



**SCHOOL DISTRICT OF MILTON**  
**Milton, Wisconsin**

**BOARD OF EDUCATION MEETING AGENDA**

**Monday, November 27, 2017**

**District Office Professional Development Center – 6:30 PM**

- I. Approval of Agenda
- II. Approval of Minutes
- III. Approval of Vouchers
- IV. Public Comment
- V. Student Council Report
- VI. Legislative Issues
- VII. 2016-17 School Accountability Report Card – Heather Slosarek
- VIII. Milton Middle School Soaring Grant/Co-teaching Presentation – Matt Biederwolf
- IX. Discussion and Possible Action on 2018-19 Budget Development and Management Calendar
- X. Spring 2018 School Board Election
- XI. Discussion and Possible Action on 2017-18 Open Enrollment Alternative Application
- XII. Miscellaneous
  - A. Staffing - Professional and Support Staff Hires, Resignations and Retirements
  - B. Gifts and Donations
  - C. Meeting Dates– Upcoming Board and Committee Meetings
  - D. Motion to go Into Executive Session 19.85 (1) (c)  
Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.  
[Administrator Employment, Performance, and Responsibilities]

This meeting notice may be supplemented in order to comply with Wisconsin's open meetings law. If this notice is supplemented, the final notice will be posted and provided to the media no later than 24 hours prior to this meeting or no later than 2 hours prior to the meeting, in the event of an emergency.

**SCHOOL DISTRICT OF MILTON**  
**Milton, Wisconsin**

BOARD OF EDUCATION MEETING MINUTES  
Monday, November 13, 2017  
District Office

Board President, Bob Cullen, called the meeting to order at 6:30 p.m. Board members present: Tom Westrick, Betsy Lubke, Shelly Crull-Hanke, Don Vruwink, Karen Hall and Brian Kvapil. Absent: None. Student representative present: None.

I. Approval of Agenda

A motion was made by Karen Hall and seconded by Tom Westrick to approve the amended agenda as presented. Motion carried.

II. Approval of Minutes

A motion was made by Don Vruwink and seconded by Karen Hall to approve the minutes for the regular meeting held on October 23, 2017 as presented. Motion carried.

III. Approval of Vouchers

A motion was made by Betsy Lubke and seconded by Tom Westrick to approve Bank of Milton vouchers totaling \$1,102,833.34 representing Funds 10, 20, 50, 80, and 90. Motion carried.

IV. Student Council Report - none

V. Red Hawk Recognition

VI. Referendum 2017

VII. Public Comment

VIII. Building/Department Announcements

IX. Curriculum Committee Report – Shelly Crull-Hanke

A. District Curriculum Update

B. Discussion and Possible Action on Science Scope and Sequence Update

A motion was made by Tom Westrick and seconded by Don Vruwink to approve the science scope and sequence update as presented. Motion carried.

C. Discussion and Possible Action on Milton High School New Course Proposals

A motion was made by Don Vruwink and seconded by Betsy Lubke to approve the Milton High School new course proposals as presented. Motion carried.

X. Human Resources Committee Report/Benefits Advisory Group – Betsy Lubke

A. Health Insurance Benefits and Wellness Presentation

B. Roth 403(b) and 403(b) Plans

BOARD OF EDUCATION MEETING MINUTES

Monday, November 13, 2017

Page 2

XI. Discussion and Possible Action on 2017-18 Open Enrollment Alternative Applications

A motion was made by Tom Westrick and seconded by Betsy Lubke to approve the 2017-18 open enrollment alternative application as presented. Motion carried.

XII. Miscellaneous

A. Staffing – Professional and Support Staff Hires, Resignations and Retirements

A motion was made by Tom Westrick and seconded by Karen Hall to approve the staffing report as presented, including a contract/letter of employment for Steven Olson and the resignation of Katelyn Kirk. Motion carried.

B. Gifts and Donations

A motion was made by Karen Hall and seconded by Betsy Lubke to accept the following gifts and donations with gratitude:

|                            |          |                                    |
|----------------------------|----------|------------------------------------|
| Consolidated School P.I.E. | \$332.16 | Field Trip Bus                     |
| Milton East Parents' Group | \$880.00 | Field Trip – 1 <sup>st</sup> Grade |
| Milton East Parents' Group | \$233.02 | Classroom Supplies                 |
| Friends of Northside       | \$494.04 | Gym Equipment                      |
| Thomas & Amy Burrows       | \$500.00 | MHS Boys' Basketball               |

**TOTAL      \$2,439.22**

Motion carried.

C. Meeting Dates

|               |                      |           |                     |
|---------------|----------------------|-----------|---------------------|
| Nov. 27, 2017 | School Board Meeting | 6:30 p.m. | District Office-PDC |
| Dec. 11, 2017 | School Board Meeting | 6:30 p.m. | District Office-PDC |

A motion was made by Tom Westrick and seconded Betsy Lubke to adjourn the meeting at 7:45 p.m. Motion carried. Meeting adjourned.

Minutes approved November 27, 2017

\_\_\_\_\_  
Bob Cullen  
President



**School District of Milton**

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**Timothy J. Schigur**  
District Administrator

**Mary Ellen Van Valin**  
Director of Business Services

**Susan L. Probst**  
Director of Pupil Services

**Heather N. Slosarek**  
Director of Curriculum & Instruction

## **SCHOOL DISTRICT OF MILTON PRESS RELEASE**

Local Media Contact:

Heather Slosarek, Director of Curriculum & Instruction

Phone: 608-868-9200 Email: slosarekh@milton.k12.wi.us

Date: November 21, 2017

### **School District of Milton School Accountability Report Card Information**

The School District of Milton is pleased to share its 2016-2017 School Accountability Report Card data with our community. The School District of Milton earned four stars on the state report card from the Wisconsin Department of Public Instruction, issued for the 2016-2017 school year. Based on the star rating, the School District of Milton “Exceeds Expectations” for educating students. Notably, all four of the district’s elementary schools, including the two Title I-designated schools, maintained their rating of “Significantly Exceeds Expectations”, while Milton High School showed great growth moving within 1.1 points of the “Exceeds Expectations” designation.

Report cards are issued based on four priority areas: student achievement in English Language Arts (ELA) and mathematics; district/school growth in ELA and mathematics; closing gaps among special populations in ELA, mathematics and graduation rates; and measures of on-track and postsecondary readiness in graduation rate, attendance rate, 3rd grade ELA achievement and 8th grade mathematics achievement. While school and district report cards provide information to the community, they do not represent the full picture of work happening in each of the schools.

School District of Milton Director of Curriculum and Instruction, Heather Slosarek, commented on the results within the district’s report card by stating, “We continue to utilize the report card data to evaluate our recent programming updates and alignment in the areas of mathematics and literacy across the 4K-12 buildings. While we are impressed with our students’ achievement and readiness scores, we continue to explore ways to foster further student growth and close achievement gaps for our various student subgroups. Two of our primary focus areas are closing the gaps to achieve the third grade literacy proficiency and eighth grade mathematics proficiencies to ensure that students meet their critical checkpoints for foundational learning. While we have made strides toward our literacy proficiencies with a focus on guided reading and aligned writing, we continue to explore options to help students reach middle school mathematics benchmarks, which are not only lower in Milton, but across the state. We hope our changes to academic pacing, instructional minute allocations, and standards alignment support greater growth in this area.”

As in other years, the 2016-2017 report cards continue to be revised to provide stronger measurements for school improvement. Changes to the 2016-2017 report cards from previous years include: an overall rating for schools in the private school choice program, two types of private school report cards, removal of test participation from the student engagement indicators and adjusted scoring mechanisms for district growth.

Most notably, growth is no longer based on Student Growth Percentiles (SGPs), which were calculated from student-level growth scores. Instead, it is now a school-based growth measure based on value-added scores. As with the SGPs, value-added scores measure how rapidly students are gaining knowledge and skills from year to year, focusing on the pace of improvement in student performance. Specifically, value-added calculations are designated to identify and measure the difference between expected growth and actual growth for a group of students. The value-added approach is explained in more detail on the DPI website.

The 2016-2017 report cards draw from test participation and performance data in the following assessments: Wisconsin Forward Exam, Badger Exam, ACT plus Writing, ACT Aspire, Dynamic Learning Maps (DLM), Wisconsin Knowledge and Concepts Examination (WKCE), and the Wisconsin Alternate Assessment for Students with Disabilities (WAA-SwD). Because the report cards use multiple years of data, multiple assessments are incorporated.

With the evolution of the system, Wisconsin DPI has cautioned districts and communities in comparing growth scores for the same school or district across different report card years. Both the calculations and other small refinements to the value-added model make the data points incomparable. Given the multiple assessments and legislative changes, making comparisons of school and district performance to prior report cards is inadvisable.

Overall, the School District of Milton is pleased to continue to seeing improvements to its students' growth and achievement levels through the implementation of more aligned curriculum, investment in staff professional development and adoption of a student-centered approach to instruction and assessment. Slosarek notes, "Each year, we are seeing students make greater strides towards the increased proficiency expectations of the standards and state assessment system. We are confident that our emphasis on alignment will continue to show gains in district/school growth and closing the gaps."

Superintendent Tim Schigur commented on the release of state report cards saying, "I'm extremely proud of all our students, staff, and families. While there is always room for improvement, the work being done in our school district to ensure student learning is maximized is evidenced in our state report cards. The results are something we can all celebrate!"



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District Administrator

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Director of Business Services

**Susan L. Probst**  
Director of Pupil Services

**Heather N. Slosarek**  
Director of Curriculum & Instruction

School District of Milton School Report Card Data Fact Sheet

● **School District of Milton**

- The School District of Milton achieved an overall score of **75.6 Exceeds Expectations**.
- The School District of Milton scored above state average in the following priority areas: Student Achievement, Closing Gaps and On-Track and Postsecondary Readiness.

**District Highlights:**

- All four elementary schools - Consolidated, Harmony, Milton East and Milton West - achieved a ranking of "Significantly Exceeds Expectations." This highlights the district and buildings' commitment to providing a comprehensive, consistent, and student-centered education to students of varying demographics and populations.
- The School District of Milton's six of the seven schools maintained their previous year's designation, with Milton High School improving its score from 65.9 to 71.3.
- While the School District of Milton's students scored well and above state averages in both Student Achievement and On-Track and Postsecondary Readiness, the administration and staff continue to be committed to supporting even further, more targeted improvements in the areas of District/School Growth and Closing Gaps. Curricular updates, focused professional development on instructional strategies and differentiated instruction, reinforced supplemental instruction for Title I, Special Education, English Language Learner, and Gifted and Talented identified students, and a commitment to a PreK-12 continuum of learning remain priorities in ensuring all students achieve and grow each year in school.
- For the 2016-2017 School Year, Northside Intermediate School made strong strides in Closing Gaps - scoring 20.2 points above the state average.

● **Milton High School**

- Milton High School achieved an overall score of **71.3 Meets Expectations**, only 1.1 points away from the next designation of "Exceeds Expectations".
- Milton High School scored above state average in the following priority areas: Student Achievement, Closing Gaps and On-Track and Postsecondary Readiness.

● **Milton Middle School**

- Milton Middle School achieved an overall score of **65.9 Meets Expectations**.
- Milton Middle School scored at/above state average in the following priority areas: Student Achievement.
- The District is focusing on making adjustments to pacing and instructional minutes in the area of mathematics to improve students' ability to meet grade level expectations in that curricular area. This is a common area for improvement across the state.

- **Northside Intermediate School**
  - Northside Intermediate School achieved an overall score of **79.3 Exceeds Expectations**.
  - Northside Intermediate School scored above state average in Student Achievement, Closing Gaps and On-Track and Postsecondary Readiness.
  
- **Consolidated Elementary School**
  - Consolidated Elementary School achieved an overall score of **98.7 Significantly Exceeds Expectations**.
  - Consolidated Elementary School scored above state average in Student Achievement and On-Track and Postsecondary Readiness.
  
- **Harmony Elementary School**
  - Harmony Elementary School achieved an overall score of **87.3 Significantly Exceeds Expectations**.
  - Harmony Elementary School scored above state average in Student Achievement and On-Track and Postsecondary Readiness.
  
- **Milton East Elementary School**
  - Milton East Elementary School achieved an overall score of **85.5 Significantly Exceeds Expectations**.
  - Milton East Elementary School scored above state average in Student Achievement, Closing Gaps and On-Track and Postsecondary Readiness.
  
- **Milton West Elementary School**
  - Milton West Elementary School achieved an overall score of **84.1 Significantly Exceeds Expectations**.
  - Milton West Elementary School scored above state average in Student Achievement, Closing Gaps and On-Track and Postsecondary Readiness.

# Milton Middle School SOARING Grant & Co- Teaching

November 27, 2017

## Origin of Co-Teaching

2013-2014: Qualified for SOAR Grant

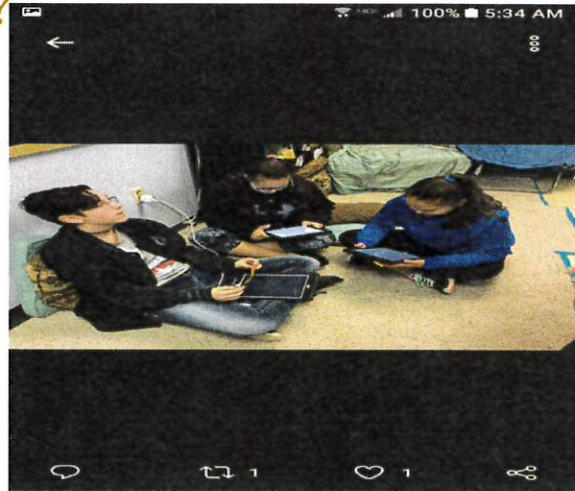
- Sparked conversations about how we can deliver specialized instruction in a more efficient and effective way
- Led to master scheduling changes, training, and implementation of current co-teaching model





## What is Co-Teaching?

- Two certified teachers in the same classroom delivering instruction
- A true "50 / 50" responsibility and approach (versus traditional special education staff member supporting the regular education teacher)
- 6 approaches to Co-Teaching incorporated
- Common Planning Time
- Regular data review to drive instruction

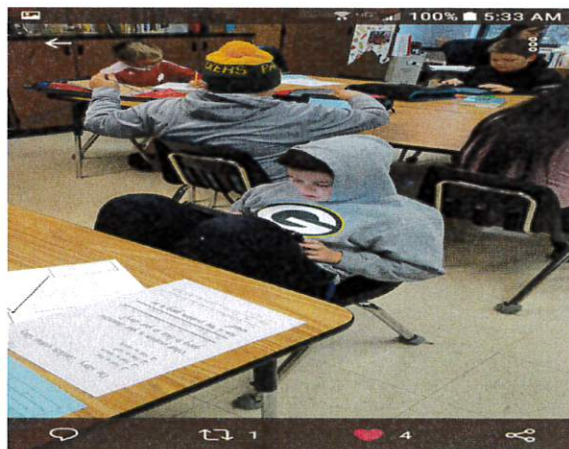


## Current Co-Teaching @ Milton Middle School

- Math
  - 7th Grade: Melissa Perkins and Susan Lonnborg
  - 8th Grade: Ashley Hughes and Susan Lonnborg
- English Language Arts
  - 7th Grade: Terri Harbort and Casey Rusch
  - 8th Grade: Brenda Treat and Michael Roherty
- Social Studies
  - Ben Crittenden and Alysha Timm with Sallie Berndt
- EL (English Learners)
  - Brianne Miles and Mandy Tukiendorf

## Benefits of Co-Teaching @ Milton Middle School

- Academic gains
- Behavioral gains (students with emotional and behavioral disabilities)
- Student connectedness (more inclusive model)
- Universal teaching strategies shared daily between 2 teachers (internal Professional Development) ... benefits all students



## Points of Pride

Our **Closing the Gap** efforts have improved **13%** moving from below the state average to above.

### **The bulk of the movement is seen in Reading**

Multiple factors including implementing co-teaching in both 7th and 8th grade Literature and Language blocks boosting reading **34%**.

## Points of Pride

Our **Student Growth** scores have improved **10%**, although we are still hovering below the state average.

### **The bulk of the movement is seen in Reading**

Multiple factors including implementing co-teaching in both 7th and 8th grade Literature and Language blocks boosting reading **26%**.

## Future of Co-Teaching @ Milton Middle School

- Continue to refine and expand
- Incorporate new teaching tandems





## School District of Milton

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**Timothy J. Schigur**  
District Administrator

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Director of Business Services

**Susan L. Probst**  
Director of Student Services

**Heather N. Slosarek**  
Director of Curriculum &  
Instruction

TO: Tim Schigur, District Administrator  
Board of Education

FROM: Mary Ellen Van Valin, Director of Business Services

DATE: November 20, 2017

RE: Possible Approval of Updated 2018-19 Budget Development and Management Calendar

Enclosed with this memorandum, please find an updated Budget Development and Management Calendar (proposed) for 2018-19. It is the same format that has been presented and approved the past several years. This document is to serve as a suggested time line, but it may need to be altered as we go through the budgetary process.

The time line presented in the calendar is very similar to last year. One new item added to the calendar is the goal of having all schools and departments expend at least 75% of budgeted funds (in object 400-599) by February 1, 2018. Wendy LaPointe and I are working through this requirement with the schools and departments. The intent is to do so whenever feasible and practical, knowing exceptions may apply. Unspent budgeted funds will be transferred to cover the cost of the new radios purchased for the District.

If the Budget Calendar is moved for approval Monday night, a suggested motion is to **"move approval of the 2018-19 Budget Development and Management Calendar as presented."**

Thank you for this consideration.

Attachment

# School District of Milton

(Board activities are italicized)

## 2018-2019 School Year Budget Development and Management Calendar Board of Education November 27, 2017

| Month    | Calendar Year | Date Range   | Fiscal Period | Activity  |
|----------|---------------|--|---------------|---|
| November | 2017          | 1-30   | 2018-2019     | Business Office develops initial budget forecast model  |
|          |               | 1-30   | 2018-2019     | Discussion on capital project(s) needs for Living Document in building staff meetings   |
|          |               | 1-28   | 2017-2018     | Current year "over budget" purchase request grace period  |
|          |               | 1-30   |               | Bi-Monthly Administrative Team meetings to discuss budget development   |
|          |               | 27   | 2018-2019     | <i>Board of Education review/approval of Budget Development Calendar</i>  |
|          |               | 27   | 2018-2019     | Next year Budget Request entry opens for all staff via Budgeting On The Web (BOTW)  |
| December | 2017          | 1-31   | 2018-2019     | Budget development by staff based on goals and projections  |
|          |               | 1-31   | 2018-2019     | Administrators discuss proposed budget changes and any impact with staff as appropriate   |
|          |               | 1-31   |               | Equalization Aid and Revenue Limit preliminary projections developed  |
|          |               | 1-31   |               | Ongoing review / analysis of proposed legislative changes   |
|          |               | 4-8  | 2017-2018     | First quarterly meeting with all Building Administrators/Supervisors; topic(s) to discuss: current year budget status (alignment / expenses already incurred / adjustments). Clean-up must be completed prior to scheduling review                            |
|          |               | 1-31   |               | Bi-monthly Administrative Team meetings to discuss budget development   |
|          |               | 8  | 2018-2019     | Deadline for building staff to submit next year capital project requests to Building Administrator(s); Building Administrators review capital project requests with head custodians   |
|          |               | 11   |               | <i>Audit report (prior year) for approval to the Board of Education</i>   |
|          |               | 30   | 2018-2019     | Building Administrators submit next year capital projects for the 5 Year Capital Maintenance Plan prioritized by building, to the Building & Grounds Supervisor   |
|          |               | 30   | 2018-2019     | Building Administrators submit next year Universal Classroom Technology requests to Technology Supervisor   |
| January  | 2018          | 2-31   | 2018-2019     | Continued next year budget development by staff based on goals and projections  |
|          |               | 2-31   |               | Administrators discuss proposed changes and any impact those changes may have with appropriate staff  |
|          |               | 2-31   |               | Ongoing review / analysis of proposed legislative changes   |
|          |               | 2-31   |               | Administrative Team reviews student and building usage fees and develops suggestions for changes as appropriate   |
|          |               | 2-31   |               | Building & Grounds Supervisor assembles 5 Year Capital Maintenance Plan, after reviewing with head custodial staff  |
|          |               | 2-31   |               | Bi-monthly Administrative Team meetings to discuss budget development   |
|          |               | 12   |               | Second Friday Pupil Count   |
|          |               | 12   |               | Second quarter fixed asset update (deletions or moves)  |
|          |               | 15   |               | Payroll sends Administrators/Supervisors staffing spreadsheets to update/verify   |
|          |               | 19   | 2018-2019     | Next year Budget Requests entry closes for staff (BOTW)   |
|          |               | 22   |               | <i>Public input on budget development</i>   |
|          |               | 22   |               | <i>Possible presentation/discussion of staffing plan</i>  |
|          |               | 26   | 2018-2019     | