

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
October 17, 2011

APPROVED MINUTES

Board President Boknevitiz called the meeting to order at 6:30 p.m.

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

VISITORS: SFSD Teacher – Mary Ellen Flanagan (sign-in sheet retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Ms. Hemmer to approve the agenda for October 17, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

President Boknevitiz inquired if there was any item(s) that should be removed from the consent agenda. The October 3, 2011 Board minutes were tabled pending further revisions.

Upon motion by Ms. Hemmer, seconded by Ms. Mayer, the following consent agenda action items were unanimously approved:

- Account expenditures totaling \$279,981.07; 2008 bond invoices totaling \$75,378.08; and payroll / payroll expenditures totaling \$257,231.47
- Personnel:
 - The following extra-curricular / athletic contracts for the 2011-2012 school year:

▪ Laura Carlson, PI-34 Mentor	\$1,000.00
▪ Colleen Chisholm, PI-34 Mentor	1,000.00
▪ Sue Clarey, PI-34 Mentor	1,000.00
▪ Laura Cogburn, PI-34 Mentor	1,000.00
▪ Teresa Coplan, PI-34 Mentor	1,000.00
▪ Jason Dropik, K-8 Club – Robotics (.5 Contract)	456.50
▪ Peter Graven, K-8 Club – Robotics (.5 Contract)	456.50
▪ Trudy Hundt, PI-34 Mentor	1,000.00
▪ Beth Obst, HS Winter Spirit Squad	1,740.00
▪ Beth Obst, Intermediate School Winter Spirit Squad	1,740.00
▪ Christopher Piper, PI-34 Mentor	1,000.00

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Youth Option Program request for 2nd semester of the 2011-2012 school year was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented the 2011-2012 balanced budget for review and approval. Discussion ensued. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the 2011-2012 budget was unanimously approved as presented.
- 2) Business Manager Kelly presented the 2011-2012 tax levy certification for approval. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the 2011-2012 tax levy certification of \$6,931,033.00 was unanimously approved.
- 3) Business Manager Kelly presented evaluation information on five (5) different health insurance consultant bid proposals. After interviewing each company and receiving financial proposals, the District is recommending Hays Companies of Wisconsin as the

District's new health insurance consultant. After discussion and upon motion by Ms. Rutter, seconded by Mr. Boknevit, Hays Companies of Wisconsin was unanimously approved as the District's new health insurance consultant.

Board Members presented updates on the following:

- 1) The St. Francis High School Drum Line will be marching in Willow Glen's Harvest Parade on October 26, 2011.

Superintendent Thomsen reported on the following:

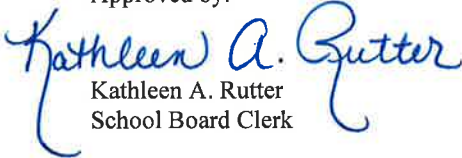
- 1) Superintendent Thomsen presented an update on the policy review progress with NEOLA, Inc. The Board will schedule work sessions to review and update current School Board policies.
- 2) Superintendent Thomsen followed up on comments and concerns expressed at a recent Board meeting regarding Special Education Aide allocation within the District. Dr. Thomsen expressed the need to clarify accurate information to assist in eliminating any confusion or concern regarding Aide allocation within the District.

Board President Boknevit reported on the following:

- 1) President Boknevit presented an update on the recent WASB Fall Regional Meeting held on October 6, 2011 at the Polish Community Center. The meeting was well-attended and very informational covering such topics as, current legislative updates and open meeting laws.
- 2) The School Board will designate their appointment of WASB Legislative Contact at a later date.
- 3) President Boknevit announced that School Board Vice President, Diane Mayer will serve as representative on the MATC District Board Appointment Committee.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the regular meeting adjourned at 8:02 p.m.

Approved by:


Kathleen A. Rutter
School Board Clerk


Robert G. Boknevit
Board President

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

REGULAR MEETING
HELD IN THE WILLOW GLEN PRIMARY SCHOOL LIBRARY
October 3, 2011

APPROVED MINUTES

Board President Boknevitiz called the meeting to order at 6:34 p.m.

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

VISITORS: Willow Glen Building Principal Pogorzelski; SFSD Teachers – Karen Kulig and Donna Payment (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Ms. Hemmer to approve the agenda for October 3, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

SPECIAL PRESENTATION BY WILLOW GLEN PRINCIPAL POGORZELSKI:

Willow Glen Principal Pogorzelski gave a brief presentation on Willow Glen's initiatives for 2011-2012. Principal Pogorzelski reviewed Willow Glen's curriculum and delivery model; shared teacher input and quotes from each grade level; and updated the Board on the progress of the Breakfast Program. Principal Pogorzelski also reported on how staff is working collaboratively to bridge the transition of Physical Education being taught by the classroom teachers versus as a special. There have been many new ideas including two (2) High School student helpers and 3rd grade student equipment helpers. Principal Pogorzelski also shared upcoming important dates at Willow Glen Primary School to include the Dr. Seuss Annual Breakfast scheduled for Wednesday, March 7, 2012.

CONSENT AGENDA ACTION ITEMS:

President Boknevitiz inquired if there was any item(s) that should be removed from the consent agenda. The Drama Director; Assistant Drama Director; and HS Fall Spirit Squad extra-curricular contracts were tabled pending further clarification.

Upon motion by Ms. Hemmer, seconded by Ms. Mayer, the following consent agenda action items were unanimously approved:

- Minutes of September 26, 2011
- Account expenditures totaling \$154,014.47
- Personnel:
 - The 2011 FMLA request for Debra Jordan, Special Education Teacher
 - The following extra-curricular / athletic contracts for the 2011-2012 school year:

▪ Erich Gottfried, HS Science Club	\$ 913.00
▪ Larry Hanlon, HS International Club (.5 Contract)	1,050.50
▪ Stephanie Henkhaus, HS Art Club	913.00
▪ Mike King, District Web Administrator	2,000.00
▪ Jack LoPresti, HS Stock Market Club	913.00
▪ Nicole Morawski, HS Writing Club	913.00
▪ Paul Oestreich, Music for Drama (HS Band)	548.00
▪ Dan Schramka, HS FBLA Club	913.00
▪ Jessica Senn, HS International Club (.5 Contract)	1,050.50
▪ Phil Batkins, Boys 8 th Grade Basketball Coach	1,461.00
▪ Jason Dropik, Girls 7 th /8 th Grade Basketball Coach	1,461.00
▪ John Kloppenburg, Boys 7 th Grade Basketball Coach	1,461.00

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Thomsen presented additional information on the Measure of Academic Progress (MAP) Assessment Program. MAP is a state-aligned computerized adaptive assessment program that provides educators with the information they need to improve teaching and learning. Educators use the growth and achievement data from MAP to develop targeted instructional strategies and to plan school improvement. Administration is recommending the purchase of the MAP Program. Discussion ensued. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the purchase of the MAP Program was unanimously approved.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly reviewed exterior sign proposals for the High School. The District received a \$10,000 donation towards the purchase of a new exterior sign at the High School. After reviewing proposals, it was determined the District would need an additional \$15,000 for the purchase of an electronic sign. Discussion ensued to include conversation of a "shared" electronic sign between the School District and the City of St. Francis. Board Member Hemmer will initiate a conversation with the St. Francis Common Council regarding the possibility of a "shared" sign on the corner of Howard Avenue and Kinnickinnic Avenue.
- 2) Business Manager Kelly presented the Board with picture displays of the new front entrance lettering at the St. Francis High School. The lettering has been ordered and will be installed within the next couple of weeks.
- 3) Business Manager Kelly presented an update on the St. Francis High School Atrium artwork and various ways SFHS Principal Mancl is working with staff and students to finalize the design and implementation of this project. Business Manager Kelly will also research the possibility of carpets in the front entrance with the St. Francis High School logo.

Board Members presented updates on the following:

- 1) The joint meeting with the City of St. Francis elected officials and the St. Francis School District Board and Administration sponsored by the St. Francis Association of Commerce is scheduled for Wednesday, December 7, 2011 at the St. Ann's Center.

Superintendent Thomsen reported on the following:

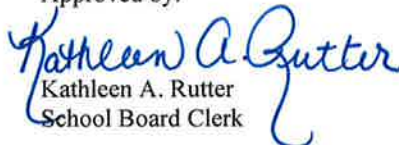
- 4) Superintendent Thomsen followed up on comments and concerns expressed at a recent Board meeting regarding the reduction of the Physical Education teacher at Willow Glen Primary School. Staff continues to work collaboratively with Administration; many creative ideas have been proposed with several already implemented. Maintaining reasonably equitable prep time minutes continues to be a focus of the Administrators.

Board President Boknevitiz reported on the following:

- 1) President Boknevitiz reminded fellow Board Members of the upcoming WASB Fall Regional Meeting on October 6, 2011 at the Polish Community Center.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the regular meeting adjourned at 8:02 p.m.

Approved by:


Kathleen A. Rutter
School Board Clerk


Robert G. Boknevitiz
Board President

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
September 26, 2011

APPROVED MINUTES

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

Upon motion by Mr. Iwanski, seconded by Ms. Mayer, the Board adjourned into closed session according to Wisconsin State Statute 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and

Wisconsin State Statute 19.85 (1)(e) for deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; and

Wisconsin State Statute 19.85 (1)(f) considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of personnel problems or the investigation of charges against specific persons, specifically negotiations update, personnel issue and SFEA arbitration matter.

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

EXCUSED: Board Clerk Rutter

The President called closed session to order at 6:00 p.m. The Board reconvened into open session at approximately 6:27 p.m., taking no action.

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

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

EXCUSED: Board Clerk Rutter

VISITORS: SFSD Building Principals – Mancl, Garcia-Velez and Pogorzelski; SFSD Teachers – Colleen Chisholm, Laura Cogburn, Kathy Getchel, Mary Pat Grafwallner, Karen Kulig, Donna Payment, Kathy Reeves; Amy Braun-Gross, Donald Brickner, Heather Page, Cindy Passow, Desha Schneider, and Brian Warwick (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Iwanski, seconded by Ms. Hemmer to approve the agenda for September 26, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

Mr. Brickner expressed concern regarding the lack of a Physical Education Teacher at Willow Glen Primary School and suggested the District search ways to re-instate the position; possible part-time Business Manager; more meetings with the Common Council and School Board to work on issues.

Ms. Heather Page is concerned that veteran teachers may not have current knowledge regarding physical education. Ms. Page related an incident that a parent of a special needs student was told there was no aide for her child and she should take her child home.

Ms. Amy Braun-Gross expressed her concern regarding how much prep time the teachers are being given to prepare curriculum.

COMMENTS FROM VISITORS: None

SPECIAL PRESENTATION BY SFHS PRINCIPAL MANCL:

St. Francis High School Principal Mancl gave a brief presentation on the High School's initiatives for 2011-2012. Principal Mancl fielded questions and received comments from visitors. Upon conclusion of the presentation, Superintendent Thomsen expressed his appreciation on the organization and sustainability working *with* students as opposed *to* students, as well as, the strong academic base.

CONSENT AGENDA ACTION ITEMS:

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

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

- Minutes of September 8, 2011
- Minutes of September 12, 2011
- Accounts payable bills totaling \$45,277.67 and payroll / payroll-related bills totaling \$334,586.69
- Personnel:
 - The appointment of Debra Hughes as Speech and Language Pathologist (.60 FTE) for the 2011-2012 school year.
 - The following athletic contracts for the 2011-2012 school year:

▪ Laura Carlson, HS Junior Class Advisor	\$2,101.00
▪ Carrie Fryjoff, HS Freshman Class Advisor	731.00
▪ Dan Kolesari, HS National Honor Society Advisor	913.00
▪ Sarah Marcet, HS Sophomore Class Advisor	731.00
▪ Beth Obst, Jr. High Pep Squad Coach	1,390.00
▪ David Santi, HS Senior Class Advisor	2,101.00

Upon motion by Ms. Hemmer, seconded by Mr. Iwanski, the "Resolution Authorizing Temporary Borrowing in Amount Not to Exceed \$3,000,000 Pursuant to Section 67.12 (8)(a)1, Wis. Stats." was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Business Manager Kelly presented information on the Third Friday Pupil Count. The pupil enrollment numbers will be utilized in revenue formulas that assist the District in finalizing the budget.

