

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
December 15, 2008

APPROVED MINUTES

President Hemmer called the special meeting to order at 5:05 p.m.

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

EXCUSED: Board Member Mayer

VISITORS: 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. Hemmer to approve the agenda for December 15, 2008. Motion was unanimously approved.

ACTION ITEMS:

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

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

- Corrected Minutes of November 17, 2008
- Bills totaling \$39,628.62 and payroll/payroll-related bills totaling \$270,242.71
- Personnel Items:
That the Board approve the following extra-curricular/athletic contracts for the 2008-2009 school year:

SFEA Athletic Contracts

Dan Schramka, Boys Assistant Tennis Coach, C2/EA	2,815.92
Total SFEA Athletic Contracts:	\$ 2,815.92

Non-SFEA Athletic Contracts

Greg Gutowski, Rec. Dept. Basketball Coach/Little Dribblers	500.00
Total Non-SFEA Athletic Contracts:	\$ 500.00

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Board unanimously approved the 2008-2009 Southwest School-to-Work Consortium agreements.

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

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the President declared the special meeting adjourned at 5:20 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Jacqueline N. Hemmer
School Board President

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
December 8, 2008

APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, 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, staff professional development and other personnel issues.

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

EXCUSED: None

VISITORS: Business Manager Kelly

The President called closed session to order at 5:32 p.m. The Board reconvened into open session at 6:05 p.m., taking no action. The Board called a 20 minute recess and reconvened at 6:30 p.m. for the regular meeting.

President 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: Ms. Lisa Voisin – Robert W. Baird & Co.; 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 Mr. Iwanski to approve the agenda for December 8, 2008. 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 addition of \$660.18 in bills was presented for Board approval.

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

- Minutes of November 17, 2008
- Minutes of November 24, 2008
- Bills totaling \$372,025.57 and payroll/payroll-related bills totaling \$631,852.84 with the addition of \$660.18
- Personnel Items:
That the Board approve the following extra-curricular/athletic contracts for the 2008-2009 school year:

SFEA Athletic Contracts

Emily Kingsley, Asst. Girls Varsity Basketball Coach, CI/EA 4+ 1,671.96

Total SFEA Athletic Contracts: \$ 1,671.96

SFEA Extra-Curricular Contracts

Terry Benka, High School Dean of Students, CIV	2,815.92
Jill Savick, PI-34 Mentor	1,000.00
Judy Savick, PI-34 Mentor	1,000.00
Total SFEA Extra-Curricular Contracts:	\$ 4,815.92

Non-SFEA Athletic Contracts

Ann Santi, Girls Freshman Basketball Coach, CI/EA 4+*	3,009.52
Wade Van Westen, Girls JV Basketball Coach, CI/EA 4+	2,006.35
Total Non-SFEA Athletic Contracts:	\$ 5,015.87

*Supersedes original contract issued/approved on 10/06/08.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the Board unanimously approved the "Resolution Authorizing the Issuance and Sale of \$7,800,000 Bond Anticipation Notes Pursuant to Section 67.12(1)(b), Wisconsin Statutes."

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Board unanimously approved the following resolutions for the adoption of the 403(b) Plan document:

WHEREAS, the St. Francis School District already sponsors a 403(b) program for its employees (the "403(b) Plan"); and

WHEREAS, the Internal Revenue Service has adopted new regulations which require certain changes to the 403(b) Plan and which require that the St. Francis School District adopt a new written 403(b) Plan document; and

WHEREAS, the School Board for the St. Francis School District has determined that it is advisable for the St. Francis School District to adopt a new 403(b) Plan document created by Davis & Kuelthau, S.C. and reviewed by the St. Francis School District representatives, including the Superintendent, Business Manager and/or designee.

NOW, THEREFORE, BE IT RESOLVED, that the 403(b) Plan document, in substantially the form presented to the School Board is approved.

BE IT FURTHER RESOLVED, that the Superintendent, Business Manager and/or designee is authorized and directed to execute the new 403(b) Plan document on behalf of the St. Francis School District.

BE IT FURTHER RESOLVED, that the Superintendent, Business Manager and/or designee of the St. Francis School District is authorized and directed to do any and all things reasonable necessary to accomplish the purposes of the preceding Resolutions.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board unanimously approved the monetary donation of \$1,000.00 from Warrior Football / Mr. Doug Sarver for costs associated with the building of the new St. Francis High School concession stand.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Topinka presented an update on the Chapter 220 Inter-District Agreement that would include opening two (2) seats at the 9th grade level for students displaced due to transportation zone restrictions.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the High School Basketball field trip request to Jefferson City, Missouri contingent upon an appropriate chaperone ratio compliant with Board policy was unanimously approved.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly will bring back the 2008-2009 budget adjustments in January 2009.
- 2) Business Manager Kelly presented recommended changes to the District's current investment policy. Currently, the District's investment policy restricts the amount of money the District can invest at one bank, credit union or savings institution to \$500,000.00. The District plans to invest the referendum dollars to allow the best possible return on the investment. Upon motion by Mr. Boknevit, seconded by Mr. Iwanski, the Board unanimously approved the removal of the \$500,000 limit for investments and requested Business Manager to obtain appropriate language for the policy revision changes.
- 3) Business Manager Kelly presented an update on the December 3, 2008 meeting with representatives of PMA and Robert W. Baird to discuss the investment of the referendum proceeds.
- 4) Business Manager Kelly presented an update on the Other Post Employment Benefits Study. The District is required to have a follow-up actuarial study done of all post-employment and pension benefits as of July, 2008. The District sent out bids and received only one response from Actuarial and Health Care Solutions, LLC. Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Board unanimously approved the contract with Actuarial and Health Care Solutions, LLC to perform the required study. Business Manager Kelly will present information on the completed actuarial study at a future Board meeting.

There was no Board Members' report.

Superintendent Topinka reported on the following:

- 1) The High School Read 180 class taught by Ms. Ellen Kohls is sending care packages to military troops overseas. The project was successful, with classes, staff and organizations from all three schools donating their talent, time and gifts.

Board President Hemmer reported on the following:

- 1) Board Members still interested in attending the Wisconsin State Education Conference in January 2009 are encouraged to register with Ms. Lisa Jarosh in the District Office as soon as possible.
- 2) The December PTO meeting date has been rescheduled and will take place on December 17, 2008 at Willow Glen Primary School at 6:00 p.m.
- 3) Upcoming regular School Board meetings are scheduled for January 12, 2009 and January 26, 2009. A Board work session has been scheduled for January 19, 2009.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:30 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Jacqueline N. Hemmer
School Board President

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

SCHOOL BOARD WORK SESSION
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
November 24, 2008

APPROVED MINUTES

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

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

EXCUSED: Superintendent Topinka

VISITORS: Mr. Rich Tennessen – Eppstein Uhen Architects, Inc.; Mr. Bob Simi / Mr. Eric Ellison – C.G. Schmidt, Inc.;
No public visitors (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 Mr. Boknevit, seconded by Ms. Rutter to approve the agenda for November 24, 2008. Motion was unanimously approved.

WORK SESSION TOPIC – REFERENDUM UPDATE

Mr. Rich Tennessen reviewed the referendum project timeline. Upon nearing the completion of each phase, an update will be presented to the Board. The Board will schedule additional meetings as needed for referendum progress updates.

Superintendent Topinka was excused from attending the meeting. There was no Superintendent's report.

Board President Hemmer reported on the following:

- 1) Board Members interested in attending the Wisconsin State Education Conference in January 2009 are encouraged to register with Ms. Lisa Jarosh in the District Office by December 5, 2008.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the President declared the work session adjourned at 6:18 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
November 17, 2008

**CORRECTED/
APPROVED MINUTES**

President Jacqueline Hemmer called the 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: 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 November 17, 2008. 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 November 3, 2008
- Minutes of November 5, 2008
- Bills totaling \$114,160.73 and payroll/payroll-related bills totaling \$586,969.01
- Personnel Items:
 1. The Board approved the appointment of Dan Golumski as Special Education Paraprofessional for the 2008-2009 school year.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the \$500.00 monetary donation from Mrs. Bernadette Hamilton for the purpose of defraying the cost of the recent graffiti damage at the St. Francis High School or towards any athletics the District deems necessary was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Mr. Michael D. Clark of Robert W. Baird & Co. reviewed the terms and provided rationale for utilizing the proposed referendum financing plan. Discussion ensued.

Business Manager Kelly reported on the referendum kick-off meeting held earlier today at Eppstein-Uhen Architects, Inc. Representatives from the St. Francis School District, Eppstein Uhen Architects, Inc., and C.G. Schmidt, Inc. were present. A general timeline for the process and an exchange of information and discussion ensued.

Superintendent Topinka, Business Manager Kelly and Board President Hemmer attended the last Southeastern Wisconsin School Alliance meeting. Superintendent Topinka reported the School Finance Network presented a new state funding formula that they hope to present to the state legislators. Discussion ensued regarding the proposed funding formula. No action was taken by the Board.

Business Manager Kelly reported on the following:

- 1) 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 Mr. Bokneviz, seconded by Ms. Hemmer, the HIPAA resolutions were unanimously approved as presented.

- 2) On Wednesday, November 5, 2008, Chartwells Dining Service, Inc. sponsored their Annual Thanksgiving Dinner for St. Francis senior citizens at the St. Francis High School. The event was well-attended, with approximately sixty (60) people attending. Music and volunteer help was provided by St. Francis High School students.

Board Members' reported on the following:

- 1) Board Treasurer Bokneviz inquired on the criteria required by the District to permit people/businesses to send information home to parents.
- 2) Board Treasurer Bokneviz also inquired on parent permission slips required for school walks.

Superintendent Topinka reported on the following:

- 1) Superintendent Topinka presented a concern with the Chapter 220 Inter-District Agreement and the possibility of including additional language to address opening seats under sibling preference. A revised agreement will be brought to the School Board at a future meeting for review.

Board President Hemmer reported on the following:

- 1) The MATC Appointment Committee met on November 13, 2008 and appointed Dr. Rick Monroe as Superintendent on the MATC Board.

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

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

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

SPECIAL MEETING
HELD IN THE ST. FRANCIS SCHOOL DISTRICT OFFICE – ROOM 201
November 5, 2008

APPROVED MINUTES

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

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

EXCUSED: Board Member Iwanski and Superintendent Topinka

VISITORS: One (1) public visitor (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 Mr. Bokneviz, seconded by Ms. Mayer to approve the agenda for November 5, 2008. Motion was unanimously approved.

ACTION ITEMS:

Upon motion by Mr. Bokneviz, seconded by Ms. Hemmer, the proposed 2008-2009 budget adjustments were unanimously approved.

Upon motion by Mr. Bokneviz, seconded by Ms. Rutter, the 2008-2009 adjustment to the approval of the tax levy certification was unanimously approved.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the special meeting adjourned at 5:40 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
November 3, 2008

APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Board adjourned into closed session in the St. Francis High School library pursuant to Wisconsin State Statutes 19.85 (1)(b) for considering dismissal, demotion, licensing, or discipline of any public employee or person licensed by a Board or commission and taking formal action on any such matter.

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

EXCUSED: None

VISITORS: Business Manager Kelly

The President called closed session to order at 6:15 p.m. The Board reconvened into open session at 6:30 p.m., taking the following action:

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the Board unanimously approved the employee termination as presented by administration.

President 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: 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 November 3, 2008. 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 Mr. Iwanski, the following Consent Agenda Action Items were unanimously approved:

- Minutes of October 20, 2008
- Bills totaling \$280,706.98 and payroll/payroll-related bills totaling \$169,518.02.
- Personnel Items:
 1. The Board approved the revised duties for the position of Dean of Students per Appendix C of the Agreement between the St. Francis School District and the St. Francis Education Association.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Discussion ensued concerning proposed new Chapter 220 seats for the 2009-2010 school year and how the Chapter 220 Program impacts the tax levy. The 2009-2010 Inter-District Voluntary Transfer Agreement was also presented for discussion in conjunction with the approval of new Chapter 220 seats. Upon motion by Ms. Rutter, seconded by Mr. Bokneviz, the motion to approve 73 continuing Chapter 220 seats for the 2009-2010 school year with no new additional seats was unanimously approved. Upon a separate motion by Mr. Bokneviz, seconded by Ms. Rutter, the 2009-2010 Inter-District Voluntary Transfer Agreement was unanimously approved.

Superintendent Topinka presented the following new School Board policies for review and approval:

- New Addendum to Policy D-24 – Open Enrollment - Guidelines for Special Education Student-Teacher Ratio. The new guidelines propose a special education student-teacher ratio of 1:8 for grades K4-3rd; 1:12 for grades 4th-8th; and 1:14 for grades 9th-12th. After review and upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Addendum to Policy D-24 – Open Enrollment – Guidelines for Special Education Student-Teacher Ratio was unanimously approved.
- New Policy D-21A – Seclusion & Restraint in Special Education. After review and upon motion by Ms. Rutter, seconded by Ms. Hemmer, Policy D-21A – Seclusion & Restraint in Special Education was unanimously approved as presented.

Superintendent Topinka presented a brief update on the upcoming referendum election. Ms. Katherine Sevier and Mrs. Diane Mayer were appointed by the Board to canvas the referendum ballots on Wednesday, November 5, 2008 at the St. Francis City Hall at 11:45 a.m. Board Clerk Rutter will certify the canvassing of the ballots.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented information on snow removal service contracts. The District received bids on snow removal services from three different vendors. After review, it was determined that KEI provided the best pricing. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board unanimously approved a one-year contract with KEI for snow removal services.

There was no Board Members’ or Superintendent’s report.

Board President Hemmer reported on the following:

- 1) The next meeting of the MATC Appointment Committee is November 13, 2008 at the MATC Downtown location.
- 2) President Hemmer asked fellow Board Members to begin thinking about the School Board election next April and possible candidates that may be interested in submitting nomination papers to run for office.

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

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

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

WORK SESSION / REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
October 20, 2008

APPROVED MINUTES

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

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

VISITORS: Mr. Mark DiStefano, St. Francis High School Principal; no public visitors (sign-in sheets retained in official minute book)

WORK SESSION – STUDENT ENROLLMENT

Superintendent Topinka distributed statistical information on student enrollment, which included future enrollment projections for the 2009-2010 school year. The Board reviewed the data presented and discussed the impact of student enrollment on future class sizes.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the Board adjourned to the regularly scheduled meeting. President 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

VISITORS: One (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. Iwanski to approve the agenda for October 20, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

Notes of appreciation to the St. Francis School Board from Willow Glen Primary School's K5 and 1st grade teaching teams, as well as, Primary School Teacher - Ms. Jane Perkins and her second grade class.

