to the Cooperative Educational Services Agency #1 2007 Annual Convention was unanimously approved.

The Spanish class field trip request to Chicago, Illinois was presented for approval. Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the Spanish class field trip request to Chicago, Illinois was unanimously approved contingent upon an appropriate chaperone ratio compliant with Board policy.

Business Manager, Ms. Julie Orłowski reported on the following:

- 1) Mr. Bob Vajgrt of Eppstein Uhen Architects, Inc. presented a new referendum proposal and projected costs. After further discussion and upon motion by Mr. Boknevit, seconded by Ms. Rutter, the Board unanimously determined the proposal satisfactory for the District☐s needs and requested the District to proceed with sending out RFP☐s for a construction manager.
- 2) Business Manager Orłowski presented an overview on the new installed security system at the High School. The District will also research installing cameras in various areas of the High School building.
- 3) Business Manager Orłowski presented an update on the Deer Creek pool filter replacement. Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the Board unanimously approved Carrico Aquatic Resources, Inc. to replace the Deer Creek pool filter system.

Board Members reported on the following:

- 1) Board Treasurer Boknevitz will be on a leave of absence from May 14, 2007 to July 9, 2007.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) Superintendent Topinka presented proposed Board meeting dates for the 2007-2008 school year. After discussion, two dates were changed. The annual meeting will take place before the regular meeting on August 20, 2007 and the second Board meeting in November will be scheduled on November 26, 2007.
- 2) Superintendent Topinka has scheduled an administrative work session for Monday, May 14, 2007.

School Board President Hemmer reported on the following:

- 1) Board President Hemmer reminded Board Members of upcoming important dates in May:
  - o May 22<sup>nd</sup> ☞ St. Francis Association of Commerce Scholarship Dinner ☞ 7:00 p.m. ☞ Polonez Restaurant
  - o May 23<sup>rd</sup> ☞ National Honor Society Induction / Senior Awards Night
  - o June 8<sup>th</sup> ☞ High School Graduation

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:55 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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SPECIAL SCHOOL BOARD MEETING  
HELD IN THE HIGH SCHOOL LIBRARY  
  
**May 2, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the special meeting to order at 5:08 p.m.

Upon motion by Mr. Boknevitz, seconded by Ms. Hemmer, the Board moved into closed session at 5:08 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 Hemmer, Boknevitz, Iwanski, Mayer, and Superintendent Topinka

**EXCUSED:** Board Clerk Rutter and St. Francis High School Principal, Dr. Gerald Luecht

**VISITORS:** Mr. John Kloppenburg ☞ St. Francis Athletic/Recreation Coordinator (joined closed session at 5:18 p.m.)

The President called closed session to order at 5:08 p.m. The Board reconvened into open session at 5:35 p.m., taking the following action:

Upon motion by Mr. Boknevitz, seconded by Ms. Hemmer, the Board unanimously confirmed Administration provided insufficient evidence to support the expulsion and as a result of the aforementioned conclusion, no order of expulsion will be issued.

The Board reconvened into open session at 5:35 p.m.

Upon motion by Ms. Hemmer, seconded by Ms. Boknevitz, the Board moved into closed session 5:39 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 Hemmer, Boknevitz, Iwanski, Mayer, and Superintendent Topinka

**EXCUSED:** Board Clerk Rutter and St. Francis High School Principal, Dr. Gerald Luecht

**VISITORS:** Parent/guardian\*, two students, Ms. Nicole McDowell ☐ Milwaukee Chapter 220 Coordinator, and Mr. John Kloppenburg, St. Francis Athletic/Recreation Coordinator

5:30 p.m. \*Parent/guardian requested 5:30 and 6:00 p.m. expulsion hearings be combined into one hearing at

The President called closed session to order at 5:39 p.m. Visitors departed the closed session at 6:35 p.m. The Board reconvened into open session at 6:50 p.m., taking the following action:

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the Board unanimously confirmed Administration provided insufficient evidence to support the expulsion and as a result of the aforementioned conclusion, no order of expulsion will be issued to either student.

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the President declared the special meeting adjourned at 6:51 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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REGULAR SCHOOL BOARD MEETING / WORK SESSION

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**April 23, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the regular meeting to order at 5:45 p.m.

**PRESENT:** Board Members Hemmer, Boknevit, Rutter, Iwanski (Board-Elect), Mayer (Board-Elect), Superintendent Topinka and Business Manager Orlowski

**EXCUSED:** None

**VISITORS:** Nine (9) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Ms. Hemmer to approve the agenda for April 23, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS / COMMENTS FROM VISITORS:** None

School Board Clerk, Kathleen A. Rutter, administered the Oath of Office to newly elected Board Members, Russell J. Iwanski and Diane F. Mayer.

**CONSENT AGENDA ACTION ITEMS:**

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

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

- ☐ Minutes of April 16, 2007
- ☐ Bills totaling \$133,256.76 and payroll/payroll-related bills totaling \$174,601.77.
- ☐ Personnel Items:

1. The early retirement of Elementary Teacher, Ms. Jeri Koss effective June 30, 2007.

2. The early retirement of Elementary Teacher, Ms. Mary Jeanne Morinville effective June 30, 2007.

The Board work session commenced following the regular meeting. Mr. Brad Browne - District Technology Coordinator, and Mr. Matt Karshna ☞ District Buildings/Grounds Coordinator were in attendance.

Mr. Rich Tennesen, Mr. Craig Uhlenbrauck and Mr. Bill Heraly of Eppstein Uhen Architects, Inc. presented scenarios for referendum consideration. Conversation ensued on items to be considered in the referendum decision-making process. Some of the items to be considered include, enrollment; renovate versus building new; grade configuration, and overall energy savings impact. Eppstein Uhen Architects, Inc. will return to the next regular Board meeting to present proposed timelines, additional ideas and costs associated with beginning the process.

Mr. Matt Karshna ☞ District Buildings/Grounds Coordinator reviewed costing information on the District's unit vent project. Mr. Karshna will test a 50,000 BTU unit to ensure that it is quiet enough for a classroom setting. The Board will make a decision at a future meeting. Mr. Karshna will seek bids on both the swimming pool and stage-remodeling project at Deer Creek Intermediate School. Mr. Karshna will report back to the Board at a future meeting.

Mr. Brad Browne ☞ District Technology Coordinator reviewed three (3) different system proposals for telecommunications and networking. The District will maintain their current systems until the Board has made decisions as to what direction the District will take in regards to the building/renovations referendum.

Upon motion by Mr. Boknevitz, seconded by Ms. Rutter, the President declared the regular meeting/work session adjourned at 8:00 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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## REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**April 16, 2007**

### APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 5:30 p.m.

Upon motion by Ms. Hasenstein, seconded by Ms. Hemmer, the Board adjourned into closed session in the District Office pursuant to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, personnel issues and administrative candidate interview.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevitz, Rutter (arrived at 5:40 p.m.), Duerstein, and Superintendent Topinka

**EXCUSED:** None

**VISITORS:** Business Manager Orlowski was in attendance. Mr. Mark DiStefano and Mr. Terry Balster were invited to attend the closed session at approximately 5:50 p.m.

The President called closed session to order at 5:30 p.m. The Board reconvened into open session at 6:40 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Ms. Hasenstein, the hiring of Mr. Mark DiStefano for the High School Principal position (pending the successful completion of reference checks) and the issuance of such contract covering July 1, 2007 to June 30, 2009 was unanimously approved.

President Jacqueline Hemmer called the regular meeting to order at 6:41 p.m.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevitz, Rutter, Duerstein, Superintendent Topinka and Business Manager Orlowski

**EXCUSED:** None

**VISITORS:** Six (6) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Boknevit, seconded by Ms. Hemmer to approve the agenda for April 16, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS / COMMENTS FROM VISITORS:**

A letter of appreciation on sympathies expressed by the District from the family of Sam Glavin.

A letter of concern from parent, Mrs. Eileen Balistreri. Mrs. Balistreri expressed her thoughts on the need for all staff to be educated in the area of special education from the custodial staff, lunch helpers to the building administrator. Mrs. Balistreri stated how parents need to advocate for their children and work together with the staff in the District.

**CONSENT AGENDA ACTION ITEMS:**

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

Upon motion by Mr. Boknevit, seconded by Ms. Hasenstein, the following Consent Agenda Action Items were unanimously approved:

- Minutes of April 2, 2007
- Bills totaling \$24,923.35 and payroll/payroll-related bills totaling \$537,170.53.
- Personnel Items:
  1. The change in retirement year to June 30, 2010 for Karen Cellitti - Elementary Teacher.
  2. The following extra-curricular contracts for the 2006-2007 school year:

**SFEA Athletic Contracts**

David Santi, Boys JV Golf Coach, C2 EA 2,673.68

**Total SFEA Athletic Contracts: \$ 2,673.68**

**Non-SFEA Athletic Contracts**

James Bockenfeld, Assistant Track/Field Coach, C2 3YRS 2,406.31

**Total Non-SFEA Athletic Contracts \$ 2,406.31**

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the donations to the St. Francis High School given by Mr. and Mrs. Carla Hawley were unanimously approved.

Business Manager, Ms. Julie Orłowski reported on the following:

- 1) The new Nutri-Kids Lunch Program was reviewed and discussed.
- 2) Mr. Brad Browne, District Technology Coordinator presented a telecommunications update.
- 3) Business Manager Orłowski updated the Board on the status of repairs for the Deer Creek pool. The pool is being re-filled.
- 4) Business Manager Orłowski will seek contractor bids for the Deer Creek stage remodeling project.



Board Members reported on the following:

- 1) Board Member Duerstein reported the winner of the Miss St. Francis Pageant is 2003 St. Francis High School graduate, Ms. Cassandra Allen. Board Member Duerstein also addressed Mrs. Balistreri's letter of concern to the Board and stressed the importance to keep kids first.
- 2) President Hemmer presented certificates of appreciation to Board Members Hasenstein and Duerstein for their years of service to the Board and community.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) The St. Francis Association of Commerce Scholarship Dinner is scheduled for May 22, 2007. The Board has been invited to attend.

School Board President Hemmer reported on the following:

- 1) The Wisconsin Association of School Boards New School Board Member Conference is scheduled for this week. President Hemmer will call Mr. Russell Iwanski and Mrs. Diane Mayer with the date and time.

Upon motion by Ms. Rutter, seconded by Mr. Bokneviz, the President declared the regular meeting adjourned at 8:12 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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REGULAR SCHOOL BOARD MEETING / WORK SESSION

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**April 2, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the regular meeting to order at 5:31 p.m.

**PRESENT:** Board Members Hemmer, Hasenstein, Bokneviz, Rutter (arrived 5:33 p.m.), Duerstein, Superintendent Topinka and Business Manager Orłowski

**EXCUSED:** None

**VISITORS:** Five (5) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Bokneviz, seconded by Ms. Hasenstein to approve the agenda for April 2, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS / COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

Upon motion by Mr. Bokneviz, seconded by Ms. Hasenstein, the following Consent Agenda Action Items were unanimously approved:

Minutes of March 19, 2007

Bills totaling \$125,303.85 and payroll/payroll-related bills totaling \$316,875.01.



Personnel Items:

- 1. The following extra-curricular contracts for the 2006-2007 school year:

**SFEA Extra-Curricular Contracts**


Kimberly Palazzo, Extra Class 2,350.38

**Total SFEA Extra-Curricular Contracts: \$ 2,350.38**

Upon motion by Ms. Rutter, seconded by Mr. Boknevitz, the early retirement proposal was unanimously approved.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the High School Future Business Leaders of America class field trip to Chicago, Illinois was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Boknevitz, the Resident School District Open Enrollment application forms were unanimously approved as presented.

The Board work session commenced following the regular meeting. Ms. Michelle Mancl - Willow Glen Principal, Mr. Terry Balster - Deer Creek Principal and Mr. Russell Iwanski - School Board candidate, Mr. Brad Browne - District Technology Coordinator, and Mr. Matt Karshna  District Buildings/Grounds Coordinator were in attendance.

Business Manager Orłowski reviewed recommendations from the District Facilities Committee. The Board discussed possible referendum options. The Board will revisit this topic at the April 23, 2007 Board work session, commencing after the 5:45 p.m. oath of office of new School Board Members.

Upon motion by Mr. Duerstein, seconded by Mr. Boknevitz, the President declared the regular meeting/work session adjourned at 7:18 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**March 19, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 6:02 p.m.

Upon motion by Mr. Boknevitz, seconded by Ms. Hasenstein, the Board adjourned into closed session in the District Office pursuant to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, personnel issues.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevitz, Rutter (arrived at 6:05 p.m.), Duerstein, and Superintendent Topinka

**EXCUSED:** None

**VISITORS:** Business Manager Orłowski

The President called closed session to order at 6:03 p.m. The Board reconvened into open session at 6:30 p.m., taking no action.

President Jacqueline Hemmer called the regular meeting to order at 6:32 p.m.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevitz, Rutter, Duerstein, Superintendent Topinka and Business Manager Orłowski

**EXCUSED:** None

**VISITORS:** Four (4) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Ms. Hasenstein to approve the agenda for March 19, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS:**

Communications from Elementary Teachers, Mary Pat Grafwallner and Jean Gerasch requesting additional early retirement slots for the close of the 2011-2012 school year.

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

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

- Minutes of February 21, 2007
- Minutes of March 5, 2007
- Minutes of March 12, 2007
- Bills totaling \$309,705.05 and payroll/payroll-related bills totaling \$448,202.04.
- Personnel Items:

1. The following extra-curricular contracts for the 2006-2007 school year:

**Non-SFEA Athletic Contracts**

Aimee Bunk, Boys 7 <sup>th</sup> Grade Basketball Coach / C6 3YRS*	1,203.16
<b>Total Non-SFEA Athletic Contracts:</b>	<b>\$ 1,203.16</b>

**\*Supercedes/replaces prior contract issued to Jacob Bunk Board approved**

**2/19/07.**

Upon motion by Ms. Rutter, seconded by Mr. Boknevitz, the Board affirmed the 2007-2008 teacher contract renewals.

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

The Board was presented an overview of approved/denied 2007-2008 Open Enrollment applications. Upon motion by Ms. Rutter, seconded by Mr. Boknevitz, the approved/denied seats under the Open Enrollment Program for the 2007-2008 school year was unanimously approved.

School Board Vice President, Elizabeth Hasenstein will seek another individual to assist her with the canvassing of ballots for the April election. A canvassing time will be coordinated with the City of St. Francis.

The Board reviewed proposed 2007-2008 budget reductions. After discussion and upon a motion by Mr. Boknevitz, seconded by Ms. Rutter, the 2007-2008 budget reductions were approved as presented.

The Board proceeded into continued referendum discussion. Upon motion by Ms. Rutter, seconded by Mr. Boknevitz, the motion to move forward with a referendum that will include a renovation, and/or construction, and/or operational request was unanimously approved.

Business Manager, Ms. Julie Orłowski reported on the following:

- 1) The 2007-2008 preliminary budget approval was reviewed and discussed.
- 2) Business Manager Orłowski presented information on student fees. After discussion and upon motion by Mr. Boknevit, seconded by Ms. Rutter, the student fees for the 2007-2008 school year with no increase reflected was unanimously approved.
- 3) Business Manager Orłowski presented a recommendation to continue utilizing Robert W. Baird & Company for District financial advisory services, as Stifel Nicolaus does not have a School Finance Department.
- 4) Business Manager Orłowski reviewed the audit engagement letter received from Virchow Krause & Company. The purpose of this annual engagement letter is to explain what the District can expect from the audit. Virchow Krause & Company will be required to comply with a new standard, Statement of Auditing Standard No. 112, when preparing the District's financial statements as part of the audit process for the year ended June 30, 2007.

There was no report from Board Members.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) The St. Francis Association of Commerce Annual Spaghetti Dinner is Sunday, March 25, 2007 at St. Paul's Catholic Church from 11:00 a.m. to 6:00 p.m. Proceeds help to sponsor scholarships to eligible St. Francis students.

School Board President Hemmer reported on the following:

- 1) A Board work session is scheduled for Monday, April 2, 2007 from 5:30 p.m. to 7:30 p.m. in the St. Francis High School Library.
- 2) The St. Francis School Board has a total of two seats open in the general election on April 3, 2007. President Hemmer encouraged St. Francis citizens to exercise their right to vote.

Upon motion by Mr. Boknevit, seconded by Ms. Hasenstein, the President declared the meeting adjourned at 8:55 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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SPECIAL SCHOOL BOARD MEETING / WORK SESSION

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**March 12, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the work session meeting to order at 5:35 p.m.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevit, Rutter (arrived at 5:50 p.m.), Duerstein, Superintendent Topinka, and Business Manager Orłowski

**EXCUSED:** None

**VISITORS:** Deer Creek Intermediate School Principal Mr. Terry Balster; Willow Glen Primary School Principal Ms. Michelle Mancl; and four (4) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Boknevit, seconded by Ms. Hasenstein to approve the agenda for March 12, 2007. Motion was unanimously approved.

**WORK SESSION TOPICS:**

The Board reviewed the structure of the work session meeting.

The 2007-2008 budget was discussed at length, noting corrections to budget projections with regard to Open Enrollment, modifications to budget reduction recommendations, and also including the possibility of an additional teacher position Willow Glen Primary School.

The Board considered information presented by PMA Financial Network, Inc., as well as, scenarios for budget projections.

The Board reviewed the statistical and projection data included in the two reports from PMA. A discussion ensued regarding possible referendum options/scenarios, as well as, a timeline for such decisions.

The April 2, 2007 meeting is now a Board work session. The regular meetings have been rescheduled for April 16, 2007 and April 23, 2007.

Upon motion by Ms. Hasenstein, seconded by Mr. Boknevit, the President declared the work session adjourned at 8:30 p.m.

Approved by: Kyle J. Duerstein, Acting School Board Clerk

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REGULAR SCHOOL BOARD MEETING  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**March 5, 2007**

APPROVED MINUTES

Vice President Elizabeth Hasenstein called the meeting to order at 6:00 p.m.

Upon motion by Mr. Duerstein, seconded by Mr. Boknevit, the Board adjourned into closed session in the District Office pursuant to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, personnel issues.

**PRESENT:** Board Members Hasenstein, Boknevit, Duerstein, and Superintendent Topinka

**EXCUSED:** Board Members Hemmer and Rutter

**VISITORS:** Business Manager Orłowski

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

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

**PRESENT:** Board Members Hasenstein, Boknevit, Duerstein, Superintendent Topinka and Business Manager Orłowski

**EXCUSED:** Board Members Hemmer and Rutter

**VISITORS:** Three (3) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Boknevit, seconded by Ms. Hasenstein to approve the agenda for March 5, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS:**

A letter from Ms. Mary Gear regarding teaching assignments for the 2007-2008 school year.

**COMMENTS FROM VISITORS:**

Ms. Diane Meyer expressed her concerns regarding the utilization of different grading scales at the High School and teacher cell phone use during class.

**CONSENT AGENDA ACTION ITEMS:**

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

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

- ☐ Minutes of February 19, 2007
- ☐ Bills totaling \$201,733.22 and payroll/payroll-related bills totaling \$378,995.61.
- ☐ Personnel Items:
  1. The resignation request of Ray Steurer as Technology Education Teacher effective June 30, 2007.
  2. The retirement request of Karen Cellitti, Elementary Teacher effective June 30, 2011.
  3. The retirement request of Claudia Busateri, Elementary Teacher effective June 30, 2011.
  4. The following extra-curricular contracts for the 2006-2007 school year:

**SFEA Athletic Contracts**

James Dorlack, Girls JV Softball Coach / C2 EA	2,673.68
<b>Total SFEA Athletic Contracts:</b>	<b>\$ 2,673.68</b>

There were no Youth Options requests for approval.

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

Discussion ensued regarding the organization of summer school. Elementary Summer School will be held at Deer Creek Intermediate School, with two 3-week sessions. Summer School will be held as follows: Session I ☐ June 12-29, 2007 and Session II ☐ July 9-27, 2007. Summer Cool will be held as follows: Session I ☐ June 18-29, 2007 and Session II ☐ July 9-29, 2007. Mr. Terry Balster has been designated as the Administrator in charge of overseeing the Summer School Program. Board Treasurer Boknevit requested the District to implement a timeline for the distribution of the Summer School/Cool materials and registration. Upon motion by Mr. Boknevit, seconded by Ms. Hasenstein, the Summer School/Cool Program dates were unanimously approved.

Business Manager, Ms. Julie Orloski reported on the following:

- 1) The financing secured through Chartwells Dining Service will begin a ☐cash-less☐ lunch line. No cash will be exchanged in the lunch line. Board Treasurer Boknevit requested an implementation timeline and plans for parents/student outreach and education regarding the usage of the new system.
- 2) The Deer Creek Intermediate School food service / general audit went very well. The audit finished ahead of schedule, with only a few minor adjustments noted. A special acknowledgement to Mrs. Carol Murack and Chartwells Dining Service for all their hard work in preparation for the audit.
- 3) The 2006-2007 budget adjustment was presented for approval. Adjustments were made to the 2006-2007 budget due to minor changes in various line items within the budget. Upon motion by Mr. Duerstein, seconded by Mr. Boknevit, the 2006-2007 budget adjustments were unanimously approved as presented.
- 4) The Board reviewed the 2007-2008 budget reduction proposal as presented by Administration. No further action was taken.
- 5) Business Manager Orloski reported that several of the District's past financial advisors have changed company employers. The Board briefly discussed the District's needs for future financial advisory services.
- 6) The discussion on student fees was tabled for the next regular School Board meeting.

Board Members reported on the following:

- 1) Board Treasurer Boknevitiz reminded everyone of the Association of Commerce Annual Spaghetti Dinner on March 25, 2007.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) Superintendent Topinka reported on PI 9.06 (Title 9), which requires school boards to evaluate the status of nondiscrimination and equality of opportunity within the district in the following areas:
  - a. Methods, practices, curriculum and materials utilized in instruction, counseling, pupil assessment and testing;
  - b. Participation trends and patterns, school district support or athletic, extra-curricular and recreational activities;
  - c. Trends and patterns in awarding scholarships and other forms of recognition and achievement provided or administered by the District.
- 2) Superintendent Topinka attended the recent "Green Eggs and Ham" Annual Breakfast at Willow Glen Primary School. The event was well attended, with approximately 400 guests attending.
- 3) Superintendent Topinka reported on a recent meeting between the St. Francis School District and City of St. Francis regarding polling locations on election days.
- 4) A Board work session is scheduled for Monday, March 12, 2007 at 5:30 p.m. in the High School Library.
- 5) Superintendent Topinka reported on a collective bargaining conference recently she recently attended with President Hemmer and Business Manager Orlowski.

School Board President Hemmer was excused from this meeting and there was no report from the President.

Upon motion by Mr. Boknevitiz, seconded by Mr. Duerstein, the Vice President declared the meeting adjourned at 7:21 p.m.

Approved by: Kyle J. Duerstein, Acting School Board Clerk

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JOINT MEETING OF THE  
ST. FRANCIS SCHOOL BOARD  
AND  
CUDAHY SCHOOL BOARD  
HELD AT THE CUDAHY FAMILY LIBRARY "W" WINTER GARDEN  
3500 LIBRARY DRIVE, CUDAHY, WI 53110

**February 21, 2007**

APPROVED MINUTES

Cudahy Board President Kutka called the meeting to order at 6:34 p.m. St. Francis Board President Hemmer led the Pledge of Allegiance.

**ST. FRANCIS SCHOOL DISTRICT ROLL CALL:**

**MEMBERS PRESENT:** President Hemmer, Vice President Hasenstein, and Treasurer Boknevitiz

**EXCUSED:** Board Clerk Rutter and Board Member Duerstein

**ADMINISTRATION PRESENT:** Superintendent Topinka, Business Manager Orlowski

**CUDAHY SCHOOL DISTRICT ROLL CALL:**

**MEMBERS PRESENT:** Directors Kujawa, Kutka, Mitacek, Mulqueen, Pavlic, Schacht and Stanaszek

**EXCUSED:** None

**ADMINISTRATION PRESENT:** Superintendent Heiden, Director of Business Services Papala, and Director of Student Services Banach

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 St. Francis Board Treasurer Boknevitcz, seconded by St. Francis Board Vice President Hasenstein to approve the agenda for February 21, 2007. Motion was unanimously approved.

Formal introductions were made on behalf of both school districts.

St. Francis Board President Hemmer expressed her appreciation to the Cudahy School Board for the opportunity to work together to increase student education opportunities and the desire for this meeting to be the first of many. Cudahy School Board President Kutka articulated the same sentiment on behalf of the Cudahy School Board.

Cudahy Superintendent Heiden and St. Francis Superintendent Topinka presented demographic information on each school district for discussion. Information shared included student population, staffing and services offered within each district.

Cudahy Director of Business Services Papala and St. Francis Business Manager Orłowski presented financial highlights on each district.

Current shared services between the Cudahy School District and St. Francis School District were reviewed. A discussion ensued on possible ways the two districts could collaborate to benefit the students' educational opportunities. Discussion included comparing course offerings and services utilized by each district. A consensus was reached to form a bi-committee between the two districts that would meet routinely. At the present time, the bi-committee will consist of each District's Superintendent, Business Manager, and a representative from each School Board. The bi-committee's purpose will be to research possible areas of collaboration for cost savings to each District.

Upon motion by Cudahy School Board Director Pavlic, seconded by St. Francis School Board Treasurer Boknevitcz, the joint meeting adjourned at 8:11 p.m.

Approved by: Lisa Jarosh, District Secretary

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REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**February 19, 2007**

APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Ms. Hasenstein, the Board adjourned into closed session in the District Office pursuant to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, including consideration of preliminary employee non-renewal and personnel issues.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevitcz, Rutter, Duerstein, and Superintendent Topinka

**EXCUSED:** None

**VISITORS:** Business Manager Orłowski

The President called closed session to order at 6:00 p.m. The Board reconvened into open session at 6:30 p.m., taking the following action:

Upon motion by Mr. Boknevitcz, seconded by Ms. Hasenstein, the Board unanimously approved the proposed preliminary employee



non-renewal as brought forward by Administration.

President Jacqueline Hemmer called the regular meeting to order at 6:31 p.m.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevit, Rutter, Duerstein, Superintendent Topinka and Business Manager Orlovski

**EXCUSED:** None

**VISITORS:** Four (4) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Boknevit, seconded by Ms. Hemmer to approve the agenda for February 19, 2007 with one agenda correction. Item 10-E, item ii, Business Manager's Report should be changed to reflect 2006-2007 Budget. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS:** None

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

Upon motion by Mr. Duerstein, seconded by Ms. Hasenstein, the following Consent Agenda Action Items were unanimously approved:

Minutes of February 12, 2007

Bills totaling \$86,056.43 and payroll/payroll-related bills totaling \$455,798.53.

Personnel Items:

1. The appointment of Heather Slawinski as Special Education Paraprofessional for the 2006-2007 school year.
2. The following extra-curricular contracts for the 2006-2007 school year:

**Non-SFEA Extra-Curricular**

Jake Bunk, Boys 7<sup>th</sup> Grade Basketball Coach / C6 3YRS 1,203.16

**Total Non-SFEA Extra-Curricular Contracts: \$ 1,203.16**

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

Ms. Judy Savick and Ms. Mary Balducci presented the Willow Glen program utilized for community building experiences. This program works across the curriculum by stimulating students' motivation to learn, synthesis of ideas/disciplines, building positive school culture and the examination of character traits, such as, teamwork, trust, perseverance, courage and respect.

Mr. Brad Browne, District Technology Coordinator presented his research on leasing personal computers. The Board would like the Technology Committee to report back to the Board with its recommendations.

Mr. Browne also presented possible contractors to review the District telecommunications with the recommendation that the District contract with MCA Network Consultants. MCA Network Consultant's proposed contracted price to review the District telecommunications system is \$115.00 per hour, not to exceed \$2,300.00. Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the proposed contract with MCA Network Consultants to review the District's telecommunications was unanimously approved.

Ms. Jane Carney, Ms. Lori Pawlowski and Mr. Joe Arvia of Chartwells Dining Service, Inc. presented information on new food service software point of sale systems. The Board was also presented a cost benefit analysis on two different software proposals. A recommendation to proceed with Nutrikids software was made. The Nutrikids Software implementation will take approximately 6 to 8 weeks, once the contract is signed. Three (3) year financing will be coordinated through Chartwells Dining Service. The time remaining on the District's current contract will also be taken into consideration. Upon motion by Mr. Boknevit, seconded by Ms. Hasenstein and contingent upon the pending finance agreement with Chartwells Dining Service, the recommendation to proceed with Nutrikids Software was unanimously approved.

Business Manager, Ms. Julie Orłowski reported on the following:

- 1) Business Manager Orłowski requested input from the Board as to what type of scenarios they would like to see with the PMA Financial Planning Program. Board scenario requests are needed by March 5, 2007. The scenarios will be reviewed at the March 12<sup>th</sup> Board work session.
- 2) Business Manager Orłowski presented an overview of current District finances as of January 2007. Business Manager Orłowski will present an updated 2006-2007 budget report at the March 12, 2007 Board work session.
- 3) Business Manager Orłowski presented preliminary reduction recommendations for the 2007-2008 school year. This information will be revisited at the March 19, 2007 regular meeting.
- 4) Business Manager Orłowski will bring back student fees for review at the March 5, 2007 regular Board meeting.

Board Members reported on the following:

- 1) Mr. Boknevit mentioned the recent WASB article on high school graduation requirements. Mr. Boknevit emphasized his appreciation for service learning.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) Superintendent Topinka reminded the Board about the joint meeting between the St. Francis School District and the Cudahy School District scheduled for this Wednesday, February 21, 2007 at 6:30 p.m. at the Cudahy Family Library Winter Garden located at 3500 Library Drive, Cudahy, WI 53110.

School Board President, Ms. Jacqueline Hemmer reported on the following:

- 1) President Hemmer will meet with Deer Creek Principal, Mr. Terry Balster and the Summer School Committee to discuss 2007 Summer School. Board Members may contact her with suggestions or ideas.

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the President declared the work session adjourned at 8:30 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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REGULAR SCHOOL BOARD MEETING / WORK SESSION

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**February 12, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the regular meeting to order at 5:02 p.m.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevit (arrived 5:15 p.m.), Rutter, Duerstein, Superintendent Topinka and Business Manager Orłowski

**EXCUSED:** None

**VISITORS:** Four (4) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Hemmer, seconded by Ms. Hasenstein to approve the agenda for February 12, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE / COMMUNICATIONS:**

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

Upon motion by Ms. Hasenstein, seconded by Mr. Duerstein, the following Consent Agenda Action Items were unanimously approved:

- ☐ Minutes of January 22, 2007
- ☐ Bills totaling \$385,560.86 and payroll/payroll-related bills totaling \$329,940.14.
- ☐ Personnel Items:
  1. The 2006-2007 family medical leave and 2007-2008 child rearing leave of absence for Kelly Pethan.
  2. The 2006-2007 family medical leave for Rebecca Ribar.
  3. The appointment of Jamie Orłowski as Special Education Replacement Teacher effective February 7, 2007.

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

Revisions to School Board Policy approved at the January 22, 2007 regular School Board meeting were reaffirmed.

The 2007-2008 High School Course Selection Booklet was reviewed. Upon motion by Ms. Hemmer, seconded by Mr. Duerstein, the 2007-2008 High School Course Selection Booklet and the course fee listing was approved. Board Treasurer Boknevitz abstained.

Business Manager, Ms. Julie Orłowski reported on the following:

- 1) Business Manager Orłowski reported on the recent boiler system failure at the High School. The District custodial staff worked long hours and were instrumental in getting the High School ready for the students and staff.
- 2) Business Manager Orłowski presented a cost update on the purchase of athletic scoreboards for Deer Creek Intermediate School and the St. Francis High School. The scoreboards have been ordered for the High School. The scoreboards for Deer Creek Intermediate School will cost the District \$6,000.00 versus the original proposal of \$4,000.00. Upon motion by Mr. Boknevitz, seconded by Ms. Hasenstein the scoreboard cost increase was approved. Board Member Duerstein voted nay.

Board Members reported on the following:

- 1) Mr. Boknevitz reported on the Athletic Code Committee meeting held on February 7, 2007. The committee, made up of district staff, will review and make recommendations to the School Board. It was suggested that the committee include parent representation.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) Superintendent Topinka reviewed the number of Open Enrollment applications received to date. The Open Enrollment registration period is February 5-23, 2007.
- 2) Superintendent Topinka spoke about the joint meeting between the St. Francis School District and the School District. The joint meeting is scheduled for Wednesday, February 21, 2007 at 6:30 p.m. at the Cudahy Family Library ☐ Winter Garden located at 3500 Library Drive, Cudahy, WI 53110.

School Board President, Ms. Jacqueline Hemmer reported on the following:

- 1) Upcoming School Board meetings are scheduled for February 19, 2007; March 5, 2007; and March 19, 2007. The meetings

will commence at 6:30 p.m. in the St. Francis High School Library. There is a Board work session scheduled for Monday, March 12, 2007 at 5:30 p.m.

The Board work session commenced following the regular meeting. Ms. Michelle Mancl - Willow Glen Principal, Mr. Terry Balster - Deer Creek Principal and Mr. Russell Iwanski - School Board candidate were in attendance. No other visitors were present.

The Board reviewed the District's financial status, the Administrative guidelines for budget reduction, the Wisconsin Education Standards and previous reductions made by the District.

With the anticipated projected deficit for 2007-2008, recommendations by the Administration were reviewed and discussed.

Upon motion by Ms. Hasenstein, seconded by Ms. Rutter, the President declared the work session adjourned at 7:15 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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## REGULAR SCHOOL BOARD MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**January 22, 2007**

### APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Board adjourned into closed session in the District Office pursuant to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, Administrative contracts and personnel issues.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevit, Rutter, Duerstein, and Superintendent Topinka

**EXCUSED:** Business Manager Orłowski

**VISITORS:** None

The President called closed session to order at 6:04 p.m. The Board reconvened into open session at 6:35 p.m., taking the following action:

Upon motion by Ms. Hemmer, seconded by Ms. Hasenstein, the contract renewal reflecting the current salary as the minimum pay salary covering the time period of July 1, 2007 to June 30, 2009 for Julie Orłowski was unanimously approved.

Upon motion by Ms. Hemmer, seconded by Ms. Hasenstein, the contract renewal reflecting the current salary as the minimum pay salary covering the time period of July 1, 2007 to June 30, 2009 for Brad Browne was unanimously approved.

President Jacqueline Hemmer called the regular meeting to order at 6:36 p.m.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevit, Rutter, Duerstein, Superintendent Topinka and Business Manager Orłowski

**EXCUSED:** None

**VISITORS:** Three (3) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Hasenstein, seconded by Mr. Boknevit to approve the agenda for January 22, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE / COMMUNICATIONS:**

A note of appreciation from Mrs. Denise McManus on the expression of sympathy by the St. Francis School District on the recent passing of her husband, Mr. Jim McManus.

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

Upon motion by Ms. Hasenstein, seconded by Mr. Boknevit, the following Consent Agenda Action Items were unanimously approved:

- ☐ Minutes of January 8, 2007
- ☐ Minutes of January 15, 2007
- ☐ Bills totaling \$136,015.78 and payroll/payroll-related bills totaling \$500,731.97.
- ☐ Personnel Items:
  1. The 2007 family medical leave for Barry Stangel.
  2. The 2007 family medical leave for Terri Nysse.
  3. The appointment of Jean Brylow as part-time Athletic/Recreation Clerk.

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

The second reading of revised School Board Policy D-24 ☐☐Public School Open Enrollment☐ was reviewed. The policy will be revised to include recommended language, ☐under any circumstances.☐ Mr. Boknevit rescinds prior motion for the revised policy to be brought back at the next meeting. Upon motion by Mr. Boknevit, seconded by Ms. Hasenstein, the revised School Board Policy D-24 ☐☐Public School Open Enrollment☐ was unanimously approved with the proposed language recommendation.

The Board reviewed the enrollment projection data and discussion ensued. The Board will limit to 45 the number of new Open Enrollment seats at the 9<sup>th</sup> grade level. This is necessary in order to keep freshman class sizes in two required subjects, English and History, to no more than thirty (30) students per class. The freshman class enrollment is inflated by an influx of resident students. Therefore, new Open Enrollment seats at the 9<sup>th</sup> grade must be limited to 45. The Board guidelines for student enrollment K4 through grade 3 call for a 1:22 ratio and for grades 4 through 8, a 1:25 ratio. The Board concluded that 65 new Open Enrollment seats with additional wait lists, along with providing another 32 seats for current tuition waivers, would assist in stabilizing the District's enrollment. Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the approval of 65 new Open Enrollment seats, with additional wait lists, along with providing another 32 seats for current tuition waivers was approved by Board Members Hemmer, Hasenstein, Rutter and Duerstein. Board Member Boknevit voted nay.

The 2007-2008 High School Course Selection Booklet was reviewed. Business Manager Orłowski will meet with the High School Secretary to obtain a fee explanation sheet, as well as, discuss the opportunity to have this information attached to the course selection sheets, so parents may review this information when approving their child's class selections. The 2007-2008 High School Course Selection Booklet will be revisited at the next regular meeting.

Early registration for 2007-2008 was discussed. Superintendent Topinka reported Willow Glen and Deer Creek will conduct early registration for the 2007-2008 school year on August 9-10, 2007.

The High School Japanese class field trip request to Arlington Heights, Illinois was presented for review and approval. Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the High School Japanese class field trip request to Mitsuwa Market Place in Arlington Heights, Illinois on March 30, 2007 was unanimously approved.

Business Manager, Ms. Julie Orłowski reported on the following:

- 1) Business Manager Orłowski reported school fees will be a topic on the Board's February work session agenda.
- 2) Business Manager Orłowski presented proposals on purchasing new District athletic scoreboards. Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the purchase of two (2) scoreboards for the High School gymnasium and two (2) smaller scoreboards for Deer Creek Intermediate School was unanimously approved.

The Board Members reported the Annual Wisconsin Association of School Boards' State Conference to be very informative.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) To comply with election reporting, there will be a drawing of names after the meeting to determine the order of candidates on the election ballot.

School Board President, Ms. Jacqueline Hemmer reported on the following:

- 1) The next scheduled regular School Board meetings are Monday, February 5, 2007 and Monday, February 19, 2007. Both meetings will commence at 6:30 p.m. in the St. Francis High School Library. The Board will also have a budget work session on Monday, February 12, 2007 from 5:00 to 7:00 p.m.
- 2) A joint meeting between the St. Francis School District and the Cudahy School District is tentatively scheduled for Wednesday, February 21, 2007. Time and location to be determined.
- 3) President Hemmer requested an update on e-funds and its capabilities for use in our School District.
- 4) The MATC District Board Appointment Committee meeting is Monday, February 5, 2007, 6:00 p.m. at the West Allis campus.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the President declared the regular meeting adjourned at 8:14 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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SPECIAL SCHOOL BOARD MEETING / WORK SESSION

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**January 15, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the regular/work session meeting to order at 5:00 p.m.

**PRESENT:** Board Members Hemmer, Hasenstein, Boknevit, Rutter, Duerstein, Superintendent Topinka, and Business Manager Orlovski

**EXCUSED:** None

**VISITORS:** St. Francis High School Principal ☞ Dr. Gerald Luecht; Deer Creek Intermediate School Principal ☞ Mr. Terry Balster; Willow Glen Primary School Principal ☞ Ms. Michelle Mancl; District Technology Coordinator ☞ Mr. Brad Browne; District Maintenance Coordinator ☞ Mr. Matt Karshna; and two (2) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Boknevit, seconded by Ms. Rutter to approve the agenda for January 15, 2007. Motion was unanimously approved.

**DISCUSSION / ACTION ITEMS:**

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the Board unanimously approved hiring an additional part-time paraprofessional for the remainder of the 2006-2007 school year.

**WORK SESSION TOPICS:**

The budget for the 2007-2008 school year was discussed at length. The work session's primary focus was on how to increase revenue and attract students. The District's goal is to develop guiding principles for budget planning, deficit, reduction, educational programs, and resource allocation. The guiding principles will take into consideration student/teacher ratio, particularly at the K-3 grade levels. The principles will also ensure to preserve core academic instruction.

General discussion from some of the following ideas may be considered when the School Board makes future decisions:

- Full-day K4 Program
- Split-level classes
- Un-Graded Primary/Multi-Age
- Evaluate and potentially revise High School programming.
- Combine AP, Honors into larger class size.
- Other areas for possible reduction.
- Prep time costs and specials.
- 3% reduction in all categories.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the President declared the work session adjourned at 7:00 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

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REGULAR SCHOOL BOARD MEETING  
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

**January 8, 2007**

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 5:30 p.m.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the Board adjourned into closed session in the District Office pursuant to Wisconsin State Statutes 19.85 (1)(c)(f) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and consideration of specific personnel issues, specifically, Administrative contracts, personnel issues and potential bargaining union grievance.

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

**EXCUSED:** Board Vice President Hasenstein

**VISITORS:** Business Manager Orłowski

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

President Jacqueline Hemmer called the regular meeting to order at 6:31 p.m.

**PRESENT:** Board Members Hemmer, Boknevit, Rutter, Duerstein, Superintendent Topinka and Business Manager Orłowski

**EXCUSED:** Board Vice President Hasenstein

**VISITORS:** Six (6) public visitors (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Ms. Hemmer to approve the agenda for January 8, 2007. Motion was unanimously approved.

**PLEDGE OF ALLEGIANCE**

**COMMUNICATIONS:** None

**COMMENTS FROM VISITORS:** None

**CONSENT AGENDA ACTION ITEMS:**

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

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

- ☐ Minutes of December 11, 2006
- ☐ Minutes of December 13, 2006
- ☐ Bills totaling \$234,370.14 and payroll/payroll-related bills totaling \$616,019.23.
- ☐ Personnel Items:
  1. The resignation of Dr. Gerald Luecht, St. Francis High School Principal effective June 30, 2007.

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

Representatives from Vichow, Krause & Company, LLP presented a review of the District's financial audit. The management letter and audit report reflect the St. Francis School District to be financially sound. The representatives of Vichow, Krause & Company stated that Business Manager, Ms. Julie Orłowski should be commended for her efforts in assisting the School District deal with many financial issues that she encountered upon her hire.

Mr. Peter Graven presented the Costa Rica field trip itinerary. Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the 2007 8<sup>th</sup> grade field trip request to Costa Rica was unanimously approved contingent upon an appropriate chaperone ratio compliant with Board policy.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the 7<sup>th</sup> grade field trip request to Chicago, Illinois was unanimously approved contingent upon an appropriate chaperone ratio compliant with Board policy

The first reading of revised School Board Policy D-24 ☐ ☐Public School Open Enrollment☐ was discussed. The policy will be revised to include the District's decision to not provide transportation, nor allow other schools to transport our residents to their districts. Policy D-24 will be revisited at the January 22, 2007.

Early registration for 2007-2008 was briefly discussed. Superintendent Topinka will bring additional information to the next regular meeting for further review.

Business Manager, Ms. Julie Orłowski reported on the following:

- 1) Business Manager Orłowski presented amendments to the 2007-2008 budget. After review and upon motion by Ms. Rutter, seconded by Mr. Boknevit, the proposed amendments to the 2007-2008 budget were unanimously approved.
- 2) Business Manager Orłowski distributed information on current school fees. After discussion, the Board will revisit school fees at the next School Board meeting.
- 3) Business Manager Orłowski gave an update on the status of the District's athletic scoreboards. The scoreboards are fixed, but it is undetermined for how long the scoreboards will last. To replace each scoreboard, the cost would be approximately \$8,000.00 per school.

Board Members reported on the following:

- 1) Board Treasurer Boknevit will follow-up on the status of the Association of Commerce joint St. Francis Common Council and St. Francis School Board dinner. Board Treasurer Boknevit requested assistance from Superintendent Topinka in helping to organize a committee to oversee revising the District's extra-curricular policy. The District will request sample policies from the Wisconsin Association of School Boards.
- 2) Board Member Duerstein also requested assistance in gathering sample graduation policies from the Wisconsin Association of



School Boards.

Superintendent, Ms. Carol Topinka reported on the following:

- 1) The Board will have a budget work session on Monday, January 15, 2007 from 5:00 p.m. to 7:00 p.m. in the High School Library to discuss the 2007-2008 budget and enrollment projections.
- 2) The Southeastern Wisconsin School Alliance is presenting a public forum, "Supporting Public Schools," on February 8, 2007 from 6:00 p.m. to 8:30 p.m.

School Board President, Ms. Jacqueline Hemmer reported on the following:

- 1) Mr. Jim McManus, past St. Francis School Board Member and Business Manager passed away on December 24, 2006. The District extends their deepest condolences to Mrs. Denise McManus and family.
- 2) The Annual Wisconsin Association of School Boards State Conference is next week, January 17-19, 2007.
- 3) School Crossing Guard Recognition Week is January 8-12, 2007.

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

Approved by: Kathleen A. Rutter , School Board Clerk

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