Board Members presented updates on the following:

- 1) Board Treasurer Iwanski expressed his appreciation on the recent Homecoming festivities, as well as, the participation by students and staff. The SFHS Drum Line performed throughout the entire football game. Deer Creek Intermediate School sponsored a float in the Homecoming parade.
- 2) Board Treasurer Iwanski made display item suggestions for the glass showcase located in the High School Atrium.

Superintendent Thomsen reported on the following:

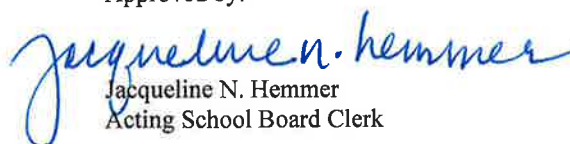
- 1) Superintendent Thomsen discussed a news article entitled, "Wisconsin Ranks High in School Aid Cuts."
- 2) Superintendent Thomsen presented a review of budgetary status for 2011-2012. Due to budgetary cuts, the School District has had to cut \$1.3 million from the 2011-2012 budget. Dr. Thomsen presented a handout listing the 17 items reduced from this school year's budget. The District will be required to make an additional \$130,000 in reductions in order to balance the budget.
- 3) Superintendent Thomsen presented information on the Measure of Academic Progress (MAP) Assessment Program. MAP is a state-aligned computerized adaptive assessment program that provides educators with the information they need to improve teaching and learning. Educators use the growth and achievement data from MAP to develop targeted instructional strategies and to plan school improvement. With the ability to test students up to four times a year, MAP test results help educators make student-focused, data-driven decisions. MAP will be brought back to the next regular School Board meeting for further review and potentially Board approval.
- 4) Superintendent Thomsen expressed his appreciation to students and staff for the great Homecoming weekend.

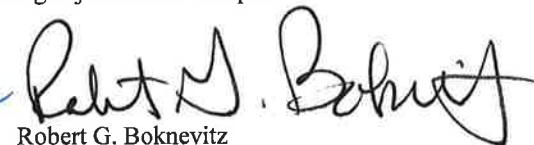
Board President Boknevitiz reported on the following:

- 1) President Boknevitiz reported that all Board Members will be attending the WASB Fall Regional Meeting on October 6, 2011.
- 2) "Speak Out for Wisconsin Public Schools – The ABC's of School Accountability" will be held at the South Milwaukee Area Performing Arts Center tonight. Wisconsin State Superintendent, Dr. Tony Evers will be a guest speaker at the community listening session to discuss the important topic of school quality and accountability. This event will be held at various locations across the State.

Upon motion by Mr. Iwanski, seconded by Ms. Mayer, the President declared the special meeting adjourned at 7:41 p.m.

Approved by:


 Jacqueline N. Hemmer
 Acting School Board Clerk


 Robert G. Boknevitiz
 Board President

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

REGULAR MEETING
HELD IN THE DEER CREEK INTERMEDIATE SCHOOL LIBRARY
September 12, 2011

APPROVED MINUTES

Board President Boknevitiz called the regular meeting to order at 6:04 p.m.

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

EXCUSED: Board Vice President Mayer

VISITORS: Willow Glen Principal Pogorzelski; Ms. Dawneen Andre – Willow Glen Teacher; Mr. Pete Loeffel – St. Francis Public Library; Mr. Brian Warwick; and Ms. Gail Prusinski (sign-in sheets retained in official minute book)

*Board Treasurer Iwanski arrived at approximately 6:20 p.m.

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

A motion was made by Ms. Rutter, seconded by Ms. Hemmer to approve the agenda for September 12, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

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

- Minutes of August 29, 2011
- Accounts payable bills totaling \$302,266.91 and payroll / payroll-related bills totaling \$485,389.69.
- Personnel:
 - The appointment of Jessica Doome as part-time Math Interventionist for the 2011-2012 school year.
 - The appointment of Lyn Marie Hackbarth as part-time Math Interventionist for the 2011-2012 school year.
 - The appointment of Shannon Rojas as part-time Supervisory Aide for the 2011-2012 school year.
 - The appointment of Liza Peltier as part-time Lunchroom / Playground Supervisor for the 2011-2012 school year.
 - The appointment of Stephanie Heather as part-time Lunchroom / Playground Supervisor for the 2011-2012 school year.

Upon motion by Ms. Rutter, seconded by Mr. Boknevitiz, new School Board Policy C-24 – Payroll Authorization was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Business Manager Kelly reported on the following:

- 1) A summary of the St. Francis School District's cash defeasance was presented for review.
- 2) The new lunch program at the St. Francis High School has increased participation by approximately 20%.

- 3) A revision to "Attachment C" of the Employee Handbook that includes the salary schedule for the position of Intervention Specialist was presented. Discussion ensued. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, revised "Attachment C" of the Employee Handbook was unanimously approved.

There was no Board Members' report.

Superintendent Thomsen reported on the following:

- 1) Superintendent Thomsen gave an update on the successful start of the 2011-2012 school year.
- 2) Superintendent Thomsen will be attending the Superintendent's Conference in Madison, Wisconsin on September 14-16, 2011.

Board President Bokneviz reported on the following:

- 1) President Bokneviz shared positive comments from parents on the start of the school year, as well as, the Superintendent's visibility in the District.
- 2) The School Board meeting scheduled for Monday, September 19, 2011 has been cancelled and rescheduled for Monday, September 26, 2011.

Upon motion by Mr. Bokneviz, seconded by Ms. Rutter, the President declared the adjournment of the regular meeting to the Budget Hearing / Annual Meeting at 6:29 p.m.

Approved by:


Kathleen A. Rutter
School Board Clerk


Robert G. Bokneviz
Board President

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

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
September 8, 2011

APPROVED MINUTES

President Robert Boknevitiz called the special meeting to order at 6:04 p.m.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board moved into closed session at 6:04 p.m., pursuant to Wisconsin State Statute, Section 19.85 (1)(f) the Board may convene into closed session to consider 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 except where par. (b) applies, which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations; and

Section 19.85 (1)(a) to deliberate concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before the governmental body; and

Section 19.85 (1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (reconsideration of expulsion order).

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

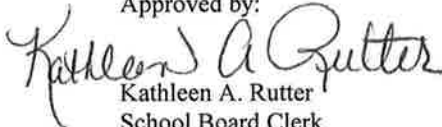
VISITORS: Attorney Gary Ruesch; Attorney Odalo Ohiku; Parents and Student

*Superintendent Thomsen joined the closed session at 6:25 p.m.

The Board reconvened into open session at approximately 7:02 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board unanimously moved to approve administration's proposal to modify the existing expulsion order for the student as discussed in closed session.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the special meeting adjourned at 7:08 p.m.

Approved by:

Kathleen A. Rutter
School Board Clerk


Robert G. Boknevitiz
School Board President

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

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
August 29, 2011

APPROVED MINUTES

Board President Boknevitv called the meeting to order at 5:35 p.m.

Upon motion by Ms. Mayer, seconded by Mr. Iwanski, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, base wage negotiation / employee compensation; Employee Handbook update; and Superintendent evaluation.

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

*Board Clerk Rutter arrived at 5:40 p.m.

The President called closed session to order at 5:35 p.m. The Board reconvened into open session at approximately 6:45 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the proposed High School / Deer Creek Guidance Counselor workday schedule was unanimously approved as presented.

President Robert Boknevitv called the special meeting to order at 6:45 p.m.

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

VISITORS: SFSD Teachers – Trudy Hundt and Mike King (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Hemmer, seconded by Ms. Rutter to approve the agenda for August 29, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the following consent agenda action items were unanimously approved:

- Minutes of August 15, 2011
- Accounts payable bills totaling \$66,726.74 and payroll / payroll-related bills totaling \$294,312.65.
- Personnel:
 - The resignation of Cathy Gillespie, Speech and Language Pathologist effective August 29, 2011.
 - The appointment of Trace Lindgren as Secondary At-Risk Teacher for the 2011-2012 school year.
 - The appointment of Debra Glasheen as Spanish Teacher (.25 FTE) for the 2011-2012 school year.
 - The appointment of Renee Tromp as part-time Supervisory Aide for the 2011-2012 school year.

- The appointment of Jackie Felber as part-time Supervisory Aide for the 2011-2012 school year.
- The appointment of Janet Pradarelli as part-time Reading Interventionist for the 2011-2012 school year.
- The appointment of Beth Christensen as part-time Reading Interventionist for the 2011-2012 school year.
- The following athletic contracts for the 2011-2012 school year:
 - Beth Obst, Pom / Dance Coach

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

A draft version of the Employee Handbook Attachments B, C and E were presented for review. Discussion ensued. Upon motion by Ms. Rutter, seconded by Ms. Mayer, Employee Handbook Attachments B, C and E were unanimously approved as presented.

Superintendent Thomsen presented a revised 2011-2012 school calendar for Board approval. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the revisions to the 2011-2012 school calendar was unanimously approved as presented.

Superintendent Thomsen presented the following revised / new policies for Board review and approval:

- C-04 Evaluation, Assignment and Duty Hours Limitation
Upon motion by Ms. Rutter, seconded by Ms. Mayer, revised Policy C-04 – Evaluation, Assignment and Duty Hours Limitation was unanimously approved.
- C-20 Staff Ethics
Upon motion by Ms. Hemmer, seconded by Ms. Rutter, new Policy C-20 – Staff Ethics was unanimously approved.
- C-21 Freedom of Speech in Non-Instructional Settings
Upon motion by Mr. Iwanski, seconded by Ms. Mayer, new Policy C-21 – Freedom of Speech in Non-Instructional Settings was unanimously approved.
- C-22 Participation in Political Activities
Upon motion by Mr. Iwanski, seconded by Ms. Mayer, new Policy C-22 – Participation in Political Activities was unanimously approved.
- C-23 Controversial Issues in the Classroom
Upon motion by Ms. Rutter, seconded by Ms. Mayer, new Policy C-23 – Controversial Issues in the Classroom was unanimously approved.
- D-23 Extra-Curricular Conduct Code
Upon motion by Ms. Rutter, seconded by Ms. Mayer, revised Policy D-23 – Extra-Curricular Conduct Code was unanimously approved.
- D-40 Religious / Patriotic Ceremonies and Observances
Upon motion by Ms. Rutter, seconded by Mr. Iwanski, new Policy D-40 – Religious / Patriotic Ceremonies and Observances was unanimously approved.
- D-41 Independent Education Evaluation & Guidelines
Upon motion by Ms. Rutter, seconded by Ms. Mayer, new Policy / Guidelines D-41 – Independent Education Evaluation was unanimously approved.

At the present time, there are no further updates to report to the Board on the 2011-2012 administrative recommendations for budgetary refinement. The District will be required to reduce the budget by approximately \$108,000 in order to balance the budget.

There was no Board Members’ report.

Superintendent Thomsen reported on the following:

- 1) Superintendent Thomsen presented an article entitled, “Unchartered Waters – Public School Superintendents May be Facing the Perfect Storm” for review.