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 Ms. Hemmer, the following Consent Agenda Action Items were unanimously approved:

- Minutes of October 6, 2008
- Bills totaling \$154,399.53 and payroll/payroll-related bills totaling \$378,685.82.
- Personnel Items:
 1. The Board approves the 2008-2009 FMLA request of Michelle DeWane, Intermediate School Teacher.
 2. The Board approves the 2008-2009 Perkins Consortium Contract for Ms. Sandy Buehler.
 3. That the Board approve the following extra-curricular/athletic contracts for the 2008-2009 school year:

SFEA Athletic Contracts

Phil Batkins, Boys 7th Grade Basketball Coach, C6 1,407.96
Jason Dropik, Boys 8th Grade Basketball Coach, C6 1,407.96

Total SFEA Athletic Contracts: \$ 2,815.92

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the "Resolution Authorizing Temporary Borrowing in Amount Not to Exceed \$2,000,000 Pursuant to Section 67.12 (8)(a)1, Wis. Stats." was unanimously approved.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the 2008-2009 budget adjustments were unanimously approved.

Upon motion by Mr. Boknevit, seconded by Mr. Iwanski, the 2008-2009 tax levy certification of \$5,062,863 without the referendum passing was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the 2008-2009 tax levy certification of \$6,072,863 with the referendum passing was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Topinka reviewed Open Enrollment rules in regards to special education student-teacher ratios. Superintendent Topinka will bring back further information to assist the School Board in future Open Enrollment decisions.

Superintendent Topinka presented new School Board Policy 21A - Seclusion and Restraint in Special Education for review. Superintendent Topinka will work on the policy further and bring it back at a future meeting.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented information on the transportation contract renewal with Lamers Bus Lines, Inc. Currently, the District has one (1) year remaining on its existing contract with Lamers Bus Lines, Inc. The District utilizes Lamers Bus Lines, Inc. for special education, extra-curricular and shuttle transportation services. The renewal rates proposed are in line with the rates that other schools are receiving. Upon motion by Mr. Boknevit, seconded by Mr. Iwanski, the proposed transportation contract renewal with Lamers Bus Lines, Inc. was unanimously approved.
- 2) Business Manager Kelly will bring snow removal bids for consideration at a future meeting.
- 3) Business Manager Kelly presented the contract renewal with PMA Financial Network, Inc. for use of their Financial Planning Program. The program will continue to assist in the evaluation of the District's budget, enrollment, staffing ratios and programs. Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the contract renewal with PMA Financial Network, Inc. was unanimously approved.
- 4) On Wednesday, November 5, 2008, Chartwells Dining Service, Inc. will sponsor their Annual Thanksgiving Dinner for St. Francis senior citizens. The dinner will take place in the St. Francis High School cafeteria at 11:30 a.m.

Board Members' reported on the following:

- 1) Board Vice President, Russ Iwanski, requests that 7th and 8th grade students participating in school sponsored sports are aware of the District's code of conduct and grades required for participation.

Board Members' reported on the following:

- 1) The Southeastern Wisconsin School Alliance (SWSA) will sponsor a preliminary meeting on Tuesday, November 11, 2008 to discuss the proposed new formula for school funding. Superintendent Topinka expressed the importance that a Board Member attends this important meeting. Board Treasurer Boknevit will check his availability to attend this meeting.

Board President Hemmer reported on the following:

- 1) President Hemmer attended the Willow Glen/Deer Creek PTO meeting on October 15, 2008. Board Members were encouraged to sign-up to attend future PTO meetings.
- 2) President Hemmer expressed her appreciation to see District staff attending many extra-curricular activities/events.
- 3) President Hemmer expressed her appreciation to Chief Brian Kaebisch of the St. Francis Police Department for his continued collaboration with the District.
- 4) President Hemmer thanked Superintendent Topinka for her note of appreciation to Board Members.
- 5) Nicholas and Julie Kelly won the 50/50 raffle at a Mariner football game and donated their winnings back to the St. Francis High School Booster Club.
- 6) MATC is seeking candidates for the Superintendent position on the MATC Board. The MATC Appointment Committee will meet on November 13, 2008 to select/appoint a qualified candidate. Usually, the School Board President attends, but, if someone on the Board is interested, please let President Hemmer know.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:44 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
October 6, 2008

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, Boknevit, Rutter, Mayer and Superintendent Topinka

EXCUSED: None

VISITORS: Business Manager Kelly

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, Boknevit, Rutter, Mayer, Superintendent Topinka and Business Manager Kelly

EXCUSED: None

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 Mr. Boknevit, seconded by Ms. Rutter to approve the agenda for October 6, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

A thank you note from Mrs. Lori Pawlowski on the sympathies/plant sent on behalf of the District on the recent passing of her father.

A thank you note from Mrs. Carol Murack on the sympathies/flowers sent on behalf of the District on the recent passing of her father.

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

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

- Corrected Minutes of September 22, 2008
- Bills totaling \$111,374.83 and payroll/payroll-related bills totaling \$448,925.32.
- Personnel Items:
 1. The Board approves the revised Instructional Services Secretary job description as presented.
 2. That the Board approve the following extra-curricular/athletic contracts for the 2008-2009 school year:

SFEA Athletic Contracts

Terry Benka, Boys Varsity Golf Coach, C2/HC	3,519.90
James Dorlack, Boys Varsity Baseball Coach, C2/HC	3,519.90
Mike King, Boys Varsity Tennis Coach, C2/HC	3,519.90
George Logic, Boys/Girls Head Track Coach, C2/HC	5,279.85

Carrie Miller, Girls Varsity Softball Coach C2/HC	3,519.90
Dave Santi, Boys Freshman Basketball Coach, C1/EA	3,519.90
Dave Santi, Boys Junior Varsity Golf Coach, C2/EA	2,815.92
Todd VanCaster, Boys Junior Varsity Baseball Coach, C2/EA	2,815.92
Melissa Zeman, Jr. High Volleyball Coach, C6	1,407.96
Total SFEA Athletic Contracts:	\$29,919.15

Non-SFEA Athletic Contracts

Jessica Aschenbrenner, Girls JV Softball Coach, C2/EA 1YR	2,252.74
Brian Karas, Boys Freshman Baseball Coach, C2/EA 4+YRS	2,675.12
John Kloppenburg, Boys Varsity Basketball Co-Coach, C1/HC 4+	2,173.54
Kenneth Lang, Boys JV Tennis Coach/NA CII 4+	2,675.12
Andrea O'Connell-Kainz, Boys/Girls Asst. Track Coach CII/EA 4+	2,675.12
Joe Paczocha, Boys Varsity Basketball Co-Coach, CI/HC 4+	2,173.54
Lawrence Piloczewski, Boys/Girls Asst. Track Coach CII/EA 0	2,111.94
Mike Pipp, Boys JV Basketball Coach CI/EA 4+	3,343.91
Ann Santi, Girls Freshman Basketball Coach C1/EA 4	3,343.91
Mike Szydowski, Girls Jr. High Basketball Coach/JH C6 4+	1,337.56
Mike Szydowski, Girls Varsity Basketball Coach C1/HC 4+	4,347.08
Total Non-SFEA Athletic Contracts:	\$29,109.58

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the District monetary donation of \$120.00 from Mr. Timothy Gullickson of Start Investments for the purpose of sponsoring six (6) student teams in the 2008 Fall Wisconsin Stock Market Game was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Topinka presented the following new/revised School Board Policies for review and approval:

- New Policy C-17 – Faculty and Staff Interaction with Students/Youth. After review and upon motion by Ms. Rutter, seconded by Mr. Boknevit, Policy C-17 – Faculty and Staff Interaction with Students/Youth was unanimously approved with one revision.
- New Policy D-37 – Research Involving Students. After review and upon motion by Ms. Rutter, seconded by Mr. Boknevit, Policy D-37 – Research Involving Students was unanimously approved as presented.
- Revised Policy D-23 – Extra-Curricular Conduct Code. After review and upon motion by Ms. Hemmer, seconded by Mr. Iwanski, Policy D-23 – Extra-Curricular Conduct Code was unanimously approved with additional revisions.

Superintendent Topinka requested a School Board work session from 5:30 to 6:30 p.m. before the start of the next regular School Board meeting on October 20, 2008. The purpose of the work session will be to discuss student enrollment for the 2009-2010 school year.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented information on replacing the dust collector system in the technology education lab. Recently, the dust collector system's motor burned out. Without this system, the technology education students cannot use equipment that may cause dust in the air. The options presented included purchasing a new system for approximately \$14,000.00 to \$18,000.00; repairing the existing motor at an approximate cost of \$1,000.00; or purchasing a demo unit for \$2,050.50. Facilities Maintenance Coordinator, Mr. Jim Felber, has scheduled a date to further examine the demo unit and if it runs well and is in good condition, the District will purchase the demo unit from Hastings Air Energy Control, Inc. at an approximate cost of \$2,050.50.
- 2) Business Manager Kelly will follow-up on questions posed by School Board Members regarding the Perkins Consortium Contract and report back at a future meeting.
- 3) Business Manager Kelly presented an update on the Deer Creek pool shut-off valves that broke approximately two weeks ago, causing a flood at the Deer Creek Recreation Building. As a result of this incident, there were a few items that needed to be disposed of, but no significant damage to anything except for the karate equipment. After reviewing the list of karate items damaged by the flood, the Board requested Business Manager Kelly to obtain further quotes on floor mats. Business Manager Kelly will report back at a future meeting.
- 4) Business Manager Kelly presented two (2) quotes for the cost of replacing an exterior door at Deer Creek Intermediate School. The door is used as a regular entrance and exit door, but is also utilized as an emergency exit. The two (2) quotes received were from LaForce, Inc. for \$8,382.00; and Builders Hardware and Hollow Metal, Inc. for \$9,410.00. Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the quote from LaForce, Inc. for \$8,382.00 for the replacement of the exterior door at Deer Creek Intermediate School was unanimously approved.

Board Members' reported on the following:

- 1) The Board expressed their congratulations to the St. Francis High School Drumline on their outstanding performance at the Homecoming football game on October 3, 2008.

There was no Superintendent's report.

Board President Hemmer reported on the following:

- 1) The Association of Commerce Dinner is scheduled for Wednesday, October 8, 2008 at 5:30 p.m. at Dobie's Restaurant.

Upon motion by Mr. Bokneviz, seconded by Ms. Mayer, the President declared the regular meeting adjourned at 8:00 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

September 22, 2008

APPROVED MINUTES

President Hemmer called the regular meeting to order at 6:30p.m. in the St. Francis High School library.

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

Business Manager Kelly

EXCUSED: Board Clerk 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 Ms. Hemmer, seconded by Mr. Boknevitz to approve the agenda for September 22, 2008. 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. Boknevitz, seconded by Ms. Hemmer, the following Consent Agenda Action Items were unanimously approved:

- Minutes of September 8, 2008
- Minutes of September 15, 2008
- Bills totaling \$101,445.78 and payroll/payroll-related bills totaling \$530,303.69.
- Personnel Items:
 - That the Board approve the revised Special Education Paraprofessional job description as presented.
 - That the Board approve the revised Instructional Services Secretary job description as presented.
 - That the Board approve the following extra-curricular/athletic contracts for the 2008-2009 school year:

Name	Extra-Curricular Activity	Contract Amount
Terry Benka	HS National Honor Society	880.00
Terry Benka	Sophomore Class Advisor CIII	704.00
Butch Bretzel	Mentor PI-34	1,000.00
Claudia Busateri	Earthkeepers Club CIII	880.00
Hope Carr	Forensics 4YR CV	2,173.54
Kathy Doty	Elementary Chorus CIII	352.00
Kathy Doty	Mentor PI-34	1,000.00
Candy Dowd	Cadets (Intermediate) CIII	1,232.00
Chris Dusold	HS Detention CIV	4,125.70
Laura Edwin	HS Extra Class - Math CIV	4,950.84
Laura Edwin	Junior Class Advisor CIII	2,024.00
Laura Edwin	Mentor PI-34	1,000.00
Mary Ellen Flanagan	Mentor PI-34	1,000.00
Erich Gottfried	HS Extra Class - Science CIV	4,950.84
Erich Gottfried	HS Outdoor Science Club CIII	880.00
Peter Graven	Mentor PI-34	1,000.00

Larry Hanlon	International Club (.5 Contract) CIII	1,012.00
Stephanie Henkhaus	Art Club CIII	880.00
Nicole Hoffmann	HS Yearbook CIV	3,080.00
Trudy Hundt	HS Extra Class - Science CIV	4,950.84
Mike King	District Web Administrator CIV	5,755.04
Mary Koch	Gator Players Club CIII	880.00
Ellen Kohls	HS Extra Class - Read 180/Sp Ed CIV	4,950.84
Susan Lepak	Children's Theatre CIII	880.00
Beth Lewis	Intermediate Band CIII	880.00
Beth Lewis	Intermediate Chorus CIII	352.00
Jack LoPresti	HS Stock Market Club CIII	880.00
Sarah Marcet	Freshman Class Advisor CIII	704.00
Sarah Marcet	Peer Helpers (.5 Contract) CIII	440.00
Paul Oestreich	HS Band CIII	2,112.00
Paul Oestreich	HS Chorus CIII	1,583.96
Angela Olson	Writing Club CIII	880.00
Yukari Pack	HS Extra Class - World Language CIV	4,950.84
Yukari Pack	Japanese Sister School	1,144.00
Kelly Pethan	Mentor PI-34	1,000.00
Kari Podolski	Mentor PI-34	1,000.00
David Santi	Senior Class Advisor CIII	2,024.00
Dan Schramka	FBLA Club CIII	880.00
Dan Schramka	HS Extra Class - Business (Sem 1) CIV	2,475.42
Nick Schuster	Mentor PI-34	1,000.00
Jessica Senn	International Club (.5 Contract) CIII	1,012.00
Mike Szydlowski	HS Student Council 4YR CIII	1,504.76
Chris Trasser	Mentor PI-34	1,000.00
Shannon Turinski	Peer Helpers (.5 Contract) CIII	440.00
Missy Zeman	Student Council (Intermediate) CIII	1,407.96
		\$ 78,212.58
Name	Athletic Activity	Contract Amount
James Gawronski	Asst. Varsity Football Coach	2,229.28
Dave Scheel	Asst. Varsity Football Coach*	3,343.91
		\$ 5,573.19

*Supercedes and replaces prior contract issued/approved 8/4/08.

Bold/italics represents non-SFEA.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the District monetary donation of \$10,000.00 from the Weirauch Family Foundation for the purchase of an electronic sign for the St. Francis High School was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Business Manager Kelly reported on the following:

- Business Manager, Julie Kelly and District Technology Coordinator, Mr. Steve Erickson presented information on the technology infrastructure upgrade. In June 2008, the Board approved a \$200,000.00 technology lease that was to be utilized for the purchase of computers and technology infrastructure. Currently, the District has spent approximately \$96,000.00 of that designated funds on computers. After reviewing various solutions and quotes for the technology infrastructure upgrade, the District has selected AT&T. However, due to the needs of the District, the infrastructure upgrade will cost approximately \$133,000.00, requiring the District to fund the extra \$29,000.00 out of the current operating fund balance. After discussion and upon motion by Mr. Boknevit, seconded by Mr. Iwanski, the proposed technology infrastructure upgrade with AT&T, along with the extra cost of \$29,000.00 to be funded out of the current operating fund balance was unanimously approved.

Board Members' reported on the following:

- Discussion ensued regarding the upcoming St. Francis Association of Commerce Dinner at Dobie's Steakhouse on October 8, 2008. The District will post the event, as there will be a quorum of Board Members in attendance.

Superintendent Topinka reported on the following:

- The District is sponsoring a table top exercise on school evacuation with Mr. Peter Pochowski on Tuesday, October 7, 2008 at 9:00 a.m. The meeting will take place at the St. Francis Public Library (Hoppe Room). Representatives from both the St. Francis Fire and Police Department will be in attendance.

Board President Hemmer reported on the following:

- The Fall Regional Meeting will take place in Franklin this Thursday, September 25, 2008.
- President Hemmer reminded fellow Board Members to review the policy drafts included in their Board envelopes. The proposed

drafts will be presented at a later date.

- President Hemmer proposed additional amendments to the approved Instructional Services Secretary job description. The Instructional Services Secretary job description will be revised and brought back to the next regular Board meeting for approval.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the President declared the regular meeting adjourned at 7:12 p.m.

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

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

September 15, 2008

APPROVED MINUTES

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

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

VISITORS: 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 Mr. Boknevit to approve the agenda for September 15, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

ACTION ITEMS:

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, "The Initial Resolution Authorizing General Obligation Bonds in an Amount Not to Exceed \$14,900,000" was unanimously approved.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, "The Resolution Providing for a Referendum Election on the Question of the Approval of an Initial Resolution Authorizing the Issuance of General Obligation Bonds in an Amount Not to Exceed \$14,900,000" was unanimously approved.

A discussion ensued regarding the planning for upcoming referendum public information meetings.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the special meeting adjourned at 5:36 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING
HELD IN THE DEER CREEK INTERMEDIATE SCHOOL LIBRARY

September 8, 2008

APPROVED MINUTES

President Hemmer called the regular meeting to order at 5:30 p.m. in the Deer Creek Intermediate School Library.

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

VISITORS: Mr. Bob Simi – C.G. Schmidt, Inc.; Mr. Joe Donovan – School Perceptions, Inc.; and one (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 September 8, 2008. 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. Boknevit, the following Consent Agenda Action Items were unanimously approved:

1. Minutes of August 4, 2008
2. Minutes of August 11, 2008
3. Minutes of August 18, 2008
4. Minutes of August 25, 2008
5. Minutes of September 2, 2008
6. Bills totaling \$337,694.84 and payroll/payroll-related bills totaling \$279,438.35.
7. Personnel Items:

1. That the Board approve the following extra-curricular/athletic contracts for the 2008-2009 school year:

SFEA Athletic Contracts

George Logic, Boys/Girls Cross Country Coach/HC C2	3,519.90
Total SFEA Athletic Contracts:	\$ 3,519.90

Non-SFEA Athletic Contracts

Mark Beaumont, Asst. Varsity Football Coach/EA C1 4+YRS*	3,343.91
Total Non-SFEA Athletic Contracts:	\$ 3,343.91

*Supercedes and replaces prior contract approved on August 4, 2008.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The scope and associated costs for the proposed referendum reviewed. To assist the public in understanding what each project entails, the "Option 4" list will be revised to include more detailed information under the work descriptions.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the President declared the regular portion of the meeting adjourned at 6:27 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

ST. FRANCIS SCHOOL DISTRICT
2007 BUDGET HEARING AND ANNUAL MEETING

St. Francis High School Library

4225 South Lake Drive
September 10, 2007
APPROVED MINUTES

Budget Hearing was called to order by Jacqueline Hemmer, School Board President, at 6:30 p.m.

Present: Board members Hemmer, Iwanski, Boknevit, Rutter, Mayer, Superintendent Topinka, and Business Manager – Ms. Julie Kelly

Visitors : Sign-in sheets retained in official minute book – 3 visitors.

President Hemmer turned the meeting over to Robert Boknevit, School Board Treasurer and Julie Kelly, School Business Manager who discussed and then asked for questions on the 2007-2008 budget.

After all questions were addressed, the Budget Hearing concluded at 6:58 p.m.

Annual Meeting was called to order by President Hemmer at 7:00 p.m.

The Pledge of Allegiance was led by President Hemmer.

Mr. Bob Boknevit nominated Jacqueline Hemmer as chairperson, motion seconded by Mr. Russell Iwanski. Motion carried.

Upon a motion by Mr. Boknevit, seconded by Ms. Hemmer, the minutes for the Annual Meeting of September 11, 2006 were unanimously approved.

Ms. Rutter moved, Mr. Boknevit seconded, that there shall be levied upon the taxable property of the St. Francis School District the sum of \$5,590,834. \$4,285,950 for the General Fund for the operation of district schools; \$193,489 for the Community Service Fund; and \$1,111,395 for

the discharge of debt obligations. Motion carried unanimously.

Mr. Boknevitx moved, Ms. Rutter seconded, that the date and place of the next Annual Meeting be Monday, September 8, 2008 at Deer Creek Intermediate School, 3680 South Kinnickinnic Avenue, St. Francis, Wisconsin. Motion carried unanimously.

The Board opened the floor for other items of discussion.

Ms. Rutter and Mr. Boknevitx moved, Ms. Iwanski seconded, that the Annual Meeting be adjourned. Motion carried unanimously.

Annual Meeting was adjourned at 7:20 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

SPECIAL MEETING
HELD IN THE ST. FRANCIS SCHOOL DISTRICT OFFICE

September 2, 2008

APPROVED MINUTES

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

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

EXCUSED: Board Member Rutter

VISITORS: 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 Mr. Boknevitx, seconded by Ms. Hemmer to approve the agenda for September 2, 2008. 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. Hemmer, seconded by Mr. Boknevitx, the following Consent Agenda Action Items were unanimously approved:

- Personnel Items:
 - That the Board approve the recommendation to create an additional .50 FTE Elementary Special Education Paraprofessional position for the 2008-2009 school year.
 - That the Board approve the appointment of Courtnie Korpela from part-time to full-time Special Education Paraprofessional for the 2008-2009 school year.
 - That the Board approve the appointment of Krystyna Daton from part-time to full-time (50% Library Paraprofessional / 50% Special Education Paraprofessional) for the 2008-2009 school year.
 - That the Board approve the appointment of Sandi Teriaca-Landowski as full-time Special Education Paraprofessional for the 2008-2009 school year.
 - That the Board approve a .1 FTE increase for Special Education Teacher, Hillary Marshall for the 2008-2009 school year.
 - That the Board approve the Contract Agreement between the St. Francis School District and Thomas More High School for Spanish class teacher services at Deer Creek Intermediate School for the 2008-2009 school year.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevitx, the President declared the special meeting adjourned at 5:27 p.m.

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

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

August 25, 2008

APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Mr. Boknevitx, the Board adjourned into closed session in the St. Francis High School Library pursuant to Wisconsin State Statutes 19.85 (1)(b)(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, specifically, consideration of specific personnel issues.

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

EXCUSED: None

VISITORS: None

The President called closed session to order at 5:00 p.m. The Board reconvened into open session at 5:20 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the employment termination of Ms. Kelly Sweet in accordance with the Memorandum of Understanding signed by Ms. Kelly Sweet, the St. Francis Education Association, and the School District of St. Francis was unanimously approved.

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the implementation of a new full-time Special Education Paraprofessional position for the 2008-2009 school year was unanimously approved.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the President declared the special meeting adjourned at 5:25 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

August 18, 2008

APPROVED MINUTES

President Hemmer called the regular meeting to order at 6:05 p.m. in the St. Francis High School library.

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

EXCUSED: None

VISITORS: Mayor Al Richards; Mr. Bob Simi / Mr. John Foster – C.G. Schmidt, Inc.; Mr. Bob Vajgrt – Epstein Uhen Architects, Inc.; Mr. Joe Donovan – School Perceptions, Inc. and one (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. Hemmer, seconded by Ms. Rutter to approve the agenda for August 18, 2008. 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 \$120,241.85 and payroll/payroll-related bills totaling \$476,030.33.
- Personnel Items:
 - That the Board approve the resignation of Carol Frank, Special Education Paraprofessional effective August 18, 2008.
 - That the Board approve the following extra-curricular/athletic contracts for the 2008-2009 school year:

SFEA Athletic Contracts

Terry Benka, Freshman Girls Tennis Coach/EA C2 2,815.92

Dave Santi, JV Football Coach/EA C1 3,519.90

Total SFEA Athletic Contracts: \$ 6,335.82

Non-SFEA Athletic Contracts

Mark Beaumont, Asst. Varsity Football Coach/EA C1 4+YRS 2,229.28

Total Non-SFEA Athletic Contracts: \$ 2,229.28

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Revised School Board Policy D-23 – Extra-Curricular Conduct Code was presented for review. After discussion, it was determined that additional revisions need to be made to the policy and it will be brought back at a future meeting.

The referendum project scope was reviewed at length. Topics covered included what the St. Francis community could afford, how the District will proceed with the referendum process and possible projects at the three buildings.

Business Manager Kelly reported on the following:

- Business Manager Kelly presented the Local Government Property Insurance Fund renewal for approval. After discussion and upon motion by Mr. Boknevtz, seconded by Ms. Rutter, the Local Government Property Insurance Fund renewal was unanimously approved.

Board Members' reported on the following:

- Board Treasurer Boknevtz spoke regarding the referendum informational letter that will be placed on the Association of Commerce's website.

There were no reports from the Superintendent or Board President.

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

Approved by: Kathleen A. Rutter, School Board Clerk

SCHOOL BOARD WORK SESSION
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

August 11, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the work session to order at 6:30 p.m.

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

EXCUSED: None

VISITORS: Building Administrator, Ms. Michelle Mancl; Mr. Bruce Connolly – School Perceptions, Inc. ; (20) 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. Boknevtz, seconded by Ms. Mayer to approve the agenda for August 11, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

REFERNDUM WORK SESSION:

President Hemmer presented an overview of the work session expectations and introduced District staff and members of the Facilities Study Committee.

Mr. Bruce Connolly of School Perceptions, Inc. presented an overview of the referendum process and how the District got to where they are today, followed by a question and answer session.

Mrs. Sheryl Stawski inquired on the scheduled tour of schools. The proposed tours are scheduled during times when people are working, especially the senior citizens living in the community. Mrs. Sue Bostedt also requested the District to take this into consideration.

Ms. Sandy Teriaca-Landowski requested additional pictures on the flyers and having information available during St. Francis Days.

Ms. Teriaca-Landowski also inquired as how the District will make repairs if the referendum does not pass.

Ms. Teresa Bittner stated her experience working in the building company industry and supported the information provided on building cost increases.

Mr. Jim Cerwinski inquired as to what happens when the referendum passes. Who will do the work and how is this determined? Mr. Cerwinski expressed his concerns about the bidding process. Mr. Cerwinski also requested more specific information on the lighting issues (i.e., light bulb wattage, what type of doors/windows).

Mr. Brian Warwick also expressed his concerns regarding the lighting issues. Changing out bulbs does not address future energy efficiency.

Ms. Liz Hasenstein reviewed how energy efficiency was one of the items that the Facilities Study Committee researched in regards to their decision.

Mr. Steve Wattawa inquired on the accuracy of the community survey as he noted that only approximately 300 people responded, some not having kids in the District.

Mr. Brian Warwick spoke about the Facilities Study Committee members and how ten (10) of those members are parents on school-age children.

Mrs. Sheryl Stawski implored that the community not short-change our schools, so the District is not forced to come back in 10 years for another referendum.

Mr. Dave Goltz, who served on both Facility Study Committees, talked about how the Committee's did incorporate some of the items off the 10-year maintenance list. Mr. Goltz expressed how certain items (i.e., Science and technology labs) should be done, as these are items that cannot be addressed by the 10-year maintenance plan. Mr. Goltz expressed his appreciation to Mr. Bruce Connolly – School Perceptions, Inc.

Mr. Skip Buechel also thanked the members of the Facility Studies Committee and requested money be spent wisely.

The School Board thanked the visitors for their interest and their questions and comments regarding the referendum. The Board will take their

comments and suggestions into consideration as the District proceeds with the referendum process.
Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the work session adjourned at 8:00 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

August 4, 2008

APPROVED MINUTES

President Hemmer called the regular meeting to order at 6:30 p.m. in the St. Francis High School library.

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

EXCUSED: Board Member Mayer

VISITORS: Mr. Bob Simi – C.G. Schmidt, Inc.; Mr. Bob Vajgrt – Epstein Uhen Architects, Inc.; Mr. Brian Brewer / Mr. Kurt Daily – Robert W. Baird, Inc.; Mr. Joe Donovan – School Perceptions, Inc.; one (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. Hemmer, seconded by Ms. Rutter to approve the agenda for August 4, 2008. 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 Ms. Hemmer, the following Consent Agenda Action Items were unanimously approved:

- Minutes of July 14, 2008
- Minutes of July 17, 2008
- Bills totaling \$142,342.81 and payroll/payroll-related bills totaling \$180,178.39.
- Personnel Items:
 - That the Board approve the appointment of Elizabeth Fraunfelder as Music Teacher for the 2008-2009 school year (pending successful completion of background / reference checks).
 - That the Board approve the appointment of Paul Oestreich as Music Teacher for the 2008-2009 school year.
 - That the Board approve the appointment of Shannon Turinski as School Counselor for the 2008-2009 school year.
 - That the Board approve the appointment of Jessee Erickson as Replacement School Counselor for the 2008-2009 school year (pending successful completion of background / reference checks).
 - That the Board approve the child-rearing leave for Carla Herried, Secondary School Counselor for the 2008-2009 school year.
 - That the Board approve the following extra-curricular/athletic contracts for the 2008-2009 school year:

SFEA Athletic Contracts

Brandon Blahnik, Asst. Freshman Football Coach/EA C1 4+YRS 2,229.28

Mike King, JV Volleyball Coach/EA C2 2,815.92

Mike Scherman, Head Girls Tennis Coach/HC C2 4+YRS 3,343.91

Melissa Zeman, Freshman Volleyball Coach/EA C2 2,815.92

Total SFEA Athletic Contracts: \$11,205.03

Non-SFEA Athletic Contracts

Mark Beaumont, Strength & Conditioning Coach 3,500.00

Phil Chavez, Asst. Varsity Football Coach/EA C1 4+YRS 3,343.91

Sharon, Galonski, Girls Varsity Volleyball Coach C2/HC 4+YRS 3,343.91

Earl Kloss, JV Football Coach/EA C1 4+YRS 3,343.91

Beth Obst, Spirit Squad Coach (Fall)/SS CV 3YRS 1,267.16

Beth Obst, Spirit Squad Coach (Winter)/SS CV 3YRS 1,583.96

Beth Obst, Jr. High Pep Squad Coach 4YR 1,337.56

Scott Santi, Asst. Freshman Football Coach/EA C1 4+YRS 2,229.28

Doug Sarver, Head Varsity Football Coach/HC C1 4+YRS 4,347.08

Dave Scheel, Asst. Varsity Football Coach/EA C1 4+YRS 2,229.28

Rachel Swick, JV Girls Tennis Coach/EA C2 4+YRS 2,675.12
Total Non-SFEA Athletic Contracts: \$29,201.17

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the 2007-2009 Agreement between Council #10 (Secretaries – Paraprofessionals) and the St. Francis School District was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the 2007-2009 Agreement between Service Employees International Union – Local 150 (Custodial) and the St. Francis School District was unanimously approved.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the proposed new School Board Policy C-16, “Creation and Maintenance of School and District Web Pages,” was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The School Board discussed the referendum process. The discussion covered opportunities to engage the public, i.e., St. Francis National Night Out / PTO meetings, as well as, the proposed agendas for the August 11, 2008 and August 18, 2008 meetings. The discussion included input from Mr. Bob Simi – C.G. Schmidt, Inc., Mr. Bob Vajgrt – Epstein Uhen Architects, Inc., Mr. Brian Brewer and Mr. Kurt Daily – Robert W. Baird, Inc., and Mr. Joe Donovan from School Perceptions, Inc.

Business Manager Kelly reported on the following:

- Business Manager Kelly presented the 2008-2009 preliminary budget for Board approval. The audit is complete. Results from the audit will be reported to the Board at a future date. Treasurer Boknevit supported President Hemmer’s suggestion to schedule a meeting with officials from the City of St. Francis in mid-September, once the referendum resolution is approved. Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the 2008-2009 preliminary budget was unanimously approved.
- Mr. Bob Vajgrt – Epstein Uhen Architects, Inc. reported on the condition of the High School roof supports. Three (3) supports have 50% material on the ends that are stressed. The remaining roof supports are approximately 10% deteriorated. Mr. Vajgrt recommends the District replace roof support with steel and cover others, so they are not exposed to the elements. More information will be available on August 13, 2008.
- Business Manager Kelly presented a technology update. Ms. Kelly is in the process of ordering computers for the CAD lab(s) at Willow Glen Primary School and Deer Creek Intermediate School. Mr. Steve Erickson, District Technology Coordinator was able to upgrade the computers for the same price. Mr. Erickson is working on the District’s infrastructure and is receiving quotes on fiber cable and increasing bandwidth.

There was no Board Members’ Report or Superintendent’s Report.

President Hemmer reminded Board Members of the following upcoming important dates:

- Monday, August 11, 2008 – 6:30 p.m. – Referendum Work Session
- Monday, August 18, 2008 – Regular Meeting (time to be determined)

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 8:45 p.m.
Approved by: Kathleen A. Rutter, School Board Clerk

SPECIAL MEETING
HELD IN THE DISTRICT OFFICE – ROOM 201

July 17, 2008

APPROVED MINUTES

President Hemmer called the special meeting to order at 12:37 p.m.

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

EXCUSED: Board Members Iwanski and Boknevit

VISITORS: 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. Hemmer, seconded by Ms. Rutter to approve the agenda for July 17, 2008. Motion was unanimously approved.

ACTION ITEMS:

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the appointment of Steven Erickson as Information Systems Coordinator and the issuance of such contract covering the period of July 21, 2008 through June 30, 2009 was unanimously approved.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the special meeting adjourned at 12:45 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

July 14, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 6:00 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, staffing and other personnel issues.

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

EXCUSED: Board Member Iwanski

VISITORS: Ms. Julie Kelly - Business Manager

The President called closed session to order at 6:00 p.m. The Board reconvened into open session at 6:35 p.m., taking no action.

President Hemmer called the regular meeting to order at 6:36 p.m. in the St. Francis High School library.

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

EXCUSED: Board Member Iwanski

VISITORS: Mr. Mike Clark – Robert W. Baird & Co.; Mr. Bob Simi – C.G. Schmidt, Inc.;
Ten (10) 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 July 14, 2008. 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. Boknevit, the following Consent Agenda Action Items were unanimously approved:

1. Minutes of June 16, 2008
2. Minutes of June 25, 2008
3. Minutes of July 7, 2008
4. Bills totaling \$511,604.37 and payroll/payroll-related bills totaling \$1,051,148.99.
5. Personnel Items:
 1. The 2008 Summer School contract for Ms. Jennifer Bush.
 2. The appointment of Richard Cruz as Summer Custodial Assistant.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the District donation of one (1) set of oxygen/acetylene tanks with gauges, 25 feet of hose, torch set and cart for use in the High School technology education classes from Mr. James Felber was unanimously approved as presented.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the City of St. Francis Police Department's request to utilize District grounds during the National Night Out activities on August 6, 2008, along with the possible rain date of August 13, 2008 was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The St. Francis High School Network Technology Team from Future Business Leaders of America (FBLA) recently placed 2nd in a national competition in Georgia. The Technology Team of Anthony Corso, Raymond Moths and Thomas Fera and their advisors, Mr. Dan Schramka and Mr. Mike King, spoke on the competition and their experiences. The boys introduced their families in attendance and President Hemmer presented awards to the students and offered congratulations on behalf of the Board.

The High School Japanese class field trip to Japan in June 2009 was presented. Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the High School Japanese class field trip to Japan in June 2009 was unanimously approved contingent upon compliancy with Board Policies D-17 and D17A.

New Board Policy D-36 – Physical Education Uniforms was presented for further consideration and approval. A discussion ensued, upon which,

Board Treasurer Boknevitiz requested tabling the proposed new policy for further consideration until the next regular meeting, when Board Vice President Iwanski was in attendance. A motion was made by Ms. Hemmer, seconded by Ms. Rutter, to approve new Board Policy D-36 – Physical Education Uniforms as presented. Board Members Hemmer, Rutter and Mayer voted aye. Board Member Boknevitiz vote nay.

The removal of the religious artifact at Deer Creek Intermediate School was discussed. The District plans to remove it and will contact the Archdiocese if they want the artifact.

Business Manager Kelly reported on the following:

1. Business Manager Kelly reviewed the 2008-2009 Preliminary Budget Assumption report, which outlined changes in both the revenue and expenditures. Ms. Kelly also reviewed the “Revenue Accounts in the Revenue Limit” report. A final preliminary budget will be presented in August.
2. Business Manager Kelly presented the 2008-2009 liability and worker’s compensation contract for discussion and action by the Board. The District’s renewal rates have increased slightly, mostly due to an increase to the worker’s compensation insurance. Upon motion by Ms. Hemmer, seconded by Mr. Boknevitiz, the 2008-2009 liability and worker’s compensation contract renewal was unanimously approved.
3. Business Manager Kelly presented information on the replacement of the High School domestic hot water heater. The current boiler is 30 years old and is failing, causing safety concerns. The District recommends the replacement with a new boiler using general funds already budgeted. After discussion and upon motion by Ms. Rutter, seconded by Mr. Boknevitiz, the replacement boiler purchase not to exceed \$16,000.00 was unanimously approved.
4. Business Manager Kelly presented an update on the evaluation of the High School roof supports. By the end of the week, the District will have an estimate as to what support beams require repair to ensure the building is structurally sound. Ms. Kelly will report back to the Board at a future meeting.
5. Mr. Mike Clark - Robert W. Baird & Co. and Mr. Bob Simi from C.G. Schmidt, Inc. presented an overview of financing scenarios the District may pursue for possible referendum. Mr. Simi distributed a new referendum timeline which includes opportunities to inform the community (i.e., National Night Out, school registration and open houses) regarding the referendum.

There were no further reports.

Upon motion by Ms. Mayer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 9:04 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

SCHOOL BOARD WORK SESSION
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

July 7, 2008

APPROVED MINUTES

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

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

EXCUSED: None

VISITORS: Building Administrators Mancl, Garcia-Velez and DiStefano; (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 July 7, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

REFERNDUM WORK SESSION TOPICS:

The work session agenda was suspended and was changed to reflect the following order:

1. 2007-2008 Progress Report / Future Overview – St. Francis High School
2. Overview of Strategic Plan – Goals and Strategies for Implementation

Principal Mark DiStefano presented the following 2007-2008 progress report and future goals for the St. Francis High School:

School Goals:

1. Increase school pride.
2. Encourage students to increase level of performance.
3. Live as a community of professional learners.
4. Increase use of technology.

5. Emphasize student achievement. Helping students understand the importance level of tests with regards to their own personal education.
6. Increase communication with parents, staff and community.
7. Enhance staff professional development in staff meetings.

Personal Goals:

1. Develop nurturing environment / positive spin / celebrate.
2. Expectation of St. Francis community to function as a professional learning community.
3. Personal growth through PI-34.

2008-2009 Goals:

1. Continue with PLC's and develop a celebration of learning.
2. Improve WKCE scores.
3. More involvement with SST Team.
4. Schedule efficiency.
5. Work on class sizes.
6. Involve students in extra-curricular activities beginning freshman year.

Superintendent Topinka reviewed the St. Francis School District's Action Plan. The Board reviewed the District's goals and strategies and discussed how the District is accomplishing.

Principal Michelle Mancl presented a visual slideshow to the Board on the 2007-2008 progress report and future goals for Willow Glen Primary School, as well as, on the District's curriculum/instruction. Information presented highlighted the following:

School/Personal Goals

1. Focus on student learning to include improving instruction, student support teams, student assessment and building team leadership.
2. Continued focus on character education

District Curriculum/Instructional Goals

1. Focus on PLC, Curriculum and Best Practice.

Principal Mary Garcia-Velez, presented the following items to be addressed in the 2008-2009 school year for Deer Creek Intermediate School:

1. Team building and developing a positive culture. Dr. Hipp will assist Deer Creek Intermediate School with this process.
2. Share staff development.
3. School goals.
4. Deer Creek picnic scheduled for August 27, 2008.
5. Working with PLC.

Business Manager Julie Kelly presented the following items for discussion under the Business Office Report:

1. 2007-2008 Technology - To replace outdated infrastructure.
2. School Breakfast Program pilot for two (2) months (October/November).
3. Budget – Re-working the budget, to assist in reviewing what costs are.
4. OPEC Study
5. New IRS laws governing tax-sheltered annuities.
6. Food service contract and other services to share.
7. Referendum

Superintendent Carol Topinka presented the following items for discussion under the Superintendent's Report:

1. Building and maintaining quality staff.
2. Improve the District's record archive.
3. Policy Review
 1. Homework
 2. Graduation Requirements
 3. Physical Education Uniforms
 4. Academic Research
 5. Open Enrollment Policy
 6. Guide teachers' post-school involvement.
4. Strategic Plan of Action
5. Improve communication with public.
 1. District websites
 2. Alumni Association
 3. E-Newsletter
6. Referendum
7. Human Resource Functions
 1. PI-34 – Staff Development – PLC
 2. Administrative Team – New Teacher Evaluation

8. Funding – Foundation
9. Additional Special Education Funding

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the President declared the work session adjourned at 8:07 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

SPECIAL MEETING
HELD IN THE DISTRICT OFFICE – ROOM 201

June 25, 2008

APPROVED MINUTES

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

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

EXCUSED: Board Member Mayer

VISITORS: 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 Mr. Boknevit to approve the agenda for June 25, 2008. Motion was unanimously approved.

ACTION ITEMS:

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the appointment of Phil Batkins as Elementary Teacher for the 2008-2009 school year was unanimously approved pending the successful completion of background and reference checks.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the appointment of Vanessa Zampardi as Elementary Special Education Teacher for the 2008-2009 school year was unanimously approved pending the successful completion of background and reference checks.

Upon motion by Ms. Hemmer, seconded by Mr. Iwanski, the revised job description for the Information Systems Coordinator position now known as “Technology Coordinator” was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the President declared the special meeting adjourned at 5:25 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

June 16, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 5:00 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)(b)(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, specifically, St. Francis Education Association personnel issue.

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

EXCUSED: Board Members Iwanski and Boknevit

VISITORS: Attorney Dan Chanen – Davis & Kuelthau, S.C. and Attorney Val Gabriel – Council #10

The President called closed session to order at 5:00 p.m. Attorney Gabriel was excused from the closed session at approximately 5:45 p.m. The Board reconvened into open session at 6:03 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the resignation of Mr. Donald Markiewicz, Elementary Teacher was unanimously approved as presented.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board re-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, staffing, administrative and non-represented

employee salaries, and other personnel issues.

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

EXCUSED: Board Members Iwanski and Boknevit

VISITORS: Ms. Julie Kelly, Business Manager

The President called closed session to order at 6:04 p.m. The Board reconvened into open session at 6:30 p.m., taking the following action:

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the proposed administrative salary increases for the 2007-2008 and 2008-2009 school years were unanimously approved as presented.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the proposed non-represented employee salary increases for the 2007-2008 and 2008-2009 school years were unanimously approved as presented.

President Hemmer called the regular meeting to order at 6:31 p.m. in the St. Francis High School library.

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

EXCUSED: Board Members Iwanski and Boknevit

VISITORS: 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 June 16, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

A thank you note from the 7th grade class and teachers for the Board's support of the outdoor education trip to Camp Timber-Lee.

A thank you note from Mary Balducci on the pen & pencil retirement gift set.

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:

1. Corrected Minutes of June 2, 2008
2. Bills totaling \$176,849.48 and payroll/payroll-related bills totaling \$500,935.98.
3. Personnel Items:
 1. The resignation request of Jeff Shoemaker, District Music Teacher effective June 11, 2008.
 2. The resignation request of Tim Akins, Technology Coordinator effective June 30, 2008.
 3. The appointment of Daniel Kolesari as Secondary Math Teacher for the 2008-2009 school year (contingent upon successful completion of background and reference checks).
 4. The contract renewal for Carol Topinka as Superintendent of Schools for the St. Francis School District and the issuance of such contract covering July 1, 2008 through June 30, 2010.
 5. The contract renewal for Michelle Mancl as Elementary Principal for the St. Francis School District and the issuance of such contract covering July 1, 2008 through June 30, 2010.
 6. The contract renewal for Rebecca Ribar as School Psychologist for the St. Francis School District and the issuance of such contract covering July 1, 2008 through June 30, 2010.
 7. The recommendation to create a .25 FTE Spanish Teacher position at Deer Creek Intermediate School.
 8. The recommendation to reinstate a second full-time High School Guidance Counselor position at the St. Francis High School for the 2008-2009 school year.
 9. The 2008 family and medical leave for Carla Herried, High School Guidance Counselor.
 10. The additional 2008 Summer School contract as presented.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the 2007-2009 Agreement between the St. Francis Education Association and the St. Francis School District was unanimously approved as presented.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the following Cash Defeasance Resolution was unanimously approved:

Resolution Authorizing the Transfer of Funds, the Establishment of an Escrow Account with Respect to and the Defeasance of Certain of the General Obligation Refunding Bonds, dated December 15, 2002.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the following Southeastern Wisconsin School Alliance Resolution and 66.03 Agreement was

unanimously adopted and approved:

BE IT RESOLVED, that the School District of South Milwaukee retain Quarles and Brady, LLP, for the period of July 1, 2008 through June 30, 2009 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.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Business Manager Kelly presented the projected costs of replacing the High School barrel roof and relocating the District offices, bringing the total proposed referendum package to \$17,611,494.00.

Business Manager Kelly reported on the following:

1. Business Manager Kelly presented 2007-2008 budget adjustments for review and approval. Discussion ensued. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the proposed 2007-2008 final budget adjustments were unanimously approved as presented.
2. Business Manager Kelly presented an overview on requirements for "fund balance designation." Recently, the Board established and approved a fund balance policy based on a recommendation from the District's auditors. The next step is to designate the existing fund balance for cash flow purposes. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the following motion was unanimously approved: *"From fiscal year 2008 forward, all of the District's fund balance will be used to provide adequate cash flow, serve as a safeguard against unanticipated expenditures and unrealized revenues, raise or maintain the District's bond rating, and lessen the long-term tax burden on the community by adding interest revenue and eliminating short-term interest expenses."*
3. Business Manager Kelly presented on overview on further requirements for "student activity fund recognition." Recently, the Board approved revisions to the Student Activity Funds Management Policy – B-11. One further regulation must be met. The Board of Education must have documented approval of the creation or existence of each individual activity fund that includes the purpose of the fund and the proposed fund raising activities of that fund. Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the presented "statement of purpose" for each individual student activity account was unanimously approved as presented.
4. Business Manager Kelly presented an update on health and dental insurance renewal rates for 2008-2009. Effective July 1, 2008, the District's health insurance rate will increase by 3.5% and dental by 5%.
5. Business Manager Kelly presented the UMR contract renewal for review and approval. UMR is the District's health insurance third party administrator. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the renewed contract with UMR was unanimously approved.
6. Business Manager Kelly presented the website development contract with CMS4Schools (CESA 6) for review and approval. The proposed annual contract runs from July 1, 2008 through June 30, 2009. The total annual cost of the contract is \$1,775.00. This cost will cover maintenance and upgrades to the website. Teachers will be trained at two separate work sessions during the summer months (the additional training costs are not included in the proposed contract cost). After discussion and upon motion by Ms. Rutter, seconded by Ms. Hemmer, the 2008-2009 CMS4Schools website development contract was unanimously approved.
7. Business Manager Kelly presented recommendation to approve a \$0.10 increase to the current lunch fees. Due to the increasing cost of food, the District is recommending a \$0.10 increase to the current fees, raising them to \$1.75 for grades K-6 and \$2.00 for grades 7-12. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the proposed increase to school lunches was unanimously approved as presented.

There was no Board Members' report.

Superintendent Topinka reported on the following:

1. Superintendent Topinka and Business Manager Kelly met with Mr. Bruce Connolly and Mr. Joe Donovan of School Perceptions, Inc. to plan community events in conjunction with presenting information to the community on the upcoming proposed referendum.
2. The Board will have a work session on July 7, 2008 from 5:00 to 8:00 p.m. in the St. Francis High School library.

Board President Hemmer reported on the following:

1. President Hemmer reminded fellow Board Members of the following upcoming important dates:
2. July 4th – City of St. Francis Parade. District will confirm who is responsible for purchasing flags this year.
3. July 7th – School Board work session from 5:00 to 8:00 p.m. Building Principals will present their reports to the Board at this meeting.
4. July 14th – Regular School Board meeting at 6:30 p.m. in the High School library.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the regular meeting adjourned at 7:35 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

June 2, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 6:03 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 / staffing issues.

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

EXCUSED: Board Treasurer Boknevit

VISITORS: Ms. Julie Kelly, Business Manager

The President called closed session to order at 6:03 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. in the St. Francis High School library.

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

EXCUSED: Board Treasurer Boknevit

VISITORS: Mr. Bob Vajgrt – Eppstein Uhen Architects, Inc.; Mr. Bob Simi / Mr. John Foster – C.G. Schmidt, 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. Hemmer to approve the agenda for June 2, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD / 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. Iwanski, the following Consent Agenda Action Items were unanimously approved:

1. Minutes of May 19, 2008
2. Minutes of May 27, 2008
3. Bills totaling \$152,757.78 and payroll/payroll-related bills totaling \$379,590.21.
4. Personnel Items:
 1. The termination of Elizabeth Gridley, Intermediate Special Education Teacher effective June 11, 2008.
 2. The resignation request of Sarah Lewkowski, District Band/Music Teacher effective June 11, 2008.
 3. The appointment of Brandon Blahnik as Secondary Social Studies Teacher for the 2008-2009 school year (contingent upon successful completion of background and reference checks).
 4. The 2008 family and medical leave for Christopher Piper.
 5. The following appointments as Summer Custodial Assistants:
 1. Samantha Bannenberg
 2. Brett Benka
 3. Michael Gonzelez
 4. Cory Kasiske
 5. Benjamin Opala
 6. Addam Paprocki
 7. Kevin Ratz

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the 2008 Summer School contracts were unanimously approved as presented.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the District donation of twelve (12) ThinkPad computer laptops from Mrs. Michel Kopplin on behalf of her employer, Jefferson Wells International was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Mr. Bob Vajgrt of Eppstein-Uhen Architects, Inc. and Mr. Bob Simi and John Foster of C.G. Schmidt, Inc. presented anticipated costings for the proposed remodeling/upgrading of all three (3) schools. The projected costings range from \$11,751,132 which would include all items from the top priority list, up to \$16,230,494 to incorporate some items from the lower list. The cost for moving the District Office to Deer Creek Intermediate School would be approximately \$700,000.00. The High School barrel roof is projected to cost between \$500,000 to \$600,000. Ms. Kelly will contact Robert W. Baird, Inc. to inquire how a \$24.00 tax increase would impact the District's budget. This information will help determine what the District can afford. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the report of the Facilities Study Committee was unanimously approved.

Superintendent Topinka presented new School Board Policy D-36 – Physical Education Uniforms for review and approval. The new policy proposes that all pupils in grades 7 and 8 participating in physical education shall be required to wear uniforms. The Board requested that Superintendent Topinka gather additional input from staff and the financial impact to parents, and bring the proposed policy back for further consideration.

Business Manager Kelly reported on the following:

1. Business Manager Kelly presented the Chartwells Dining Service contract for approval. After a brief discussion and upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Chartwells School Dining Service contract was unanimously approved.
2. Business Manager Kelly presented revised School Board Policy B-11 – Student Activity Funds Management Policy / Rule for review and approval. After review and upon motion by Ms. Rutter, seconded by Ms. Hemmer, revised School Board Policy B-11 – Student Activity Funds Management Policy / Rule was unanimously approved.
3. Business Manager Kelly presented new School Board Policy B-13 – Fund Balance for review and approval. Last year, the District’s auditors made a recommendation that the District create a fund balance policy that addresses reserved and designated fund balances, carryovers, if applicable, and goals for fund balance level. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, new School Board Policy B-13 – Fund Balance was unanimously approved.

Board Members reported on the following:

1. Vice President Iwanski reported a scheduling overlap with the Deer Creek Intermediate School 8th grade promotion program and the scheduled “Hot Dog Day” at Willow Glen Primary School.
2. Vice President Iwanski reported the recent Deer Creek / Willow Glen PTO Walk-A-Thon was a success. The Deer Creek / Willow Glen PTO raised approximately \$1,300.00.

Superintendent Topinka reported on the following:

1. Superintendent Topinka researched the possibility of rescheduling Board meetings in June. After which, Superintendent Topinka determined the School Board meetings will remain as scheduled.
2. The Board will have a work session on July 7, 2008 from 5:00 to 8:00 p.m. in the St. Francis High School library.

Board President Hemmer reported on the following:

1. President Hemmer reminded Board Members to return their Superintendent evaluation to the District Office by June 13, 2008.
2. The St. Francis Association of Commerce awarded six (6) student scholarships to St. Francis High School students at the May 20, 2008 Scholarship Dinner.
3. President Hemmer reminded fellow Board Members of the following upcoming important dates:
4. June 9th – Deer Creek 8th Grade Promotion Program – 1:00 p.m.
5. June 10th – High School Graduation – 7:00 p.m.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the regular meeting adjourned at 8:20 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

SPECIAL SCHOOL BOARD MEETING
HELD IN THE HIGH SCHOOL LIBRARY
May 27, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the special meeting to order at 4:00 p.m.

Upon motion by Ms. Hemmer, seconded by Ms. Mayer, the Board moved into closed session at 4:00 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, Boknevit, Mayer, and Superintendent Topinka

EXCUSED: Board Members Iwanski and Rutter

VISITORS: Parent, Grandparent and Student; Attorney Daniel Chanen – Davis & Kuelthau, S.C.;
Mr. Mark DiStefano, St. Francis High School Principal

The President called closed session to order at 4:00 p.m. The student, parent, grandparent and Mr. DiStefano were excused from the closed session meeting at approximately 4:55 p.m. The Board reconvened into open session at approximately 5:05 p.m., taking the following action:

Upon motion by Mr. Boknevit, seconded by Ms. Mayer, the Board moved unanimously to expel the student brought forth for the 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 the student's 21st birthday.

Upon motion by Mr. Boknevit, seconded by Ms. Mayer, the President declared the special meeting adjourned at 5:07 p.m.

Approved by: Jacqueline N. Hemmer, President / Acting School Board Clerk

REGULAR MEETING / WORK SESSION
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

May 19, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 5:00 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 / staffing issues.

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

EXCUSED: None

VISITORS: Ms. Julie Kelly, Business Manager

The President called closed session to order at 5:02 p.m. The Board reconvened into open session at 5:30 p.m., taking no action.

President Hemmer called the regular meeting to order at 5:31 p.m. in the St. Francis High School library.

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

EXCUSED: None

VISITORS: 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 Mr. Boknevit to approve the agenda for May 19, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD / 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 May 5, 2008

§ Bills totaling \$104,182.36 and payroll/payroll-related bills totaling \$477,777.78.

§ Personnel Items:

1. The request from Hillary Marshall, Elementary Special Education Teacher to rescind her letter of resignation approved at the April 21, 2008 Board meeting and the appointment of a .50 FTE teaching assignment for the 2008-2009 school year.
2. The appointment of Joshua Powers as Secondary Social Studies Teacher for the 2008-2009 school year contingent upon successful completion of reference and background inquiries.
3. The following athletic/extra-curricular contracts for the 2007-2008 school year:

Non-SFEA Athletic Contracts

Jessica Aschenbrenner, Girls JV Softball Coach / C2 0YRS \$ 2,005.26

Total Non-SFEA Athletic Contracts: \$ 2,005.26

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the St. Francis Fourth of July Commission's request to utilize District grounds for the

discharge of the Fourth of July fireworks display was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The St. Francis High School Future Business Leaders of America (FBLA) field trip request to the June, 2008 FBLA National Leadership Conference in Atlanta, Georgia was presented for approval. Upon motion by Mr. Bokneviz, seconded by Ms. Hemmer, the FBLA field trip request was unanimously approved.

The services agreement between the St. Francis School District and School Perceptions, LLC was presented for approval. Discussion ensued. Upon motion by Ms. Rutter, seconded by Mr. Bokneviz, the services agreement between the St. Francis School District and School Perceptions, LLC commencing on March 7, 2008 was unanimously approved.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented a resolution to approve a technology equipment lease. The District pursued the option of leasing technology by sending out a "Request to Lease" and received bids from three (3) companies. Ms. Kelly is recommending the Board approve a resolution for the capital lease through Chase. With this lease, the District will have more purchasing ability with projected payments over the next four (4) years beginning in 2009. This will also enable the District to establish a replacement cycle for computers. After discussion and upon motion by Ms. Rutter, seconded by Ms. Hemmer, the resolution approving technology equipment lease through Chase was unanimously approved.
- 2) Business Manager Kelly presented the National Insurance Services Group Long-Term Disability contract renewal for review and approval. Upon motion by Ms. Hemmer, seconded by Mr. Bokneviz, the renewed contract beginning July 1, 2008 was unanimously approved.
- 3) Business Manager Kelly presented an update on the projected costs associated with the demolition and construction of a new High School Snack Shack. Upon further calculation of costs, it was determined the amount still unfunded for the completion of this project totals \$11,550.42. Upon motion by Ms. Rutter, seconded by Mr. Bokneviz, the Board unanimously approved the motion for the St. Francis School District to incur the \$11,550.42 cost and move ahead with the process of the demolition and construction of a new High School Snack Shack.

There was no report from Board Members.

Superintendent Topinka reported on the following:

- 1) Superintendent Topinka reminded Board Members of the following upcoming important dates:
 - o Tuesday, May 20th – District Choir Concert
 - o Wednesday, May 21st – District Band Concert

Board President Hemmer reported on the following:

- 1) The St. Francis Association of Commerce is awarding ten (10) student scholarships at the May 20, 2008 Scholarship Dinner.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the regular meeting adjourned at 6:30 p.m.

President Hemmer called the work session portion of the meeting to order at 6:35 p.m. in the St. Francis High School library.

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

EXCUSED: None

VISITORS: Mr. Bob Vajgrt – Eppstein Uhen Architects, Inc.; Mr. Bob Simi – C.G. Schmidt, Inc.; Mr. Bruce Connolly – School Perceptions, Inc.; Supervisor Patricia Jursik – 8th District, City of St. Francis - Mayor Al Richards; Building Administrators Mancl and DiStefano; (14) Facilities Study Committee Members and public visitors (sign-in sheets retained in official minute book)

WORK SESSION:

Mr. Bruce Connolly of School Perceptions, Inc. gave background on the School Board rationale for a referendum, the process of establishing the Facilities Study Committee and the thorough and complete method the Facilities Study Committee members used to arrive at their recommendation. Open discussion with Facilities Study Committee members ensued, with Board Members asking questions. Eppstein Uhen Architects, Inc. will present anticipated project costings for the June 2, 2008 regular Board meeting. Over the summer, there will be opportunities for the community to visit our facilities and review the findings of the Facilities Study Committee. The School Board will be actively seeking input and comments from our citizens.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

May 5, 2008

APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board adjourned into closed session in the St. Francis 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 / staffing issues.

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

EXCUSED: None

VISITORS: Ms. Julie Kelly, Business Manager and Mr. Mark DiStefano, St. Francis High School Principal

The 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.

President Hemmer called the regular meeting to order at 6:35 p.m. in the St. Francis High School library.

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

EXCUSED: None

VISITORS: Ms. Michelle Mancl ☐ Willow Glen Principal and (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 May 5, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD / COMMENTS FROM VISITORS: None

ELECTION OF OFFICERS:

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

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

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

Upon motion by Mr. Boknevit, seconded by Mr. Iwanski, 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 2008 Annual Convention 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. Hemmer, seconded by Mr. Boknevit, the following Consent Agenda Action Items were unanimously approved:

☐ Minutes of April 21, 2008

☐ Minutes of April 23, 2008

- ☐ Minutes of April 28, 2008
- ☐ Bills totaling \$243,473.97 and payroll/payroll-related bills totaling \$190,364.34.
- ☐ Personnel Items: None

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the monetary donation of \$1,000.00 from the Willow Glen / Deer Creek PTO to assist students in participating in the annual field trip to Costa Rica was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Ms. Michelle Mancl, Willow Glen Primary School Principal, presented a proposal for new K5 procedures. The new procedures are designed to ease the transition to a full day of school for both students and parents, as well as, provide both the teaching staff and families with useful information to guide instruction and support practices. The Board expressed their appreciation to Ms. Mancl and the members of the Willow Glen K5 Discussion Team for their diligent work.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented an update on the High School Snack Shack. Many issues have surfaced with the completion of this project. The St. Francis Plumbing Inspector has inspected the disconnection of water service to the concession stand to prepare for demolition. After reviewing the site, a violation of the plumbing code was discovered. In order for the District to obtain a permit to run the water laterals and sewer line, the District must first correct the violation. Mr. Bob Franke from Illingsworth (the plumbing company the District hired to run the sewer and water to the concession stand) is currently working with the City of St. Francis Building Inspector to bring the concession stand into compliance. Additional costs are undetermined at this time. The St. Francis Plumbing Inspector returns on May 12, 2008 to review the proposed changes from Illingsworth. Ms. Kelly will continue to meet with all parties and keep the Board apprised.-
- 2) Business Manager Kelly presented the GW Archive contract renewal information for discussion and approval. The law requires all school districts to archive any and all e-mails on school district computer equipment. The District has contracted with Infinity Technology, Inc. to provide the licensing and support for our e-mail archiving software. Ms. Kelly made the recommendation that the Board approve the proposed 3-year upfront GW Archive subscription with a fiscal impact of \$10,500.00. Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the 3-year upfront GW Archive subscription was unanimously approved.

Board Members☐ reported on the following:

- 1) Board Treasurer Boknevit: On April 2, 2008, the City of St. Francis Planning Commission and Common Council approved expanding Tax-Incremental Finance District 3 to encompass Stark Investments☐ properties along South Lake Drive. Stark Investments plan to add two buildings to its St. Francis campus.

Superintendent Topinka reported on the following:

- 1) Superintendent Topinka presented a brief update on the referendum progress. The Facilities Study Committee is meeting tonight and again on May 13, 2008. The Committee will present their report to the School Board on May 19, 2008.
- 2) Superintendent Topinka shared a photograph of the eight (8) St. Francis High School honorees from the Woodland Conference Academic Banquet held on Sunday, April 27, 2008 at Discovery World.

Board President Hemmer reported on the following:

- 1) In recognition of School Child Nutrition Employee Appreciation Week, Board President Hemmer expressed the District☐s appreciation to Chartwell☐s Dining Service staff.
- 2) Board President Hemmer reviewed future Board meeting dates for the 2008-2009 school year.
- 3) There will be a School Board work session scheduled on May 19, 2008 after the regular meeting. The Facilities Study Committee will present their report to the School Board at that time.
- 4) Board President Hemmer reminded fellow Board Members to R.S.V.P. for the following upcoming important dates:
 - o May 14th New Student Open Enrollment Barbeque ☐ 5:00 to 7:00 p.m. ☐ St. Francis High School cafeteria
 - o May 20th - St. Francis Association of Commerce Scholarship Dinner

- May 21st ☞ National Honor Society Induction / Senior Awards Night
- June 10th ☞ High School Graduation

Upon motion by Ms. Rutter, seconded by Mr. Boknevitiz, the President declared the regular meeting adjourned at 7:56 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

SPECIAL SCHOOL BOARD MEETING
HELD IN THE HIGH SCHOOL LIBRARY

April 28, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the special meeting to order at 4:05 p.m.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevitiz, the Board moved into closed session at 4:05 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, Iwanski, Boknevitiz, Mayer, and Superintendent Topinka

EXCUSED: Board Clerk Rutter

VISITORS: Mr. Mark DiStefano, St. Francis High School Principal

The President called closed session to order at 4:06 p.m. Mr. DiStefano was excused from the closed session meeting at approximately 4:30 p.m. The Board reconvened into open session at 4:40 p.m., taking the following action:

Upon motion by Mr. Boknevitiz, seconded by Ms. Mayer, the Board moved unanimously to expel the student brought forth for the 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 the student's 21st birthday.

Upon motion by Mr. Boknevitiz, seconded by Ms. Mayer, the President declared the special meeting adjourned at 4:45 p.m.

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

SPECIAL MEETING
HELD IN THE DISTRICT OFFICE ☞ ROOM 201

April 23, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the special meeting to order at 4:22 p.m.

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

EXCUSED: Board Members Iwanski and Boknevitiz

VISITORS: No public visitors attended (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 April 23, 2008. 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 Jamie Orlowski as Elementary Special Education Teacher for the 2008-2009 school year.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, revised School Board Policy B-3 on Purchases and Sales was unanimously approved.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the special meeting adjourned at 4:32 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

April 21, 2008

APPROVED MINUTES

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

Upon motion by Ms. Hemmer, seconded by Mr. Iwanski, the Board adjourned into closed session in the St. Francis High School library 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 the consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, specifically, personnel / staffing issues and St. Francis Education Association grievance.

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

EXCUSED: None

VISITORS: Business Manager Kelly

The President called closed session to order at 6:00 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, Boknevitz, Rutter, Mayer, Superintendent Topinka and Business Manager Kelly

EXCUSED: None

VISITORS: Mr. Mark DiStefano ☞ High School Principal and (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. Boknevitz, seconded by Ms. Rutter to approve the agenda for April 21, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD / COMMENTS FROM VISITORS: None

School Board Clerk, Kathleen A. Rutter, administered the Oath of Office to re-elected Board Member, Robert G. Boknevit.

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. Hemmer, the following Consent Agenda Action Items were unanimously approved:

- ☐ Minutes of April 7, 2008
- ☐ Bills totaling \$216,768.11 and payroll/payroll-related bills totaling \$445,019.21.
- ☐ Personnel Items:
 1. The resignation of Hillary Marshall, Elementary Special Education Teacher effective June 30, 2008.
 2. The hiring of Mary Garcia-Velez as Elementary Principal for the St. Francis School District and the issuance of such contract covering July 1, 2008 through June 30, 2010.
 3. The appointment of Brooke Birmingham as Elementary Art Teacher for the 2008-2009 school year.
 4. The appointment of Emily Kingsley as Secondary Special Education Teacher for the 2008-2009 school year.
 5. The appointment of James Felber for the Facilities Maintenance position.

Superintendent Topinka introduced Ms. Mary Garcia-Velez, who spoke briefly to the Board.

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the 2008-2009 CESA Contract was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the donation of seventy-five (75) knitted mittens (sizes small, medium and large) valued at approximately \$200.00 from Tony and Sue Bahrke was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION

The annual safety cadet field trip to Six Flags, Great America in Gurnee, Illinois was presented for approval. As in past years, the St. Francis Common Council is once again sponsoring the field trip in appreciation of the student cadets. Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the safety cadet field trip request to Gurnee, Illinois was unanimously approved. The Board expressed their appreciation to the City of St. Francis for their continued sponsorship of the safety cadet field trip.

Revised School Board Policy D-31 on Student Expulsion was presented for review. After careful review and upon a motion by Ms. Rutter, seconded by Mr. Boknevit, revised School Board Policy D-31 was unanimously approved.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented an update on the High School Snack Shack. The District will obtain permits through the City of St. Francis for the demolition of the current snack shack. Illingsworth (plumbing service) will then come in and run the laterals. There is concern about whether the original foundation will be removed and if so, who will be doing the removal.
- 2) Business Manager Kelly presented School Board Policy B-03 on Purchases and Sales for review. Discussion ensued. There is concern regarding the sealed bid process and whether it should be enforced for computer leasing. Business Manager Kelly will return at a future meeting date with further revisions to Board Policy B-3 for approval consideration.

There was no Board Members ☐ report.

Superintendent Topinka reported on the following:

- 1) Superintendent Topinka presented a brief update on the referendum progress. The next scheduled Facilities Study Committee meeting is April 24, 2008 at 6:30 p.m. in the St. Francis High School library. After this meeting, there are two remaining meetings scheduled. The District received notice from Ms. Jackie Kowalski that due to work constraints she is no longer able to serve on the Facilities Study Committee. The referendum website is almost ready to go [live](#).
- 2) St. Francis Health Department did an excellent job providing information and immunization clinics to parents with children not immunized.
- 3) The Woodland Conference Academic Banquet is scheduled for Sunday, April 27, 2008 at 5:00 p.m. at Discovery World. The banquet honors the top eight (8) scholars in the class of 2008 within each district participating in the Woodland Conference.

Board President Hemmer reported on the following:

- 1) Board President Hemmer reminded Board Members of upcoming important dates:
 - o April 28th [School Board Work Session](#) [5:00 p.m.](#) (4:00 p.m. closed session)
 - o May 5th and May 19th [May School Board meeting dates](#)
 - o May 14th New Student Open Enrollment Barbeque [5:00 to 7:00 p.m.](#) [St. Francis High School cafeteria](#)
 - o May 20th - St. Francis Association of Commerce Scholarship Dinner
 - o May 21st [National Honor Society Induction / Senior Awards Night](#)
 - o June 10th [High School Graduation](#)

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

REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

April 7, 2008

APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the Board adjourned into closed session in the St. Francis High School library 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 the consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, specifically, personnel / staffing issues and St. Francis Education Association grievance.

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

EXCUSED: None

VISITORS: Business Manager Kelly

The President called closed session to order at 5:45 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, Boknevit, Rutter, Mayer, Superintendent Topinka and Business Manager Kelly

EXCUSED: None

VISITORS: Mr. Mark DiStefano ☐ High School Principal; Ms. Michelle Mancl ☐ Willow Glen Principal; Ms. Karen Cellitti ☐ Willow Glen Teacher; and (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. Mayer to approve the agenda for April 7, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD / 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 March 10, 2008
- ☐ Minutes of March 18, 2008
- ☐ Bills totaling \$303,015.28 and payroll/payroll-related bills totaling \$938,461.20.
- ☐ Personnel Items:
 1. The resignation of Beth Christensen, Special Education Paraprofessional (part-time) effective April 3, 2008.
 2. The resignation of Jennifer Mertz, Special Education Paraprofessional effective June 10, 2008.
 3. The 2008 family and medical leave for Craig Paprocki, Custodian.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the approval / denial of resident and non-resident Open Enrollment applications for the 2008-2009 school year were unanimously approved.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Wisconsin Interscholastic Athletic Association (WIAA) applications for cooperative team sponsorship in wrestling and girls☐ soccer for the school years of 2008-2009 and 2009-2010 were unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the monetary donation of \$17,572.04 from the St. Francis Booster Club to be designated for the demolition of the current St. Francis High School snack shack and the construction of a new snack shack was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the monetary donation of \$600.00 from Ms. Carol Topinka and Mr. John Bull to assist in funding for students desiring to go on the annual school trip to Costa Rica was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Ms. Michelle Mancl, Willow Glen Principal, presented an overview of the Committee☐s research on a full-day 4-year-old kindergarten program. After discussion, the Board decided to continue with the District☐s current offering of a half-day K4 program and to discuss further the possibility of grant writing through the U.S. Department of Education to help support a full-day kindergarten program.

Revised School Board Policy C-06 on Absences for Disability, Jury Duty and Arrangements for Substitutes was presented for review. After careful review and upon a motion by Ms. Hemmer, seconded by Ms. Rutter, revised School Board Policy C-06 was unanimously approved.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented the contract renewal for Environmental Management Consulting, Inc. Environmental Management Consulting, Inc. has worked with the District for many years in the areas of environmental health and safety services. Upon motion by Mr. Bokneviz, seconded by Ms. Rutter, the proposed 3-year contract renewal with Environmental Management Consulting, Inc. was unanimously approved.
- 2) Business Manager Kelly presented information regarding the future possibility of reinstating a School Resource Officer position within the District. Discussion ensued. The Board requested that Superintendent Topinka continue dialogue with St. Francis Police Chief Kaebisch regarding the District's needs.
- 3) Business Manager Kelly presented information on the status of the new strength and conditioning course, including the upcoming purchase of equipment/resources necessary to support this and other related programs at the High School. The original proposal approved at the December 10, 2007 School Board meeting was for \$10,000.00. After further finalization, it has become apparent that the District needs additional equipment replaced. The new projected cost is \$15,500.00. Upon motion by Mr. Bokneviz, seconded by Mr. Iwanski, the new cost of \$15,500.00 for fitness equipment was unanimously approved.
- 4) Business Manager Kelly presented an update on various building issues. The District will be contacting vendors to obtain quotes on the repair of fences and grounds at both the St. Francis High School and Deer Creek Intermediate School.

Board Members reported on the following:

- 1) Board Treasurer Bokneviz reported on the enjoyable 8th grade field trip he recently chaperoned.

Superintendent Topinka reported on the following:

- 1) Superintendent Topinka presented a brief update on the referendum progress. The Facilities Study Committee met on March 31, 2008 and compiled an exhaustive list that provides criteria to prioritize needs. Facility pictures will be available on the District's website. The next scheduled Facilities Study Committee meeting is scheduled for April 14, 2008 at 6:30 p.m. in the St. Francis High School library.
- 2) The Future Business Leaders of America (FBLA) went to State and three St. Francis High School students placed and will be going to Nationals in Technology.

Board President Hemmer reported on the following:

- 1) The next scheduled regular School Board meeting is April 21, 2008. There will be a work session meeting on April 28, 2008 at 5:00 p.m. in the St. Francis High School library.
- 2) President Hemmer expressed her appreciation to the Facilities Study Committee for their hard work and dedication.
- 3) The St. Francis School Board will look at possible dates in June to meet with the St. Francis Common Council.
- 4) The St. Francis Association of Commerce Scholarship Night is scheduled for Tuesday, May 20, 2008.
- 5) The High School National Honor Society Induction and the Senior Awards Night is Wednesday, May 21, 2008.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the regular meeting adjourned at 8:04 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

SPECIAL MEETING

HELD IN THE DISTRICT OFFICE ROOM 201

March 18, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the special meeting to order at 4:15 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. Boknevitc to approve the agenda for March 18, 2008. Motion was unanimously approved.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Board adjourned into closed session in the St. Francis School 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 the consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, specifically, personnel / staffing issues.

PRESENT: Board Members Hemmer, Boknevitc, Rutter, Mayer and Superintendent Topinka

EXCUSED: Board Vice President Iwanski

VISITORS: Business Manager Kelly and Attorney Dan Chanen ☞ Davis & Kuelthau, S.C.

The President called closed session to order at 4:15 p.m. The Board reconvened into open session at 5:55 p.m., taking no action.

Upon motion by Mr. Boknevitc, seconded by Ms. Mayer, the President declared the regular meeting adjourned at 5:55 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

March 10, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 6:00 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)(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 the consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, specifically, personnel / staffing issues and St. Francis Education Association grievance.

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

EXCUSED: None

VISITORS: Business Manager Kelly

The President called closed session to order at 6:00 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, Boknevitc, Rutter, Mayer, Superintendent Topinka and Business Manager Kelly

EXCUSED: None

VISITORS: Mr. Timothy Akins ☞ District Technology Coordinator; Mrs. Nicole Hoffmann ☞ High School Teacher; and (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. Boknevitc, seconded by Ms. Rutter to approve the agenda for March 10, 2008. 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. Boknevitz, seconded by Ms. Rutter, the following Consent Agenda Action Items were unanimously approved:

- ☐ Minutes of February 18, 2008
- ☐ Bills totaling \$322,187.41 and payroll/payroll-related bills totaling \$592,745.26.
- ☐ Personnel Items:
 1. The resignation of April Alexander, High School Teacher effective June 30, 2008.
 2. The resignation of Brynne Hounsell, High School Teacher effective June 30, 2008.
 3. The resignation of Rochelle Rogers, High School Teacher effective June 30, 2008.

Upon motion by Mr. Boknevitz, seconded by Ms. Rutter, the proposed teacher contract renewals and notices of layoff for the 2008-2009 school year were unanimously approved.

Upon motion by Mr. Boknevitz, seconded by Ms. Rutter, the Youth Option Program requests for 1st semester of the 2008-2009 school year were unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The Board reviewed information on the proposed 2009 Costa Rica field trip. Upon motion by Ms. Rutter, seconded by Mr. Boknevitz, the 2009 8th grade field trip request to Costa Rica was unanimously approved contingent upon an appropriate chaperone ratio compliant with Board policy.

School Board Member, Diane Mayer 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.

Superintendent Topinka presented an overview on Power School software reporting capabilities for grades 6-12.

Additional new members to the Facilities Study Committee were presented for approval. Upon motion by Ms. Hemmer, seconded by Mr. Boknevitz, the following citizens were unanimously appointed to serve as members of the Facilities Committee: Susan Bostedt; Christine Buttke; Christine Cavallaro; Dennis Glavin; Dave Goltz; Patrick Grimes; Jennifer Konieczka; Jacqueline Kowalski; Elizabeth McGeary; Peter Smith; and Mark Wagner.

Business Manager Kelly reviewed the projected budget reductions for the 2008-2009 school year. After a discussion and upon a motion by Mr. Boknevitz, seconded by Ms. Rutter, the proposed budget reductions for the 2008-2009 school year was unanimously approved.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented the preliminary budget for the 2008-2009 school year. Upon motion by Mr. Boknevitz, seconded by Ms. Rutter, the 2008-2009 preliminary budget was unanimously approved.
- 2) Business Manager Kelly gave a brief update on the progress of the Willow Glen roof repair project. The inside repair is almost completed. Replacement bookcases have been ordered for the library. The District will be submitting a list to the insurance company. Langer Roofing, Inc. will obtain additional core roof samples to assure there is no further leakage into the insulation.
- 3) District Technology Coordinator, Mr. Timothy Akins and Business Manager Kelly presented an overview of technology in the District, which included a comprehensive computer inventory report. Business Manager Kelly will research other school

districts that have gone through the process of replacing outdated computer equipment and report back to the Board at a future meeting.

- 4) Business Manager Kelly presented an update on the proposed breakfast program. The District is currently in the survey stage. The breakfast pilot program has been rescheduled for fall of 2008 at both Willow Glen Primary School and Deer Creek Intermediate School.

There was no report from Board Members.

Board President Hemmer reported on the following:

- 1) The next scheduled School Board meeting is April 7, 2008. There will be no meeting on March 17, 2008.
- 2) The Milwaukee Area Technical College Appointment meeting is scheduled for Saturday, March 14, 2008 at 9:00 a.m.
- 3) The St. Francis School Board will elect officers at the April 21, 2008 regular School Board meeting.

Superintendent Topinka reported on the following:

- 1) Science Night is scheduled for Wednesday, March 19, 2008 at Deer Creek Intermediate School from 5:30 to 8:30 p.m.
- 2) Fine Arts Day is scheduled for Sunday, March 16, 2008 at the St. Francis Public Library.
- 3) The next Facilities Study Committee meeting is Monday, March 17, 2008 at Willow Glen Primary School (library) at 6:30 p.m. There will be a tour of the school, with the meeting to follow.
- 4) Referendum information is available on the District's website.
- 5) President Hemmer expressed her congratulations to Willow Glen students, who are featured in the School News for their wonderful display at the Wisconsin Association of School Boards conference held in January.

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

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

February 18, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 5:34 p.m.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the Board adjourned into closed session in the St. Francis High School library 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 the consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, specifically, personnel / staffing issues and St. Francis Education Association grievance.

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

EXCUSED: None

VISITORS: Business Manager Kelly

The President called closed session to order at 5:34 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, Boknevit, Rutter, Mayer, Superintendent Topinka and Business Manager Kelly

EXCUSED: None

VISITORS: Ms. Michelle Mancl ☐ Willow Glen Principal; Ms. Mary Balducci and Ms. Ellen Gyland ☐ Willow Glen Teachers, (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. Rutter to approve the agenda for February 18, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS:

Ms. Michelle Mancl expressed her appreciation to Superintendent Topinka and Business Manager Kelly on their response to the roofing issues at Willow Glen Primary School.

Mr. Dave Novak ☐ Langer Roofing, Inc. made inquiries regarding the roofing manufacturer and who inspected the roof for the warranty.

WILLOW GLEN PRIMARY SCHOOL ☐ ROOF REPAIR PROJECT:

Mr. Dave Novak ☐ Langer Roofing, Inc. presented more detail on the roofing issue at Willow Glen Primary School. Mr. Novak recommended core cuts into the roof to check the wetness of the insulation; approximate cost \$800.00. Langer Roofing, Inc. will implement spot checks on the roof to ensure structural stability.

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 February 4, 2008
- ☐ Bills totaling \$82,263.35 and payroll/payroll-related bills totaling \$522,420.10.
- ☐ Personnel Items:
 1. The resignation of Mr. Terry Balster, Deer Creek Principal effective June 30, 2008.
 2. The stipend contract for the proposed Data Management position for the remainder of the 2007-2008 school year and the 2008-2009 school year.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the 8th grade field trip request to Chicago, Illinois contingent upon appropriate chaperone ratio compliant with Board Policy was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The CMS4 Schools website development contract was presented. The District has been seeking an outside vendor to work with the District to redesign the District's websites. CMS4 Schools is CESA sponsored. Once the contract is approved, the District will begin to convert the data on the current websites to the new websites. It is the District's goal to have the new websites functional by August 2008. Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the CMS4 Schools website development contract was unanimously approved.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented on overview on the District's budget planning calendar. The information provided will give the Board information necessary to plan for the District's future budget.
- 2) Business Manager Kelly reported a projected \$300,000.00 deficit for the 2008-2009 school year. The Board will be reviewing various areas in order to meet the projected deficit.
- 3) Business Manager Kelly presented student fee recommendations for the 2008-2009 school year. The Administration is recommending no increase to student fees at the present time.
- 4) Business Manager Kelly presented information on proposed Lunch Supervisor pay rate increases. The proposed increase would become effective with the 2008-2009 school year. After a discussion and upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the Board approved a \$.50 per hour pay increase for Lunchroom/Playground Supervisor positions. The following pay scale table for Lunchroom/Playground Supervisor positions was unanimously approved:

Lunchroom / Playground Supervisor Pay Scale			
Year 1	Year 2	Year 3	Year 4
\$7.50	\$8.00	\$8.50	\$9.00

Board Members reported on the following:

- 1) Board Treasurer Boknevit requested Power School reports at Deer Creek Intermediate School and St. Francis High School.
- 2) Board Treasurer Boknevit briefly discussed the automated pay for lunch fee for online transactions.

Superintendent Topinka reported on the following:

- 1) Superintendent Topinka reported the Facilities Study Committee is scheduled to have their first meeting on Thursday, February 28, 2008 at 6:30 p.m. in the St. Francis High School Library.
- 2) Superintendent Topinka presented copies of articles from two (2) St. Francis High School students that were recently published in the Bay View Compass newspaper.

Board President Hemmer reported on the following:

- 1) The next scheduled School Board meeting has been changed to Monday, March 10, 2008. Contract negotiations with the St. Francis Education Association are tentatively scheduled for March 3, 2008.
- 2) President Hemmer expressed compliments on the snow/ice removal at the District buildings.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the President declared the regular meeting adjourned at 7:30 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

February 4, 2008

APPROVED MINUTES

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

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the Board adjourned into closed session in the St. Francis High School library 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 the consideration of financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, specifically, St. Francis Education Association grievance.

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

EXCUSED: Board Clerk Rutter

VISITORS: Attorney Dan Chanen ☞ Davis & Kuelthau, S.C., Ms. Val Gabriel ☞ Council #10, Mr. Butch Bretzel ☞ SFEA TRACE Chair, and Mr. Chris Dusold ☞ SFEA Member

The President called closed session to order at 5:00 p.m. Attorney Dan Chanen was present for the closed session. Ms. Val Gabriel, Mr. Butch Bretzel and Mr. Chris Dusold joined the closed session at 5:30 p.m. and were excused from the closed session at approximately 6:15 p.m. High School Principal, Mr. Mark DiStefano joined the closed session from approximately 6:20 p.m. to 6:40 p.m. The Board reconvened into open session at 6:55 p.m., taking the following action:

Upon motion by Mr. Boknevit, seconded by Mr. Iwanski, the Board supported the documents and information submitted by Administration and denied the Association's Step IV of the grievance process.

President Hemmer called the regular meeting to order at 6:55 p.m. and apologized to visitors for the delay.

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

EXCUSED: Board Clerk Rutter

VISITORS: Ms. Eileen Wagner ☞ Deer Creek 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 Mr. Boknevit, seconded by Ms. Mayer to approve the agenda for February 4, 2008. 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. Mayer, seconded by Ms. Hemmer, the following Consent Agenda Action Items were unanimously approved:

☞ Minutes of January 21, 2008

☞ Minutes of January 28, 2008

☞ Bills totaling \$165,409.83 and payroll/payroll-related bills totaling \$418,410.90.

☞ Personnel Items:

1. The resignation of Matthew Karshna, Working Foreman effective February 14, 2008.

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

SFEA Athletic Contracts

Kelly Sweet, Jr. High Volleyball Coach C6 \$ 1,336.84

Todd Van Caster, Boys Jr. Varsity Baseball Coach, C2/EA 2,673.68

Total SFEA Athletic Contracts: \$ 4,010.52

SFEA Extra-Curricular Contracts

Claudia Busateri, Earthkeepers☞ Club \$

Peter Graven, Asst. Drama Director	1,671.05
Total SFEA Extra-Curricular Contracts:	\$ 2,506.58
<u>Non-SFEA Athletic Contracts</u>	
Brian Karas, Boys Freshman Baseball Coach C2/EA 4+YRS	\$ 2,540.00
Kenneth Lang, Boys JV Tennis Coach/NA CII 4+YRS	2,540.00
Lawrence Piloczewski, Boys/Girls Asst. Track Coach CII/NA	1,604.21
Total Non-SFEA Athletic Contracts:	\$ 6,684.21

Upon motion by Mr. Boknevit, seconded by Ms. Mayer, the District donation of \$100.00 to the Costa Rica grants from Piggly Wiggly (Oak Creek location) was unanimously approved.

Upon motion by Mr. Boknevit, seconded by Ms. Mayer, the District donation to the Costa Rica grants from Wixon, Inc. was unanimously approved. Verification of the monetary donation will be confirmed by Superintendent Topinka.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The School Board reviewed four (4) proposal options prepared by School Perceptions, Inc. Each proposal outlined projected costs related to referendum planning efforts. Superintendent Topinka recommended the Board approve proposals one through three, with additional funding for proposal #2 if necessary. Upon motion by Ms. Hemmer, seconded by Ms. Mayer, proposals one through three was unanimously approved.

The Facilities Study Committee was discussed. Upon motion by Mr. Boknevit, seconded by Mr. Iwanski, the Board unanimously approved the following resolution for the charge of a Facilities Committee for the proposed referendum:

WHEREAS, the St. Francis School Board, consistent with Wisconsin Statutory Regulations, desires to form an ad hoc committee which shall consist of members of the community, staff and school administration for the purpose of developing, advising, reviewing, researching and making prioritized recommendations to the School Board with respect to maintenance, building repair, renovation or new construction, life expectancy of facility issues and technology for the current K-12 facilities housing students of the St. Francis School District and,

WHEREAS, in so creating a Facilities Study Committee for the above purposes, the School Board and Superintendent recognize the inherent value of including and engaging members of the public who have a vested interest in ensuring that the School District is operated in an efficient, effective, orderly and fiscally-prudent manner and desire the best possible outcomes and opportunities for the students of the School District

NOW THEREFORE, be it resolved that the School Board of the District of St. Francis hereby adopts the within charge creating and defining the duties and responsibilities of the Facilities Study Committee.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the following citizens were unanimously appointed to serve as members of the Facilities Committee: Brian Warwick, Elizabeth Hasenstein, Tim Halverson, Richard Stelloh, Cheryl Stawski, and Chris Dwyer.

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 16 July 2, 2008 and Session II July 7-25, 2008. Summer Cool will be held as follows: Session I June 16 July 2, 2008 and Session II July 7-25, 2008. St. Francis resident students and open enrollment students will be charged \$10.00 for materials and supplies per class. Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the Summer School/Cool Program dates were unanimously approved.

There was no report from Business Manager, Mrs. Julie Kelly.

There was no Board Members Report.

Superintendent Topinka reported on the following:

- 1) The FBLA Club (Future Business Leaders of America) earned 1st place in entrepreneurship.

Board President Hemmer reported on the following:

- 1) The next scheduled School Board meeting is Monday, February 18, 2008. The Board will convene in closed session at 5:30 p.m. before the start of the regular meeting at 6:30 p.m.
- 2) The next scheduled MATC District Board Appointment Committee Meeting is Wednesday, February 6, 2008.

Upon motion by Mr. Boknevitz, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 7:40 p.m.

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

SCHOOL BOARD WORK SESSION

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

January 28, 2008

APPROVED MINUTES

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

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

EXCUSED: None

VISITORS: Mr. Rich Tennesen / Mr. Bob Vajgrt ^{§§} Eppstein Uhen Architects, Inc.; Mr. Brian Brewer ^{§§} Robert W. Baird & Co., Inc.; Mr. Bill Foster / Mr. Bruce Connolly ^{§§} School Perceptions, Inc.; Building Administrators Mancl, Balster and DiStefano;

(5) public visitor (sign-in sheets retained in official minute book)

REFERNDUM WORK SESSION TOPICS:

The work session agenda was suspended and was changed to reflect the following order:

- a) Finance Report
- b) Timeline
- c) Community Engagement / Communications Plan
- d) Program Scope
- e) Board Roles / Responsibilities
- f) Next Steps to Referendum Process

Mr. Brian Brewer ^{§§} Robert W. Baird & Company, Inc. discussed the District^{§§}s financial picture and how the referendum could be presented to the public. Mr. Brewer observed that the District^{§§}s timing is well planned and interest rates are low. This is important to minimize the impact on public tax.

Mr. Bruce Connolly ^{§§} School Perceptions, Inc. discussed the referendum timeline. The discussion included the establishment of an ad-hoc committee for specific tasks. The Board will vote on February 4, 2008 to create an ad-hoc committee. The charge of this committee will come from tonight^{§§}s meeting where a clear and concise direction for the committee will be established to present to the public.

Mr. Bob Vajgrt ^{§§} Eppstein Uhen Architects, Inc. presented a brief overview of past work and knowledge of the schools.

Board members^{§§} roles and responsibilities were addressed. Mr. Bruce Connolly ^{§§} School Perceptions, Inc. suggested that Board

Members are not appointed to the ad-hoc Facilities Study Committee. The committee shall serve at the direction of the Board in an advisory capacity only. The committee will present recommendations to the Board by the end of May. The Board's role is to check updates, address the issues and listen. The Board will be required to do a diligent read of the committee's recommendations to be able to ask the appropriate questions and to obtain the reasoning behind the recommendations. All committee meetings will be open to the public and Board Members may attend the committee meetings. The Board will be required to appoint members to the ad-hoc committee.

The next steps to the referendum process were discussed at length.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the President declared the work session adjourned at 7:04 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

January 21, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 6:03 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, Iwanski, Boknevit, Rutter, Mayer and Superintendent Topinka

EXCUSED: None

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 6:25 p.m., taking no action.

President 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. Nikki Morawski St. Francis High School Teacher; (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. Rutter, seconded by Mr. Iwanski to approve the agenda for January 21, 2008. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: Mr. Rob Scianni expressed concerns regarding the boys varsity basketball program.

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 January 7, 2008
- ☐ Bills totaling \$145,943.20 and payroll/payroll-related bills totaling \$449,680.49.
- ☐ Personnel Items:
 1. The family medical leave for Debra Foti-Ervin for the 2007-2008 school year.
 2. The request to withdraw the previously approved retirement year of 2011-2012 for Mary Pat Grafwallner.

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

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Board unanimously reaffirmed the purchase approval of replacement computers and desks for the Business Education classroom.

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

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the High School Spanish class field trip request to Chicago's Chinatown in Chicago, Illinois was unanimously approved contingent upon an appropriate chaperone ratio compliant with Board policy.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the High School Spanish class field trip request to Concordia College Language Villages in Moorhead, Minnesota was unanimously approved contingent upon an appropriate chaperone ratio compliant with Board policy.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the High School Spanish class field trip to Mexico in April 2009 was unanimously approved contingent upon an appropriate chaperone ratio compliant with Board policy.

AUDIT REPORT PRESENTED BY VIRCHOW, KRAUSE & COMPANY, LLP

Representatives from Vichow, Krause & Company, LLP - Mr. Donald N. Vilone and Ms. Wendy Unger, presented the 2006-2007 audit of the District's financial statements.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

St. Francis High School Principal, Mr. Mark DiStefano presented a proposal from the High School English Department to phase out the current English course offerings. With this proposal, students currently enrolled in 9A and 10A English courses would merge towards regular English course offerings at their respective grade level beginning second semester of 2007-2008. A discussion ensued. Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Board unanimously approved phasing out the current 9A and 10A English course offerings beginning second semester of 2007-2008.

Superintendent Carol Topinka reviewed the Model Local Agency Special Education Policies and Procedures for Board approval. A discussion ensued. Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Model Local Agency Special Education Policies and Procedures adopted in 2007 was unanimously approved.

Business Manager, Julie Kelly presented an amendment to Exhibit A of the current contract with Kelly Services, Inc. The amendment would provide a third tier of pricing for long-term substitute teachers at one assignment. After discussion and upon motion by Ms. Rutter, seconded by Ms. Mayer, the amendment to the current contract with Kelly Services, Inc. was unanimously approved.

The Board reviewed enrollment projection data in determining new Open Enrollment seats for the 2008-2009 school year. The District proposes to open a total of 108 new seats under the Open Enrollment Program. The proposed number of new seats is comparable to the number of new seats offered in 2007-2008, which was 111. In projecting the enrollment for the 2008-2009 school year, several facts were considered. The District is graduating 57 resident students and 48 Open Enrollment students this year. The District anticipates enrolling 47 new resident students at K4 for the 2008-2009 school year, and based on ten years of trend data, the District can expect 21 fewer resident students enrolled in the grades K-12. On average, the District actually enrolls 20 fewer new Open Enrollment students than approved. The Board determined a limit of 68 new Open Enrollment seats at the 9th 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 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. Based on these guidelines, the Board concluded that 108 new Open Enrollment seats with additional wait lists, along with providing additional seats for current tuition waivers, would assist in stabilizing the District's enrollment. Upon motion by Ms.

Rutter, seconded by Ms. Hemmer, the approval of 108 new Open Enrollment seats, with additional wait lists, along with providing additional seats for current tuition waivers was approved by Board Members Hemmer, Iwanski, Rutter and Mayer. Board Member Boknevitiz voted nay.

Business Manager Kelly reported on the following:

1. Business Manager Kelly presented the 2007-2008 Audit Contract with Virchow, Krause & Company, LLP. Virchow, Krause & Company, LLP has provided the required audit services for the District for several years. Business Manager Kelly proposes the District continue with their services. Upon motion by Mr. Boknevitiz, seconded by Ms. Rutter, the proposed 2007-2008 Audit Contract with Virchow, Krause & Company, LLP was unanimously approved.
2. Business Manager Kelly reviewed proposed High School course fees for the 2008-2009 school year. There are a few changes from last year. There is a fee increase in Drafting from \$30 to \$40. New fees incorporated for 2008-2009 include an additional fee of \$50.00 for Woods Materials Processing; and \$115.00 for Furniture and Cabinet Making. After discussion and upon motion by Ms. Hemmer, seconded by Ms. Rutter, the proposed High School course fees for the 2008-2009 school year were unanimously approved.
3. Business Manager Kelly presented an update on the Snack Shack project. An organizational meeting recently was held to discuss and coordinate the project. For future communications, the District's Working Foreman, Mr. Matt Karshna will be the District contact. Mrs. Colleen Rusch will be the contact for the Booster Club. Business Manager Kelly also presented the Board with a copy of the project's timeline and site utility plan for bidding out the plumbing project.

Board Members reported on the following:

- 1) Board Treasurer Boknevitiz inquired when Power Grade would be available at Deer Creek Intermediate School. Superintendent Topinka will research and report back at the next meeting.

Superintendent Topinka reported on the following:

- 1) A Board work session is scheduled for Monday, January 28, 2008 at 5:00 p.m. in the High School library.
- 2) Superintendent Topinka addressed misinformation printed in a recent news article. The St. Francis School District is proceeding to go to referendum in Fall 2008.

Board President Hemmer reported on the following:

- 1) The Wisconsin Association of School Boards Convention is January 23-25, 2008 at the Midwest Airlines Center.
- 2) The St. Francis School Board has one seat open in the election on April 1, 2008. Ms. Hemmer expressed her appreciation to School Board member, Bob Boknevitiz for his decision to run for another term.
- 3) The MATC District Board Appointment Committee meeting is Saturday, March 15, 2008.
- 4) The next scheduled School Board meetings are Monday, February 4, 2008 and Monday, February 18, 2008. 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 8:25 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

REGULAR MEETING

HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY

January 7, 2008

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 6:00 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, Iwanski, Boknevit, Rutter, Mayer and Superintendent Topinka

EXCUSED: None

VISITORS: Business Manager Kelly was in attendance.

The President called closed session to order at 6:02 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, Iwanski, Boknevit, Rutter, Mayer, Superintendent Topinka and Business Manager Kelly

EXCUSED: None

VISITORS: Mr. Bill Foster, Mr. Bruce Connolly, and Mr. Joe Donovan [§] School Perceptions, Inc.; Mr. Bob Vajgrt [§] Eppstein Uhen Architects, Inc.; Mr. Bob Simi [§] C.G. Schmidt, Inc.; Ms. Michelle Mancl [§] Willow Glen Principal; Ms. Donna Payment [§] Willow Glen Teacher; (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 January 7, 2008. 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 December 10, 2007

[§] Minutes of December 20, 2007

[§] Bills totaling \$182,459.95 and payroll/payroll-related bills totaling \$127,523.03.

[§] Personnel Items:

1. The appointment of Daniel Stewart as 2nd shift Custodian for the remainder of the 2007-2008 school year.
2. The proposed stipend adjustment for the Working Maintenance Foreman position.
3. The request for a one-week leave without compensation for Physical Education Teacher, Ms. Jean Gerasch with the contingency that this approval will not form the basis for past practice.
4. The following athletic / extra-curricular contracts for the 2007-2008 school year:

Non-SFEA Athletic Contracts

Aimee Bunk, 7th Grade Basketball Coach / C6 4YRS

1,270.00

Total Non-SFEA Athletic Contracts:

\$ 1,270.00

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the District donation of \$100.00 to the Costa Rica 2008 Scholarship Fund from Ms. Joan Spector was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Mr. Bill Foster, Mr. Bruce Connolly and Mr. Joe Donovan of School Perceptions, Inc. presented results from the recent community survey. A discussion ensued. The Board will schedule a work session meeting on Monday, January 28, 2008 at 5:00 p.m. to further identify and define how to proceed with the timeline and strategy for the proposed referendum.

C.G. Schmidt, Inc. is the District's construction manager in the referendum process. The current School Perceptions Services contract expires with the C.G. Schmidt, Inc. in February 2008. School Perceptions will submit a contract proposal to Superintendent Topinka with the intent to continue services.

Business Manager Kelly reported on the following:

- 1) Ms. Kelly presented referendum timeline options to the Board. It was determined that April is too soon. Ms. Kelly reviewed the District's options and the Board will be making a decision at a later date as to determine the referendum timeline. It is projected the District will pursue a referendum in Fall 2008.
- 2) Business Manager Kelly presented information on the replacement of the swimming pool heat exchanger at Deer Creek Intermediate School. The exchanger has failed and the current system in place is inefficient. The approximate cost of replacing the exchanger is \$6,500.00. The installation process will impact open swim for one (1) week. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board unanimously approved the replacement of the swimming pool heat exchanger at Deer Creek Intermediate School.

Board Members reported on the following:

- 1) Board Treasurer Boknevit expressed his compliments to the High School custodial staff on how nice the building looks.

Superintendent Topinka reported on the following:

- 1) Superintendent Topinka reminded Board Members of the upcoming Wisconsin Association of School Boards Convention held at the Midwest Airlines Center from January 22-25, 2008.

Board President Hemmer reported on the following:

- 1) President Hemmer reminded Board Members interested in attending the Wisconsin Association of School Boards Convention to submit their registration to the District Office.
- 2) There will be a meeting to discuss the proposed High School Snack Shack at 6:30 p.m. in the High School Library on January 10, 2008.
- 3) The next scheduled PTO Meeting is January 9, 2008 at Willow Glen Primary School at 6:00 p.m.
- 4) The Board will have a work session meeting on Monday, January 28, 2008 at 5:00 p.m. in the High School library.

Upon motion by Mr. Boknevit, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 8:07 p.m.

Approved by: Kathleen A. Rutter, School Board Clerk

SCHOOL BOARD MINUTES ARCHIVE

2008

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