- 2) Superintendent Thomsen updated the Board on the start of the 2011-2012 school year. The school year is off to a smooth start. Custodians and Secretaries have been working very hard to prepare for the start of the year. All staff return on Tuesday, August 30, 2011.
- 3) Superintendent Thomsen reminded Board Members of the following upcoming important dates:
 - o September 1st – First Day of School
 - o September 6th – High School Open House – 5:30 to 7:00 p.m.
 - o September 7th – Deer Creek Open House – 5:30 to 7:00 p.m.
 - o September 8th – Willow Glen Open House – 5:30 to 7:00 p.m.
 - o September 12th – School Board Annual Meeting – 6:30 p.m.

Board President Boknevitiz reported on the following:

- 1) President Boknevitiz reminded fellow School Board Members participating in the St. Francis Days' Parade on Saturday, September 3, 2011 to meet at the parade route starting area by 10:00 a.m.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the special meeting adjourned at 8:10 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevitiz
Board President

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
August 15, 2011

APPROVED MINUTES

Board President Boknevitiz called the meeting to order at 5:30 p.m.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, potential 2011-2012 staffing plan revisions and/or reductions.

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

The President called closed session to order at 5:30 p.m. The Board reconvened into open session at approximately 6:35 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the revisions to the Employee Handbook and attachments were unanimously approved as presented in closed session.

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

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

VISITORS: SFSD Teachers - Mary Ellen Flanagan and Mike King
(sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Ms. Mayer to approve the agenda for August 15, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the following consent agenda action items were unanimously approved:

- Minutes of August 1, 2011
- Accounts payable bills totaling \$91,857.61 and payroll / payroll-related bills totaling \$432,343.41.
- Personnel:
 - The resignation of Stacie Capstran, Spanish Teacher effective August 15, 2011.
 - The appointment of Laura Blaska as School Counselor for the 2011-2012 school year.
 - The appointment of Sarah Huyck as Elementary Special Education Teacher for the 2011-2012 school year.
 - The appointment of Kelly McCormack as Special Education Paraprofessional for the 2011-2012 school year.
 - The 2011 FMLA request for Peter Graven – Elementary Teacher.
 - The following athletic contracts for the 2011-2012 school year with salary pending finalization of the Employee Handbook salary schedule:
 - Mike King, Girls' Tennis Coach

- Dan Schramka, Girls' Tennis Coach
- Melissa Zeman, Girls' Volleyball Coach

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Thomsen reported the approved revised Employee Handbook and attachments will be updated on the District's website.

Revisions to School Board Policy C-3 Guidelines, "Pay Rates for Athletic Event Workers" was presented for discussion and approval. Currently, the Policy C-3 Guidelines identify the position, number of people required to work, as well as, the pay rates associated with the positions. It is the recommendation from Administration to remove Policy C-3 Guidelines as Attachment D from the Employee Handbook will now contain the pay rates for Athletic Event Workers. Upon motion by Ms. Hemmer, seconded by Mr. Iwanski, School Board Policy C-3 Guidelines was eliminated from School Board Policy C-3, "Authorizing and Filling Positions."

Superintendent Thomsen presented information on NEOLA, Inc. NEOLA provides school districts with a complete service for developing and updating Board bylaws and policies, administrative guidelines/procedures, forms, staff handbooks and student/parent handbooks in electronic and printed format. By utilizing NEOLA, it will allow the District to take a stronger legal footing as Federal and State updates are brought forward on a regular basis for internal review, Board approval and website posting. This proactive approach to policy development places the District in an ideal legal position. The proposed contract cost for the 2011-2012 school year is \$7,750.00. Discussion ensued. Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the proposed 2011-2012 contract with NEOLA was unanimously approved.

Superintendent Thomsen highlighted on the following new policies that will be brought forward for Board review and approval at the next Board meeting:

- Staff Ethics
- Freedom of Speech in Non-Instructional Settings
- Participation in Political Activities
- Controversial Issues in the Classroom
- Religious / Patriotic Ceremonies and Observances

Superintendent Thomsen presented a request from the St. Francis Days Festival Committee / Skydive Milwaukee to perform a sky dive onto the High School football field prior to the football game on August 26, 2011 in addition to the previously Board approved skydives on August 27-28, 2011. This second request involves two divers delivering the game ball, as well as, the coin for the pre-game coin toss. Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the additional skydive onto the High School football field prior to the football game on August 26, 2011 was unanimously approved contingent upon providing the District with \$1,000,000 insurance coverage for all three scheduled dives on August 26-28, 2011. The District must receive proof of insurance coverage prior to August 26, 2011. Upon further motion by Mr. Boknevit, seconded by Ms. Hemmer, the recommendation to waive the \$50.00 per event fee for use of the athletic field for the St. Francis Days Festival Committee was unanimously approved.

Superintendent Thomsen presented the 2011-2012 administrative recommendations for budgetary refinement for Board review and approval. Discussion ensued. The following administrative recommendation was approved:

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the recommendation to remove the first five (5) applicants with sibling preference from the Open Enrollment 6th grade wait list was unanimously approved with Board Clerk Rutter voting nay.

Business Manager Kelly presented the 2011-2012 preliminary budget for Board review and approval. The budget will reflect all of the budgetary items that have been approved by the Board through the August 1, 2011 Board meeting. The District will still be required to reduce the budget by approximately \$115,000 in order to balance the budget. Administration is requesting the Board approve an unbalanced budget due to specific guidelines the District must follow to post for its budget hearing and annual meeting. The budget will be finalized in October. Discussion ensued. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the 2011-2012 preliminary budget was unanimously approved as presented.

Business Manager Kelly reported on the following:

1) Capital Projects:

- Paint Selection of Glu-lam – Administration is recommending that the District move forward with painting the High School's front glu-lam gray instead of scarlet red. This will not only keep consistency throughout the building, but it will ensure that the job is completed before the start of school. Upon motion by Mr. Boknevit, seconded by Ms. Mayer, the proposed painting of the front glu-lam in the color gray was voted on. Board Members Boknevit, Mayer and Iwanski voted

aye. Board Members Rutter and Hemmer voted nay. The proposed painting on the front glu-lam in the color gray was passed.

- Concrete Projects – Concrete work at all three (3) school buildings remain on schedule.
 - Deer Creek Classroom Flooring – Several classroom floors at Deer Creek have been identified with safety issues (tripping hazard) for students and staff. A total of five (5) classroom floors will require new floors this summer – rooms 12, 15, 22, 23 and 119. The District is recommending carpet squares as the best solution for replacement. The District received bids from two companies that were used during the referendum project. Administration is recommending the Board approve Stu's Flooring to complete the carpet replacement in the five (5) identified classrooms at Deer Creek. Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the Board unanimously approved Stu's Flooring for the Deer Creek classroom flooring project.
- 2) Amendment to Chartwell's Dining Service Contract: The amendment to the food service contract with Chartwell's Dining Service was presented for discussion and approval. The amendment is necessary in order to have Chartwell's provide financing to the District in an amount not to exceed \$25,000.00 for the new equipment required for the High School lunch program. The District will repay the loan over the remaining term of the contract, which is three (3) years. Discussion ensued. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the amendment to the food service contract with Chartwell's Dining Service was unanimously approved by Board Members Mayer, Iwanski, Rutter and Hemmer. Board President Boknevit abstained from voting.
- 3) Purchasing Card Approval: Business Manager Kelly presented information on the Purchasing Card Program offered by JP Morgan Chase to members of the Wisconsin Public Sector Consortium. The Consortium is made up of many public sector municipalities and school districts that have come together to maximize purchasing power. The Purchasing Card Program offers many advantages to include end-of-year rebates based on the total Wisconsin Public Sector Consortium spending and the individual entity's spending, as well as, monthly payments for all expenses. The P-Card may be used to purchase goods and services wherever MasterCard is accepted. Discussion ensued. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board unanimously approved the Purchasing Card Program offered by JP Morgan Chase.

There was no Board Members' report.

Superintendent Thomsen reported on the following:

- 1) Superintendent Thomsen presented an article entitled, "School Districts to See Dramatic Cuts" for review.
- 2) Physical Education Plan K-8: Superintendent Thomsen presented a transitional plan of support for Willow Glen classroom teachers who will be delivering physical education programming to their students in the 2011-2012 school year.
- 3) Collaboration, Meeting and Planning Time: The significant reduction in State aid for public schools, as well as, revenue limits has resulted in school districts having to make significant alterations in educational programming. Due to this reason, teachers' previously negotiated prep time may be impacted. The District has developed a tentative chart outlining the anticipated "Collaboration, Meeting and Planning" time for each grade level for the upcoming school year. This plan is reasonably equitable based on the new fiscal challenges and reduction in staffing.
- 4) No Child Left Behind – Adequate Yearly Progress District Update: Superintendent Thomsen reported that Deer Creek Intermediate School fell short of making the No Child Left Behind - Adequate Yearly Progress report with an 81% attendance rate. State and federal laws require the annual review of school performance to determine if student academic achievement and progress is adequate. Each year under the federal education law, "No Child Left Behind (NCLB)," all Wisconsin public schools and districts must meet the state's four Adequate Yearly Progress (AYP) Objectives – Graduation or Attendance; Test Participation; Reading; and Mathematics. Elementary and middle schools must have an attendance rate of at least 85% or show growth over the prior year. The District will be reviewing various areas for improvement.
- 5) Opening In-Service Plan: Plans are on schedule for the staff when they return on August 30th and August 31st.

Board President Boknevit reported on the following:

- 1) The Wisconsin Association of School Board's Regional Meeting is scheduled for October 6, 2011 at the Polish Community Center.
- 2) President Boknevit distributed information outlining various Wisconsin Association of School Board resolutions. Vice President Mayer will review the information and report back to the Board at a future meeting.
- 3) The joint meeting with the St. Francis Association of Commerce is scheduled for Wednesday, December 7, 2011 at the St. Anne's Center.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the regular meeting adjourned at 8:38 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevit
Board President

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
August 1, 2011

APPROVED MINUTES

Board President Boknevitiz called the meeting to order at 5:30 p.m.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, potential 2011-2012 staffing plan revisions and/or reductions.

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

EXCUSED: Board Vice President Mayer

The President called closed session to order at 5:30 p.m. The Board reconvened into open session at approximately 6:25 p.m., taking no action.

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

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

EXCUSED: Board Vice President Mayer

VISITORS: SFSD Teachers - Mary Ellen Flanagan; Mike King; Karen Kulig; and Donna Payment (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Rutter, seconded by Mr. Iwanski to approve the agenda for August 1, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the following consent agenda action items were unanimously approved:

- Minutes of July 11, 2011
- Minutes of July 25, 2011
- Accounts payable bills totaling \$31,462.25; 2008 bond invoices totaling \$706,676.60; and payroll / payroll-related bills totaling \$133,151.07.
- Personnel:
 - The following athletic contracts for the 2011-2012 school year with salary pending finalization of the Employee Handbook salary schedule:
 - Brandon Blahnik, Assistant Freshman Football Coach
 - Phil Chavez, Assistant Varsity Football Coach
 - Kyle Farrell, Assistant JV Football Coach
 - Rob Gilbreath, Assistant Varsity Football Coach
 - Nick Hirthe, Assistant Freshman Football Coach
 - Mike Krause, Assistant JV Football Coach

- Katlyn Ratkowski, Girls' JV Volleyball Coach
- David Santi, Assistant Varsity Football Coach
- Scott Santi, Assistant JV Football Coach
- Doug Sarver, Head Football Coach

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Thomsen presented the 2011-2012 administrative recommendations for budgetary refinement for Board review and approval. Discussion ensued. The following administrative recommendations were approved:

Upon motion by Mr. Boknevit, seconded by Mr. Iwanski, the recommendation to proceed with the replacement hire of a High School Guidance Counselor was unanimously approved.

Upon motion by Mr. Boknevit, seconded by Mr. Iwanski, the recommendation to reassign the current part-time Deer Creek Intermediate School Library Paraprofessional to full-time Recreation Secretary to include additional duties assisting the Athletic Department was unanimously approved. Salary for the full-time Recreation Secretary position will be funded 85% from Fund 80 and 15% from Fund 10.

Business Manager Kelly presented the following capital project for discussion and potential Board approval:

- Asphalt / Concrete Projects – Business Manager Kelly presented quotes for concrete and asphalt replacement. Discussion ensued. Upon motion by Ms. Hemmer, seconded by Mr. Iwanski, the contract with Eaton Asphalt Service was unanimously approved.

The St. Francis School District reviewed a request from Officer Shane of the St. Francis Police Department requesting the usage of the St. Francis School District sign to promote St. Francis National Night Out scheduled for Wednesday, August 10th at Milton Vretenar Municipal Park. After discussion and upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board approved the usage of the St. Francis School District sign to assist in promoting National Night Out.

There was no Board Members' report.

Superintendent Thomsen reported on the following:

- 1) Communication with Stakeholders Affected by the Budgetary Refinement Process:
 - Superintendent Thomsen contacted the District's attorney services to communicate the District's 2011-2012 budgetary goal to reduce attorney fees by 40%.
 - Superintendent Thomsen contacted the District's custodial and computer staff to discuss budgetary impacts to their departments.
- 2) Opening In-Service Invitation: The 2011-2012 staff breakfast is scheduled for Tuesday, August 30, 2011 at 7:30 a.m. in the High School cafeteria. New this year, the District will not mail letters to staff. Instead, the District will communicate with staff electronically, via e-mail and the phone messenger software. Staff communications will also be posted on the District website. The District will save money utilizing this delivery method.

Board President Boknevit reported on the following:

- 1) The Wisconsin Association of School Board's Regional Meeting is scheduled for October 6, 2011 at the Polish Community Center.

The closed session after the regular meeting was cancelled.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:25 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevit
Board President

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

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
July 25, 2011

APPROVED MINUTES

Board President Boknevitiz 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 according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, potential 2011-2012 staffing plan revisions and/or reductions.

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

EXCUSED: Board Treasurer Iwanski

*Board Vice President arrived at 6:15 p.m.

The President called closed session to order at 6:00 p.m. The Board reconvened into open session at approximately 6:46 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the five (5) revised administrative contracts as discussed in closed session were unanimously approved. The proposed changes will keep the contracts current with 2011 Wisconsin Act 10.

President Robert Boknevitiz called the regular meeting to order at 6:48 p.m.

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

EXCUSED: Board Treasurer Iwanski

VISITORS: SFHS Principal Mancl; Trudy Hundt; and Jim Felber (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Hemmer, seconded by Ms. Rutter to approve the agenda for July 25, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the following consent agenda action items were unanimously approved:

- Accounts payable bills totaling \$91,497.93; 2008 bond invoices totaling \$97,595.50; and payroll / payroll-related bills totaling \$419,869.90.
- Personnel:
 - The resignation of Mark Raymond, Special Education Paraprofessional.
 - The 2011 FMLA request for Richard Stelloh – Willow Glen Head Custodian.
 - The appointment of Jason Floyd as Girls' Head Volleyball Coach for the 2011-2012 school year with salary pending finalization of the Employee Handbook salary schedule.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Thomsen presented the 2011-2012 administrative recommendations for budgetary refinement for Board review and approval. Discussion ensued. The following administrative recommendations were approved:

Recommendation #18 – Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the recommendation to reduce attorney fees by \$40,000.00 was unanimously approved.

Recommendation #19 – Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the recommendation to not fill the custodial vacancy at Deer Creek Intermediate School was unanimously approved.

Recommendation #20 – Upon motion by Mr. Boknevit, seconded by Ms. Mayer, the recommendation to research modifications to the District's current health insurance as of January 1, 2012 was unanimously approved.

Recommendation #21 – Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the recommendation to reduce building budgets by 15% was unanimously approved.

Recommendation #23 – Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the recommendation to change the Technology Internship positions as unpaid positions was approved. Board Members Mayer, Rutter and Hemmer voted aye. Board President Boknevit abstained from voting.

Recommendation #24 – Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the reinstatement of the High School Speech and Language Pathologist from .50 FTE to .60 FTE was unanimously approved.

Recommendation #25 – Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the recommendation to eliminate the employee TSA in lieu of health insurance benefit was approved. Board Members Boknevit, Mayer and Hemmer voted aye. Board Clerk Rutter voted nay.

Business Manager Kelly presented recommended changes to the District's food service program. The overall goal of the District is to operate and maintain a healthy, nutritious food service program that has high participation and is self-sufficient. Based on the input from Chartwells Dining Service and the financial position of the District's food service program, administration proposed several recommendations to the Board to meet the goal:

- Currently, a first shift custodian at the High School delivers food from the High School, where it is prepared, to the other schools. Administration is recommending that Chartwells Dining Service hire their own delivery driver which will ultimately reduce labor costs from the food service budget.
- Offer more lunch choices by increasing the number of food stations available during lunch periods.

Discussion ensued and upon motion by Ms. Rutter, seconded by Ms. Mayer, the proposed recommendations to the District's food service program were unanimously approved.

Business Manager Kelly presented several capital projects for discussion and potential Board approval:

Cafeteria Floor – The Board reviewed several options for the High School cafeteria floor replacement. Discussion ensued. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board approved the option to install a polished concrete floor in the High School cafeteria, to include an etching of the school logo on the floor. Board Members Boknevit, Rutter and Hemmer voted aye. Board Member Mayer voted nay.

Asphalt / Concrete Projects – Business Manager Kelly will bring this item back for further discussion at a future meeting.

Deer Creek Stair Repair – The southeast and southwest stairwells at Deer Creek Intermediate School are in dire need of repair, as they are becoming a safety hazard for trips and falls. The District has two (2) companies that will be completing the repair work. The overall cost of the project is \$8,303.00. The cost is currently budgeted in the 10-year maintenance plan.

Superintendent Thomsen reported on the following:

- 1) Willow Glen Vandalism Report: The recent vandalism at Willow Glen Primary School is under investigation. The window that was broken will be repaired.
- 2) Summer School Update: The District will be reviewing its current Summer School Program and decide what changes, if any, could be implemented.
- 3) Technology / Smart Board Update: Superintendent Thomsen presented an overview of how many Smart Boards are currently utilized in the District and how the District is ensuring they are available at each grade level.

Board Members' reported on the following:

- 1) President Boknevitiz requested fellow Board Members have their picture taken for school identification badges and to be consistent in wearing them on school grounds and at school functions.

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

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevitiz
Board President

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
July 11, 2011

APPROVED MINUTES

Board President Boknevitiz 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 according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, potential 2011-2012 staffing plan revisions and/or reductions.

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

The President called closed session to order at 6:00 p.m. The Board reconvened into open session at approximately 6:49 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Mr. Boknevitiz, the five (5) administrative contracts as discussed in closed session with recommended revisions were unanimously approved.

President Robert Boknevitiz called the regular meeting to order at 6:50 p.m.

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

VISITORS: Mr. Eric Ellison – C.G. Schmidt, Inc.; Phil Batkins; Mary Ellen Flanagan; Erich Gottfried; Nikki Morawski; Donna Payment; and Rebecca Schloer (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Hemmer, seconded by Mr. Iwanski to approve the agenda for July 11, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

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

- Minutes of June 20, 2011
- Accounts payable bills totaling \$384,384.78 and payroll / payroll-related bills totaling \$228,827.62.
- Personnel:
 - The resignation of Jill Hensiak, Elementary Special Education Teacher.
 - The appointment of Courtney Korpela as Primary School Teacher (Grade 3) for the 2011-2012 school year.
 - The appointment of Lance Marifke as Boys' Head Basketball Coach for the 2011-2012 school year with salary pending finalization of the Employee Handbook salary schedule.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Thomsen presented the 2011-2012 School Board meeting calendar for review. The Board will have meetings twice a year at each school building, where the Building Principals will showcase their school. The Board scheduled one additional meeting on July 25, 2011.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented updated information on the State 2011-2013 budget, how it will impact the District and where the District is currently in their budget process. The District is facing a \$330,000.00 budget deficit and will be developing a process to balance the budget.
- 2) Business Manager Kelly led a discussion on proposed changes to the District’s food service program. Chartwells Dining Service is proposing the integration of various food stations for a new student food court at the High School. More information will be brought back at a future Board meeting.
- 3) Business Manager Kelly reviewed the 2011-2012 school fees and communication plan for the St. Francis High School. The St. Francis High School registration fee is \$50.00 per student with a family maximum of \$150.00 per family in the District. In addition to the High School registration fee, there is an additional \$25.00 student athletic admission fee and a \$15.00 technology fee. The Board requested a communication plan be developed to inform parents that the \$150.00 family maximum only includes student registration fees and does not include any additional fees assessed. Business Manager Kelly will coordinate a parent communication with the High School Principal.
- 4) Business Manager Kelly presented a referendum update. The District is in the process of installing gas in the new Science lab at Deer Creek Intermediate School. The cost for the installation is an additional \$11,050.00 to the previously approved budgeted \$150,000.00. Business Manager Kelly is researching costs for the purchase of desks and tables in the new Science lab. The High School is currently researching the benefits of concrete vs. tile for the High School cafeteria floor. More information will be brought back at a future Board meeting.

Board Members’ reported on the following:

- 1) The retirement celebration for former Superintendent Carol Topinka was enjoyed by all who attended.

Superintendent Thomsen reported on the following:

- 1) Act 10 Update: The following items have been posted on the District’s website and updates will be posted as the District receives additional information:
 - St. Francis School District Employee Handbook
 - 2011-2012 Calendar
 - Act 10 Reports
 - Central Office Communications to include a District memo outlining the required 5.8% WRS employee contribution and 10% employee health insurance contribution. The memo also informs staff that the District will no longer deduct union dues through payroll.
- 2) Budgetary Refinement Process: With the recent changes to the State budget, the District is facing a total budget deficit of \$730,000.00. Currently, the District will need to eliminate \$330,000.00. The 2011-2012 school year will be a challenging year.
- 3) IDEA – Part B Requirements: The St. Francis School District has successfully met all of the Department of Public Instruction’s IDEA requirements.
- 4) Website Updates: The District and individual school building websites are in the process of being updated by the Superintendent and Building Principals. Website updates will continue on a regular basis. Superintendent Thomsen encouraged the Board, staff and community to visit the District and school building websites.

Board President Boknevitv reported on the following:

- 1) The Wisconsin Association of School Board’s is sponsoring a special summer seminar, “Contending with the State 2011-2013 Budget,” at CESA 1 on August 15, 2011 from 1:00 p.m. to 4:00 p.m.

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

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevitv
Board President

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
June 20, 2011

APPROVED MINUTES

Board President Boknevitv called the meeting to order at 5:04 p.m.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board adjourned into closed session according 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, specifically, St. Francis School District Employee Handbook and personnel matters; and, considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons, specifically, grievance updates.

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

EXCUSED: Board Vice President Mayer arrived at 5:50 p.m.

VISITORS: Attorney Robert Buikema – Buelow Vetter

The President called closed session to order at 5:04 p.m. The Board reconvened into open session at approximately 6:30 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the St. Francis School District Employee Handbook was unanimously approved with revisions to be in effect July 1, 2011.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the 2011-2012 staff calendar was unanimously approved to be in effect July 1, 2011.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the School Board Resolution authorizing employees to pay 10% of the group health insurance premium for single and family plans effective July 1, 2011 was unanimously approved.

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

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

VISITORS: Ms. Jane Carney – Chartwells Dining Service; Mary Ellen Flanagan; Cathy Gillespie; Paul Hundt; Trudy Hundt; Kelly Pethan; Kari Podolski; Nina Santi; Chris Steele; and Todd VanCaster (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 20, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS:

SFHS Technology Teacher, Mr. Todd VanCaster and SFHS students participating on the SFHS Bike Building Team (Stephen Dietzman, Evan Domine, Aaron Kaebisch, Dillan Cyskowski and Alex Wysocki) gave a brief presentation on their award-winning bike in the Bike Build Program. The students designed and built a motorcycle which received two awards in a recent competition, one for “Best Art Bike” and one for “Fastest Bike.” The award-winning bike will be on display at the “Bikes on Display” at Riverwest on Saturday, August 16, 2011.

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the following consent agenda action items were unanimously approved:

- Minutes of June 6, 2011
- Accounts payable bills totaling \$221,303.80; 2008 bond invoices totaling \$38,922.38; and payroll / payroll-related bills totaling \$587,868.12.
- Personnel:
 - The assignment transfer of Mary Koch to Library Media Specialist for the 2011-2012 school year.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the District monetary donations from Terry Benka and the family of Terry Benka to be utilized towards the St. Francis High School aquarium were unanimously approved.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the 2011-2012 Service Contract between the St. Francis School District and CESA #1 was unanimously approved.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the additional 2011 Summer School contracts were unanimously approved as presented.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Topinka presented the 2011-2012 Southeastern Wisconsin School Alliance Resolution and Agreement for review and approval. Upon motion by Ms. Hemmer, seconded by Ms. Mayer, the 2011-2012 Southeastern Wisconsin School Alliance Resolution and Agreement was unanimously approved.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented revised Board Policy B-13 – Fund Balance and Board Resolution #1 for review and discussion. After discussion and upon motion by Ms. Rutter, seconded by Mr. Iwanski, Board Policy B-13 reflecting one revision as discussed and Board Resolution #1 was unanimously approved.
- 2) Business Manager Kelly reviewed proposed adjustments to the 2010-2011 adopted budget. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the 2010-2011 budget adjustments were unanimously approved.
- 3) Business Manager Kelly presented the food service contract amendment for review and approval. The amendment for the 2011-2012 school year includes an administrator fee of \$.1508 per meal/meal equivalent and a management fee of \$.0321 per meal/meal equivalent, both of which are based on a 1.6% increase in CPI. Board Members Mayer, Iwanski, Rutter, and Hemmer voted aye. Board President Boknevitc abstained from voting. The 2011-2012 food service agreement between Compass Group USA, Inc. – Chartwells Division and the St. Francis School District was approved.
- 4) Business Manager Kelly presented health insurance renewal information for review and approval. The District self-funds its health and dental benefit plans and, as such, is required to hire a third party administrator and stop loss insurance carrier. Discussion ensued. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the Board unanimously approved UMR as the District’s third party administrator and HCC Life Insurance Company as the District’s stop loss insurance carrier. The Board also reviewed health and dental insurance premium rates for the 2011-2012 school year. The 2011-2012 recommended cost for health insurance is: single plan - \$8,664.12 and family plan - \$23,217.87. The financial impact is a 28% increase to health insurance with dental rates remaining the same. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board unanimously approved the 28% health insurance premium rate increase.
- 5) Business Manager Kelly presented property insurance renewal information for review and approval. The District currently contracts with Local Government Property Insurance Fund for property insurance and the District proposes to renew this contract for the 2011-2012 school year. Upon motion by Ms. Rutter, seconded by Ms. Mayer the 2011-2012 contract renewal with Local Government Property Insurance Fund was unanimously approved.

Board Members’ reported on the following:

- 1) The American Cancer Society “Relay for Life” will take place at the Cudahy High School on Friday, June 24, 2011 and Saturday, June 25, 2011.

There was no report from Superintendent Topinka or Board President Boknevitc.

On behalf of the School Board, President Boknevitc expressed appreciation and good wishes to retiring Superintendent, Carol Topinka.

The closed session after the regular meeting was cancelled.

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

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevitc
Board President

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
June 6, 2011

APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c)(e) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and, deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, negotiations update and personnel matters.

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

EXCUSED: Board Vice President Mayer and Business Manager Kelly

The President called closed session to order at 6:00 p.m. The Board reconvened into open session at approximately 6:30 p.m., taking no action.

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

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

EXCUSED: Board Vice President Mayer and Business Manager Kelly

VISITORS: Gerriann Crawley; Laura Cogburn; Ellen Erceg; Mary Ellen Flanagan; Mary Gear; Mary Pat Grafwallner; Erich Gottfried; Paul Hundt; Trudy Hundt; Karen Kulig; Jack LoPresti; Nicole Morawski; Kathy Reeves; Christine Trasser; and Todd VanCaster (sign-in sheets retained in official minute book)

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

A motion was made by Ms. Hemmer, seconded by Ms. Rutter to approve the agenda for June 6, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

A note of appreciation to the St. Francis School District from Project Concern of Cudahy-St. Francis for the recent donation in memory of Dorothy Savick.

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the following consent agenda action items were unanimously approved:

- Minutes of May 16, 2011
- Minutes of May 23, 2011
- Accounts payable bills totaling \$161,618.38; 2008 bond invoices totaling \$6,367.14; and payroll / payroll-related bills totaling \$386,782.82.
- Personnel:
 - The appointment of Laura Burmeister as Primary School Teacher (Grade K5) for the 2011-2012 school year.
 - The appointment of Debra Glasheen as part-time (.15 FTE) Secondary Japanese Teacher for the 2011-2012 school year pending satisfactory completion of background and reference checks.
 - The appointment of Joel Green as the School-to-Work / Youth Apprenticeship Coordinator for the Southwest Consortium for the 2011-2012 school year.

- The appointment of the following part-time Summer Custodial Assistants:
 - Bryan Brickner
 - Kellen Fuerstenau
 - Raymond Horbinski
 - Matthew Perszyk
 - Thomas Rutter
- The following athletic contracts for the 2010-2011 school year:

Non-SFEA Athletic Contracts

Kenneth Olstinski, Boys JV Baseball Coach (.50 FTE), CII/NA 0YRS	\$830.46
Michael Schuster, Boys JV Baseball Coach (.50 FTE), CII/NA 0YRS	\$830.46

Upon motion by Mr. Boknevit, seconded by Mr. Iwanski, the contract between the St. Francis School District and CESA #6 for the 2011-2012 school year was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the 2011 Summer School contracts were unanimously approved as presented.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

President Boknevit led a discussion on how information is communicated with the Board. Discussion ensued. President Boknevit will have District Secretary, Ms. Lisa Jarosh update the Board’s information for distribution at a future meeting.

Board Members’ reported on the following:

- 1) The Board congratulated SFHS students, Stephen Dietzman, Evan Domine, Aaron Kaebisch, Dillan Cyskowski and Alex Wysocki on their award-winning bike in the Bike Build Program. The students designed and built a motorcycle which received two awards in a recent competition, one for “Best Art Bike” and one for “Fastest Bike.” The students received great community support with the project and the award-winning bike will be on display at various bike shows and events during the summer.

There was no report from Superintendent Topinka.

Board President Boknevit reported on the following:

- 1) June 14, 2011 – Meet the new Superintendent and City Administrator – St. Francis Community Center - 5:00 to 7:00 p.m.

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

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevit
Board President

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

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
May 23, 2011

APPROVED MINUTES

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

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

A motion was made by Ms. Rutter, seconded by Mr. Iwanski to approve the agenda for May 23, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

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

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

VISITORS: Attorney Mary Hubacher – Buelow Vetter; Building Principals – Mancl, Garcia-Velez and Pogorzelski

The President called closed session to order at 5:05 p.m. The Board reconvened into open session at approximately 6:20 p.m., taking no action.

President Robert Boknevitz called the open meeting to order at 6:20 p.m.

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

VISITORS: Mr. Michael Lewandowski

CONSENT AGENDA ACTION ITEMS:

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

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

- Personnel:
 - The appointment of Michael Lewandowski as Assistant Principal / Athletic Director of the St. Francis High School and such contract offered covering the period from July 1, 2011 to June 30, 2013.
 - The appointment of Susan O'Brien as Library Media Specialist for the 2011-2012 school year pending satisfactory completion of background and reference checks.
 - The appointment of Robert Sliwinski as Secondary Math Teacher for the 2011-2012 school year.
 - The appointment Christina Cattey as Secondary Chemistry / Science Teacher for the 2011-2012 school year pending satisfactory completion of background and reference checks.
 - The appointment of Elizabeth Thiele as 4th Grade Intermediate School Teacher for the 2011-2012 school year.
 - The appointment of Karen Duren as K-8 Literacy Coach for the 2011-2012 school year pending satisfactory completion of background and reference checks.

Superintendent Topinka introduced Mr. Michael Lewandowski, Assistant Principal / Athletic Director of the St. Francis High School. Introductions, welcome and a cordial conversation ensued.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the special meeting adjourned at 6:34 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevitiz
Board President

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
May 16, 2011

APPROVED MINUTES

Board President Boknevitv called the meeting to order at 6:02 p.m.

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

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

The President called closed session to order at 6:02 p.m. The Board reconvened into open session at approximately 6:30 p.m., taking no action.

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

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

VISITORS: Ms. Jane Carney – Chartwells Dining Service; Mr. Eric Ellison – C.G. Schmidt, Inc.; and Mr. Jim Felber – District Facilities Coordinator (sign-in sheets retained in official minute book)

*Board Member Hemmer was excused from the meeting at 7:50 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. Hemmer, seconded by Mr. Iwanski to approve the agenda for May 16, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

A note of appreciation to the St. Francis School Board from Willow Glen teachers and staff on the wonderful luncheon provided during Teacher / Staff Appreciation Week.

The School Board received an invitation to visit the Reality Store in the High School Library on Wednesday, May 18, 2011 from 8:00 a.m. to 11:30 a.m.

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

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

- Minutes of May 2, 2011
- Accounts payable bills totaling \$287,207.77; 2008 bond invoices totaling \$4,573.00; and payroll / payroll-related bills totaling \$528,525.34.
- Personnel:
 - The appointment of John Herman as Secondary Math Teacher for the 2011-2012 school year.
 - The appointment of Alyssa Anderson as Secondary Science Teacher for the 2011-2012 school year.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The Board reviewed a request from the St. Francis Days Committee to utilize St. Francis High School property for the purpose of skydivers landing on District grounds during the annual St. Francis Days celebration over the Labor Day weekend. After discussion and upon motion by Ms. Hemmer, seconded by Ms. Mayer, the Board approved the request for skydivers to utilize St. Francis High School grounds for landing contingent on working around the athletic schedule.

Ms. Jane Carney of Chartwells Dining Service and Business Manager Kelly presented several proposed changes to the food service program for the 2011-2012 school year. Beginning 2013, the fee the District charges for lunch meals must be equal to the Federal reimbursement rate. As such, the District will raise the current lunch rate fees for the 2011-2012 school year. Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the following proposed lunch fees for the 2011-2012 school year were unanimously approved:

Grades K-6	\$2.25
Grades 7-12	\$2.35
Adults	\$3.25

Also in conjunction with potential Federal government changes, Ms. Carney and Ms. Kelly presented new options in providing students with more healthy lunch options while making the District’s food service program more self-sustainable. The Board reviewed a sample menu, as well as, proposed costs involved to implement the new program and potential updates to the cafeteria. Chartwells will develop a menu survey for students to complete, as well as, coordinate a site visit for further review of potential cafeteria updates. This information will be brought back at a future Board meeting.

Business Manager Kelly reported on the following:

- 1) A referendum / capital project update was presented by Mr. Eric Ellison - C.G. Schmidt, Inc., Business Manager Kelly and District Facilities Coordinator, Mr. Jim Felber. The Board reviewed the additional referendum project list and the 10 year maintenance plan. Discussion continued as to how to best use the remaining referendum dollars. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board unanimously approved to proceed with the new Science lab project at Deer Creek Intermediate School utilizing referendum dollars.

Board Members’ reported on the following:

- 1) The New Student BBQ held on Wednesday, May 11, 2011 was well-attended, with approximately 150 in attendance. Student helpers will receive a “thank you” gift card from the District for their hard work and assistance.

There was no report from Superintendent Topinka.

Board President Boknevitiz reported on the following:

- 1) The High School Prom / Post Prom activities held on May 14, 2011 were enjoyed by all who attended.
- 2) May 23, 2011 – Special School Board Meeting – 5:00 to 6:30 p.m.
- 3) May 24, 2011 – St. Francis Association of Commerce Scholarship Dinner – Polonez Restaurant – 5:30 p.m.
- 4) May 25, 2011 – NHS Induction / Senior Awards – 6:30 p.m.

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

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevitiz
Board President

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
May 2, 2011

APPROVED MINUTES

Board President Hemmer called the meeting to order at 5:10 p.m.

Upon motion by Mr. Bokneviz, seconded by Ms. Hemmer, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c)(g) 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 School District Employee Handbook and personnel matters; and, for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

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

The President called closed session to order at 5:10 p.m. The Board reconvened into open session at approximately 6:25 p.m., taking the following action:

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the non-represented employee benefit as presented by the Administration in closed session was unanimously approved.

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

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

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

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

A motion was made by Mr. Bokneviz, seconded by Mr. Iwanski to approve the agenda for May 2, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

A note of appreciation from Ms. Mary Gear, Deer Creek Teacher for the sympathies expressed by the District on the recent passing of her father.

COMMENTS FROM VISITORS: None

ELECTION OF OFFICERS:

The election of officers took place by closed ballot:

Robert G. Bokneviz was elected School Board President.

Diane F. Mayer was elected School Board Vice President.

Russell J. Iwanski was elected School Board Treasurer.

Kathleen A. Rutter was elected School Board Clerk.

Upon motion by Mr. Bokneviz, seconded by Ms. Mayer, the appointment of Kathleen A. Rutter as representative of the St. Francis School District to the Cooperative Educational Services Agency #1 2011 Annual Convention was unanimously approved. The Board acknowledges and appreciates Ms. Rutter's commitment and time as the St. Francis School District CESA Representative since 2000.

CONSENT AGENDA ACTION ITEMS:

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

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

- Minutes of April 18, 2011
- Accounts payable bills totaling \$64,805.73 and payroll / payroll-related bills totaling \$394,663.85
- Personnel:
 - The resignation request of Yukari Pack, High School Japanese Teacher effective June 30, 2011.
 - The 2011 FMLA request of Erich Gottfried, High School Science Teacher.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the District donation of \$19,500.00 from Quad Graphics to be used towards the purchase of two (2) color printing press machines for the St. Francis High School Graphics Lab.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Business Manager Kelly reported on the following:

- 1) A referendum update was presented by Business Manager Kelly. Discussion ensued as to how to best use the remaining referendum dollars. The additional referendum project list and the 10 year maintenance plan will be brought back to the next School Board meeting for continued review.

Board Members' reported on the following:

- 1) The Board expressed their appreciation and commended the students and teachers involved in the Deer Creek Science Night. The well attended event engaged all participants in activities that were educational and fun.
- 2) The New Student BBQ is scheduled for Wednesday, May 11, 2011 from 5:00 to 7:00 p.m. in the High School cafeteria.
- 3) A retirement tribute for Superintendent Carol Topinka is scheduled at the St. Francis Brewery on Sunday, June 26, 2011 from 2:00 p.m. to 4:00 p.m.

Superintendent Topinka reported on the following:

- 1) The 2011-2012 School Board meeting dates were presented and reviewed by the Board.
- 2) The District Staff End of Year Celebration is scheduled at Attebury's Pub & Eatery on Thursday, June 2, 2011 from 3:30 p.m. to 6:00 p.m.

There was no report from Board President Boknevitiz.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:34 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Robert G. Boknevitiz
Board President

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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
April 18, 2011

APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, St. Francis School District Employee Handbook and personnel matters.

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

VISITORS: Building Principals Mancl and Garcia-Velez

EXCUSED: Board Member Mayer and Building Principal Pogorzelski

The President called closed session to order at 5:00 p.m. The Board reconvened into open session at approximately 6:40 p.m., taking the following action:

Upon motion by Rutter, seconded by Ms. Hemmer, the 2011-2012 staffing plan was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the appointment of Mary Garcia-Velez as Recreation Department Director and the issuance of such stipend contract for the 2011-2012 school year was unanimously approved.

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

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

EXCUSED: Board Member Mayer

VISITORS: Mr. Eric Ellison- C.G. Schmidt, Inc., SFHS Principal – Ms. Michelle Mancl; Deer Creek Principal – Ms. Mary Garcia-Velez; Ms. Nicole Hoffmann – SFHS Teacher; Mr. James Felber – District Facilities Coordinator (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 April 18, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD: None

COMMENTS FROM VISITORS: None

OATH OF OFFICE:

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 was none.

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

- Minutes of April 1, 2011
- Minutes of April 4, 2011
- Minutes of April 11, 2011

- Accounts payable bills totaling \$137,598.05 and payroll / payroll-related bills totaling \$563,004.19
- Personnel:
 - The resignation request of Joel Barthel, Secondary Science Teacher effective June 30, 2011.
 - The retirement request of Jane Perkins, Elementary Teacher effective June 30, 2011.
 - The retirement request of Richard Hasse, Custodian effective June 30, 2011.
 - The 2011 FMLA request of Mary Gear, Elementary Teacher.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Superintendent Topinka presented the Assistant Principal / Athletic Director job description for review and approval. Discussion ensued. Recommended revisions will be made and the job description will be brought back to a future meeting in May.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly, District Facilities Coordinator Felber and Mr. Eric Ellison, C.G. Schmidt presented a referendum update on the following inspection issues:
 - a. Fire-proof beams will be installed in the Deer Creek Recreation Building elevator.
 - b. Deer Creek Intermediate School needs foam installation covering, as well as, drywall around all vacant open areas.
 - c. Additional work is required at each school building to ensure that that each of the fire alarm systems is functional at the recommended 60 decibels.
 - d. Mr. Felber initiated a cost saving method for the delivery of the 620 gallon fish tank for the new Science wing addition at the St. Francis High School.
- 2) Business Manager Kelly reported on a new change to Federal Standards that student costs must be equal to the Federal reimbursement rate of \$2.72. Currently, the District charges \$2.10 for a student meal. Discussion ensued. It was determined that the District will not raise student lunch prices at this time. Representatives from Chartwell’s Dining Services, Inc. will be invited to attend a future meeting in May to discuss their new initiatives.
- 3) Business Manager Kelly and Facilities Coordinator Felber presented a maintenance repair update. Mr. Felber met recently with Melinda Dejewski, City of St. Francis Engineer to discuss various issues at Deer Creek Intermediate School. A proposal to create a “right turn only” for traffic exiting the driveway of Deer Creek was discussed, as well as, various repairs to the parking lot and sidewalks. Mr. Felber also reported the steps at the southeast and southwest entrances at Deer Creek are in need of repair. Mr. Felber will develop a repair project plan list and bring it back to the Board for review.

Board Members’ reported on the following:

- 1) The Board expressed their appreciation and commended the students and teachers involved in the High School musical play. The play was a success and appeared “sold out” for several performances.

Superintendent Topinka reported on the following:

- 1) The St. Francis Police Department will have training exercises in the High School building on April 26, 2011 from 8:30 a.m. to 12:30 p.m.

Board President Hemmer reported on the following:

- 1) The St. Francis Association of Commerce Annual Spaghetti Dinner was successful and well attended. Proceeds from the dinner provide scholarships for St. Francis High School seniors.
- 2) The New Student Barbeque is scheduled for May 11, 2011 from 5:00 p.m. to 7:00 p.m.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:15 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Jacqueline N. Hemmer
Board President

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

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
April 11, 2011

APPROVED MINUTES

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

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

A motion was made by Mr. Boknevit, seconded by Ms. Rutter to approve the agenda for April 11, 2011. Motion was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c)(g) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and, for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or likely to become involved, specifically, St. Francis School District Handbook; personnel matters; and vendor contract settlement.

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

EXCUSED: Board Vice President Iwanski

VISITORS: Building Principals Mancl, Garcia-Velez and Pogorzelski

The President called closed session to order at 5:00 p.m. The Board reconvened into open session at approximately 7:00 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the settlement to Central Office Systems was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the President declared the special meeting adjourned at 7:00 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
April 4, 2011

APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and, for considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission, specifically, St. Francis School District Employee Handbook and Superintendent contract discussion.

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

VISITORS: Building Principals Mancl and Garcia-Velez

EXCUSED: Building Principal Pogorzelski

The President called closed session to order at 5:00 p.m. The Board reconvened into open session at approximately 6:20 p.m., taking no action.

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

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

VISITORS: Chartwells Dining Services Representatives – Ms. Jane Carney and Ms. Lori Pawlowski; Dr. John Thomsen; Mrs. Lisa Thomsen; Miss Brandi Thomsen; Miss Danielle Thomsen; SFHS Principal – Ms. Michelle Mancl; Deer Creek Principal – Ms. Mary Garcia-Velez; District Technology Coordinator - Mr. Steve Erickson; Mr. Jeff Mayer; Mr. Roger Fuerstenau; Mr. Brian Warwick; Mr. Jonathan Mitchell (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 April 4, 2011. 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 was none.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the following consent agenda action items were unanimously approved:

- Minutes of March 21, 2011
- Minutes of March 24-26, 2011
- Minutes of March 28, 2011
- Accounts payable bills totaling \$135,643.52 and payroll / payroll-related bills totaling \$389,682.04.
- Personnel:
 - The retirement request of Butch Bretzel, High School Teacher effective June 30, 2011.
 - The retirement request of Patricia Hintz, Elementary Teacher effective June 30, 2011.
 - The retirement request of Janis Rosera, Paraprofessional effective June 10, 2011.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the appointment of Dr. John Thomsen as Superintendent of the St. Francis School District and such contract offered covering the period from July 1, 2011 to June 30, 2013 was unanimously approved.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the approval / denial of resident and non-resident Open Enrollment applications for the 2011-2012 school year was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

A proposal to pilot a breakfast program at Willow Glen Primary School was presented to the Board for review and discussion. The pilot program would begin on May 2, 2011 and extend through the end of the 2010-2011 school year. Upon completion of the pilot program, staff and administration will evaluate and determine the success of the program. Measurable goals would include daily participation, observable increase in student focus towards learning, success in establishing routines, and minimal loss of instructional time to students. The delivery model will be in-class, cold breakfasts, healthy in nature and appealing to students. Discussion ensued. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the breakfast pilot program at Willow Glen Primary School for the duration of May 2, 2011 through the end of the 2010-2011 school year was unanimously approved.

Board agenda item, "Fourth of July Activities" was tabled for a future meeting.

Board agenda item, "State Budget Initiatives" was tabled for a future meeting as there are no further developments at this time.

There was no Business Manager's report.

Board Members' reported on the following:

- 1) Board Treasurer Boknevitz expressed concern on inappropriate use of student cell phones and inquired on how the District cell phone policy is being enforced within the schools. Discussion ensued. Board Treasurer Boknevitz will further investigate and may bring information back to the Board.

There was no Superintendent's report.

Board President Hemmer reported on the following:

- 1) Board Member Mayer represented the St. Francis School Board at the MATC Board Appointment Committee. Board Member Mayer found it very interesting. Board President Hemmer thanked Board Member Mayer for her participation on behalf of the School District.
- 2) The St. Francis Association of Commerce Annual Spaghetti Dinner is Sunday, April 10, 2011 from 11:00 a.m. to 6:00 p.m. at St. Paul's Catholic Church. Proceeds provide scholarships for St. Francis High School seniors.

Upon motion by Mr. Boknevitz, seconded by Ms. Mayer, the President declared the regular meeting adjourned at 7:33 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Jacqueline N. Hemmer
Board President

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

SPECIAL MEETING
HELD IN THE DISTRICT OFFICE - CONFERENCE ROOM 211
April 1, 2011

APPROVED MINUTES

President Jacqueline Hemmer called the special meeting to order at 7:15 a.m.

President Hemmer 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 April 1, 2011. Motion was unanimously approved.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, Superintendent contract discussion.

PRESENT: Board Members Hemmer, Iwanski, Boknevitcz, Rutter, and Mayer

EXCUSED: Superintendent Topinka

VISITORS: None

The President called closed session to order at 7:15 a.m. The Board reconvened into open session at approximately 7:31 a.m., taking no action.

Upon motion by Ms. Rutter, seconded by Mr. Iwanski, the President declared the special meeting adjourned at 7:31 a.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

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
March 10, 2011

APPROVED MINUTES

President Jacqueline Hemmer called the special meeting to order at 5:02 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. Hemmer, seconded by Mr. Boknevitiz to approve the agenda for March 10, 2011. Motion was unanimously approved.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevitiz, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c)(e) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and, deliberating or negotiating the purchasing of public properties, the investing of public funds or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, discussion on memorandum of understanding.

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

VISITORS: Attorney Joel Aziere – Buelow Vetter, LLC

The President called closed session to order at 5:02 p.m. The Board reconvened into open session at approximately 5:27 p.m., taking the following action:

Upon motion by Mr. Boknevitiz, seconded by Ms. Rutter, the memorandum of understanding between the St. Francis Education Association and the St. Francis School District was unanimously approved as presented in closed session.

President Jacqueline Hemmer called the open session meeting to order at 5:27 p.m.

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. Boknevitiz, seconded by Ms. Rutter, the following consent agenda action items were unanimously approved:

- The resignation of Mary Kay Kasten-Dickinson as District Librarian effective June 30, 2011.
- The resignation of Shannon Turinski as High School Counselor effective June 30, 2011.
- The retirement request of Jan Phillips, High School Teacher effective June 30, 2011.
- The retirement request of Roberta Voss, High School Teacher effective June 30, 2011.
- The 2011 FMLA request for Michelle DeWane, Intermediate School Teacher.
- The 2011 FMLA request for Christopher Piper, Intermediate School Teacher.
- The 2011 FMLA request for Nancy Tischendorf, Special Education Paraprofessional.

After the approval of the consent agenda items and upon motion by Mr. Boknevitiz, seconded by Ms. Mayer, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, application review / selection of candidates for the Superintendent position interviews.

PRESENT: Board Members Hemmer, Iwanski, Boknevitiz, Rutter, Mayer

VISITORS: Mr. Ken Moe – Administrator Search Consultants

EXCUSED: Mr. Bob Plath – Administrator Search Consultants

The President called closed session to order at 5:30 p.m. The Board reconvened into open session at approximately 7:27 p.m., taking no action.

The scheduled Board hearings were cancelled.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the special meeting adjourned at 7:27 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
March 7, 2011

APPROVED MINUTES

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

Upon motion by Ms. Hemmer, seconded by Mr. Boknevit, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, personnel job performance and contract non-renewals / staff layoff timeline.

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

VISITORS: SFHS Principal Mancl

EXCUSED: Board Clerk Rutter

The President called closed session to order at 5:30 p.m. The Board reconvened into open session at approximately 6:37 p.m., taking no action.

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

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

VISITORS: SFHS Principal Mancl; Ms. Kathryn Waydick (sign-in sheets retained in official minute book)

EXCUSED: Board Clerk Rutter

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

A motion was made by Mr. Boknevit, seconded by Ms. Hemmer to approve the agenda for March 7, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

A note of appreciation from Board Vice President, Russ Iwanski for flowers sent from the District for the funeral of his father-in-law, Mr. Warren Arndorfer.

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 request for FMLA by Nancy Tischendorf was removed pending further information.

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

- Minutes of February 21, 2011
- Minutes of February 24, 2011
- Accounts payable bills totaling \$157,064.56 and 2008 bond invoices totaling \$1,041.03.
- Personnel: Removed from the Consent Agenda

Upon motion by Mr. Boknevit, seconded by Ms. Hemmer, the Teacher Contract Renewals and Notices of Layoff for the 2011-2012 school year were unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

A brief discussion ensued regarding the State budget initiatives and its impact on the District's 2011-2012 budget.

There was no Business Manager's report.

There was no Board Members' report.

There was no Superintendent's report.

There was no Board President's report.

Upon motion by Ms. Hemmer, seconded by Mr. Iwanski, the President declared the regular meeting adjourned at 6:52 p.m.

Approved by:

/original signed/

Diane F. Mayer
Acting School Board Clerk

/original signed/

Jacqueline N. Hemmer
School Board President

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

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
March 3, 2011

APPROVED MINUTES

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

President Hemmer 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. Boknevitiz to approve the agenda for March 3, 2011. Motion was unanimously approved.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, application review / selection of candidates for the Superintendent position interviews.

PRESENT: Board Members Hemmer, Boknevitiz, Rutter, Mayer

VISITORS: Mr. Ken Moe – Administrator Search Consultants

EXCUSED: Board Vice President Iwanski and Mr. Bob Plath – Administrator Search Consultants

The President called closed session to order at 5:00 p.m. The Board reconvened into open session at approximately 6:55 p.m., taking no action.

Upon motion by Ms. Rutter, seconded by Ms. Mayer, the President declared the special meeting adjourned at 6:55 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

SPECIAL MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
February 24, 2011

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 4:30 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. Hemmer, seconded by Mr. Boknevitc to approve the agenda for February 24, 2011. Motion was unanimously approved.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, potential staff reductions / layoffs for the 2011-2012 school year.

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

VISITORS: Building Principals Garcia-Velez and Pogorzelski

EXCUSED: Board Vice President Iwanski and SFHS Principal Mancl

The President called closed session to order at 4:30 p.m. The Board reconvened into open session at approximately 4:55 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Mr. Boknevitc, the Board unanimously approved the notice(s) of consideration of non-renewal due to potential loss of operating revenues through means beyond the District's control as presented in closed session.

Upon motion by Ms. Rutter, seconded by Mr. Boknevitc, the Board unanimously approved the retirement of Elementary Teacher, Jean Gerasch effective June 30, 2011.

Upon motion by Mr. Boknevitc, seconded by Ms. Rutter, the Board unanimously approved the request from the St. Francis Education Association for an extension of the retirement deadline from March 1, 2011 to April 1, 2011 and to also increase the number of retirement openings to match all those that apply contingent with further Board approval.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevitc, the President declared the special meeting adjourned at 5:00 p.m.

After a break, President Jacqueline Hemmer called the work session meeting to order at 5:30 p.m.

Upon motion by Ms. Hemmer, seconded by Mr. Boknevitc, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, finalizing the interview questions and process with the Superintendent Search Team.

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

ATTENDEES: Mr. Ken Moe / Mr. Bob Plath – Administrator Search Consultants; Teresa Coplan, Roger Fuerstenau, Mary Garcia-Velez, Trudy Hundt, Julie Kelly, Michelle Mancl, Chris Piper, Laurie Pogorzelski, Erin Robers, Jessica Senn, and Brian Warwick

EXCUSED: Superintendent Topinka and Lisa Jarosh

The President called closed session to order at 5:30 p.m. The Board reconvened into open session at approximately 8:30 p.m., taking no action. Upon motion by Mr. Boknevitc, seconded by Ms. Mayer, the President declared the special meeting adjourned at 8:30 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

REGULAR MEETING
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
February 21, 2011

APPROVED MINUTES

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

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c)(g) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically, contract non-renewals and potential staff reductions for 2011-2012; and, for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved.

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

VISITORS: Attorney(s) Rob Buikema and Mary Hubacher – Buelow Vetter, S.C.; Deer Creek Principal Garcia-Velez

EXCUSED: SFHS Principal Mancl

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

Upon motion by Ms. Rutter, seconded by Mr. Boknevitcz, the Board unanimously approved the proposed contract non-renewals as presented in closed session.

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

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

VISITORS: Deer Creek Principal Garcia-Velez; SFSD Teachers - Chisholm, Flanagan, Gerasch, Graven and Hundt (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 February 21, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

Primary School Teacher, Ms. Jean Gerasch inquired on the St. Francis Education Association's request for additional retirement openings for the 2010-2011 school year.

COMMENTS FROM VISITORS: None

CONSENT AGENDA ACTION ITEMS:

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

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

- Minutes of February 7, 2011
- Accounts payable bills totaling \$126,524.94; 2008 bond invoices totaling \$67,259.67; and payroll totaling \$533,350.48
- Personnel: The following athletic contracts for the 2010-2011 school year was unanimously approved:

SFEA Athletic Contracts

Brandon Blahnik, Boys & Girls Track Coach, CII/HC

5,536.35

Non-SFEA Athletic Contracts

Joseph Greco, Boys & Girls Asst. Track Coach, CII/NA 0YRS	1,660.91
Nicholas Hirthe, Boys & Girls Asst. Track Coach, CII/NA 0YRS	1,660.91

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

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The 1st reading of revised School Board Policy D-2 – “Student Admission” was reviewed. In compliance with Legislative Act 41, the revised policy includes required language for students entering into 1st grade. Discussion ensued. Upon motion by Ms. Rutter, seconded by Mr. Bokneviz, revised School Board Policy D-2 – “Student Admission” was unanimously approved as proposed.

Revised School Board Policy E-4 – “Graduation Requirements” approved at the February 7, 2011 regular meeting was presented for review.

The St. Francis Police Department has requested visual access to the District’s security camera system. Discussion ensued. Visual access will be granted and Superintendent Topinka will follow up with the St. Francis Police Department.

The Administrative Team met recently and discussed District / school logos and colors. The consensus is all schools could have the same three colors: red, white and black, but maintain their current gator, deer and mariner logo. A District logo could also be developed by a committee of staff, students and parents. Discussion ensued. The Board directed Administration to develop a color pallet to ensure District / school colors and logos will be consistent. President Hemmer stated the Administration currently has more important issues that need their attention. President Hemmer suggested and asked if a Board Member wanted to head the committee to explore a District-wide logo. There were no volunteers.

The Health / Human Growth and Development Curriculum Committee is recommending that the Health class taken in Intermediate School will not be for High School credit. Discussion ensued. Upon motion by Ms. Hemmer, seconded by Mr. Bokneviz, beginning in the 2011-2012 school year, the Health class at Deer Creek Intermediate School will not be for High School credit.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented information on school fees. Discussion ensued. Business Manager Kelly will return with additional information at a future meeting where the Board may review more detail on athletic / school fees.
- 2) Business Manager Kelly presented 2010-2011 budget adjustments for review.
- 3) Business Manager Kelly will present a financial update once the District receives more information on revenue limits and State aid.

There was no Board Members’ report.

There was no Superintendent’s report.

Board President Hemmer reported on the following:

- 1) The Board will have a closed session meeting on Thursday, February 24, 2011 at 4:30 p.m. in the St. Francis High School Library.
- 2) The St. Francis Association of Commerce Annual Spaghetti Dinner is Sunday, April 10, 2011. Proceeds sponsor scholarships to eligible St. Francis High School students.

Upon motion by Ms. Hemmer, seconded by Ms. Mayer, the President declared the regular meeting adjourned at 7:40 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
February 7, 2011

APPROVED MINUTES

President Jacqueline Hemmer called the meeting to order at 5:55 p.m.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c)(g) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and, for conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved, specifically, personnel matters.

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

VISITORS: SFHS Principal Mancl

The President called closed session to order at 5:55 p.m. The Board reconvened into open session at approximately 6:33 p.m., taking no action.

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

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

VISITORS: SFHS Principal Mancl; SFHS teacher, Ms. Emily Kingsley; and SFHS student –Ben Opala (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Boknevitcz, seconded by Ms. Rutter to approve the agenda for February 7, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

COMMUNICATIONS TO THE BOARD:

The Board viewed a video presented by High School teacher, Ms. Emily Kingsley and student, Ben Opala. Ben is a High School student who works at the FIXX, a local coffee house. Ben contacted FOX6 News and invited them to film “Real Milwaukee” at the FIXX.

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

- Minutes of January 24, 2011
- Accounts payable bills totaling \$241,528.65; 2008 bond invoices totaling \$300,806.00; and payroll totaling \$259,282.51
- Personnel: No items to report

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The 1st reading of revised School Board Policy E-4 – “Graduation Requirements” was reviewed. The revised policy includes recommendations for the removal of the merit point system. Discussion ensued. Upon motion by Ms. Rutter, seconded by Ms. Hemmer, revised School Board Policy E-4 – “Graduation Requirements” was unanimously approved as proposed. The Board requested administration to return with ideas for future volunteer opportunities for High School students.

St. Francis High School course fee information was presented for review and approval. Currently, students are not charged a course fee for the new Freshwater Biology and Graphics courses. Due to the increased costs of bussing students for field trips (an important component of the Freshwater Biology course), and the additional materials needed for the Graphics course, student fees are necessary. A proposal to implement a \$15.00 course fee for the Freshwater Biology course and a \$25.00 course fee for the Graphics course was presented to the Board for approval. Discussion ensued. Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the proposed course fees were unanimously approved.

There was no report from Business Manager Kelly.

There was no Board Members' report.

Superintendent Topinka reported on the following:

- 1) Superintendent Topinka reported on the recent "Citizen of the Year" dinner. Board President Hemmer was the recipient of this year's award.

Board President Hemmer reported on the following:

- 1) President Hemmer expressed her appreciation to all who attended the dinner.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:24 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
January 24, 2011

APPROVED MINUTES

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

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board adjourned into closed session according to Wisconsin State Statutes 19.85 (1)(c)(e) for considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility; and, for deliberating or negotiating the purchasing or public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, specifically, personnel issues / bargaining.

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

VISITORS: St. Francis High School Principal Mancl

The President called closed session to order at 5:30 p.m. Superintendent Topinka, Business Manager Kelly, and Principal Mancl were excused at approximately 6:20 p.m. The Board reconvened into open session at approximately 6:30 p.m., taking the following action:

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Board unanimously approved the alignment and renewal of all administrative contracts, as well as, the contract for the Coordinator of Information Systems position, to be on the same two (2) year cycle beginning with the 2011-2012 school year. The new contracts will supersede all prior contracts issued.

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

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

VISITORS: St. Francis High School Principal Mancl (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Boknevitcz, seconded by Ms. Rutter to approve the agenda for January 24, 2011. 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 January 7-8, 2011
- Minutes of January 10, 2011
- Accounts payable bills totaling \$134,846.12 and payroll totaling \$700,686.76
- Personnel:
 1. The 2011 family and medical leave request for Joel Barthel, High School Teacher.
 2. The 2011 family and medical leave request for Craig Paprocki, Deer Creek Head Custodian.
 3. The appointment of Eric Gyland as part-time Intervention Specialist.
 4. The appointment of Cathaleen Ali as part-time Office Helper at Deer Creek Intermediate School

Upon motion by Mr. Boknevitcz, seconded by Mr. Iwanski, 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 Mr. Boknevit, seconded by Ms. Rutter, the High School International Club field trip request to Chicago, Illinois was unanimously approved contingent upon an appropriate chaperone ratio compliant with Board policy.

Upon motion by Mr. Boknevit, seconded by Ms. Rutter, the Boys Soccer Cooperative Team Agreement for the 2011-2012 and 2012-2013 school years was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

Discussion ensued regarding how to attain a District logo that is representative of the District. The individual school logos will remain “as is” for the present time. Superintendent Topinka will discuss with the Building Administrators and report back to the Board at a future meeting.

The 1st reading of revised School Board Policy D-24 – “Public School Open Enrollment” was reviewed. The policy will be revised to include recommended language on habitual truancy. Upon motion by Ms. Rutter, seconded by Mr. Boknevit, revised School Board Policy D-24 – “Public School Open Enrollment” was unanimously approved with the proposed language recommendation.

Discussion ensued regarding the organization of summer school. Summer Cool will be held at Deer Creek Intermediate School, with two 3-week sessions: Session I – June 13, 2011 through July 1, 2011 and Session II – July 5, 2011 through July 22, 2011. High School classes will begin one week later on June 20, 2011. Registration will be held May 14, 2011 at Deer Creek Intermediate School. Upon motion by Ms. Rutter, seconded by Mr. Boknevit, the Summer School/Cool Program dates were unanimously approved.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented an update on the District budget. Discussion ensued. Business Manager Kelly will report back to the Board once the District receives more information on revenue limits and State aid.

Board Members’ reported on the following:

- 1) Board Members Mayer and Iwanski expressed appreciation to Deer Creek students and staff on their recent hard work and charitable efforts assembling food packages that will be sent to Haiti.

There was no report from Superintendent Topinka.

Board President Hemmer reported on the following:

- 1) President Hemmer will send a welcome letter on behalf of the Board to the District new School Resource Officer, Jeremy H Marcus.
- 2) The MATC District Board Appointment Committee meeting is Saturday, April 2, 2011. School Board Member Mayer will represent the School District in President Hemmer’s absence.

Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the President declared the regular meeting adjourned at 7:48 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(S)
HELD IN THE ST. FRANCIS HIGH SCHOOL LIBRARY
January 7, 2011 – 5:00 p.m. to 8:30 p.m.
January 8, 2011 – 8:00 a.m. to 3:00 p.m.

APPROVED MINUTES

PRESENT: Board Members Hemmer, Iwanski, Bokneviz, Rutter, and Mayer

ATTENDEES: Mr. Ken Moe / Mr. Bob Plath – Administrator Search Consultants; Teresa Coplan, Roger Fuerstenau, Mary Garcia-Velez, Trudy Hundt, Lisa Jarosh, Julie Kelly, Michelle Mancl, Chris Piper, Laurie Pogorzelski, Erin Robers, Jessica Senn, and Brian Warwick

President Jacqueline Hemmer called the work session(s) to order and 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(s) for January 7-8, 2011. Motion was unanimously approved.

PLEDGE OF ALLEGIANCE

WORK SESSION(S):

Mr. Ken Moe / Mr. Bob Plath of Administrator Search Consultants led the Board and selected interview team members through the two day work session focusing on the Superintendent vacancy and the interview process.

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
January 10, 2011

APPROVED MINUTES

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

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

EXCUSED: Board Treasurer Boknevitc

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

The Board reviewed Open Enrollment data trends and District demographic information. Discussion ensued. The information presented will be utilized by the Board to determine the number of new Open Enrollment seats the District will make available for the 2011-2012 school year.

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

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

EXCUSED: Board Treasurer Boknevitc

VISITORS: Building Administrators Mancl, Garcia-Velez and Pogorzelski; Mr. David Maccoux – Schenck, S.C.; and Mr. E.J. Higgins – Deer Creek Physical Education Teacher (sign-in sheets retained in official minute book)

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

A motion was made by Mr. Iwanski, seconded by Ms. Hemmer to approve the agenda for January 10, 2011. 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 Mr. Iwanski, the following Consent Agenda Action Items were unanimously approved:

- Minutes of December 6, 2010
- Accounts payable bills totaling \$342,423.06; 2008 bond invoices totaling \$894,487.02; and payroll totaling \$1,176,045.95.
- Personnel:
 1. The assignment transfer of Jean Brylow as High School Guidance Secretary for the 2010-2011 school year.
 2. The additional assignment of Peggy Pfeffer as Recreation / Athletic Secretary for the 2010-2011 school year.
 3. The 2010 family and medical leave request for Debra Foti-Ervin, Special Education Paraprofessional.
 4. The 2011 family and medical leave request for Nancy Tischendorf, Special Education Paraprofessional.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the Perkins Grant Consortium contract was unanimously approved.

Upon motion by Ms. Hemmer, seconded by Ms. Mayer, the \$750.00 monetary donation towards the District's volleyball athletic program from Dan and Sharon Galonski was unanimously approved.

Mr. David Maccoux, representing Schenk, S.C. presented the audit report. Discussion ensued. Upon motion by Ms. Hemmer, seconded by Ms. Rutter, the District audit report presented by Schenck, S.C. was unanimously approved.

REPORTS/ITEMS FOR DISCUSSION/POSSIBLE ACTION:

The Board reviewed a proposal to implement a swimming pilot program at Deer Creek Intermediate School. Deer Creek Principal, Ms. Mary Garcia Velez and Deer Creek Physical Education Teacher, Mr. E.J. Higgins answered questions posed by the Board. The pilot program would begin during the second semester of the 2010-2011 school year. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the swimming pilot program was unanimously approved. Mr. Higgins will report back to the Board upon completion of the pilot program.

The Board reviewed enrollment projection data in determining new Open Enrollment seats for the 2011-2012 school year. The District proposes to open a total of 140 new seats under the Open Enrollment Program. The Board determined a limit of sixty-five (65) new Open Enrollment seats at the 9th grade level and forty (40) new Open Enrollment Seats at the 10th grade level. This is necessary in order to maintain class sizes in two required subjects, English and History, to no more than thirty (30) students per class. At the elementary level, the Board determined a limit of eight (8) new seats at grade K5; fifteen (15) new seats at grade 4; and twelve (12) new seats at grade 5. Based upon guidelines, the Board concluded that 140 new Open Enrollment seats with additional wait lists at all grade levels, along with providing additional seats for current tuition waivers, would assist in stabilizing the District's enrollment. Upon motion by Ms. Rutter, seconded by Ms. Mayer, the approval of 140 new Open Enrollment seats, with additional wait lists at all grade levels, along with providing additional seats for current tuition waivers was unanimously approved by Board Members Hemmer, Iwanski, Rutter and Mayer.

Business Manager Kelly reported on the following:

- 1) Business Manager Kelly presented the Budget Planning Calendar for review and discussion.

The Board Members' Report was tabled for discussion at a future meeting.

There was no report from Superintendent Topinka.

Board President Hemmer reported on the following:

- 1) The MATC District Board Appointment Committee meeting is Saturday, April 2, 2011. School Board representation is still to be decided. More discussion will follow at the next regular meeting.
- 2) The Board commended Business Manager Kelly on her achievement of receiving certification as a Certified Administrator of School Finance and Operations (SFO) by the Association for School Business Officials International (ASBO). The SFO certification is granted to highly qualified individuals who fulfill multiple requirements.

Upon motion by Ms. Rutter, seconded by Ms. Hemmer, the President declared the regular meeting adjourned at 7:42 p.m.

Approved by:

/original signed/

Kathleen A. Rutter
School Board Clerk

/original signed/

Jacqueline N. Hemmer
School Board President

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St. Francis School Board
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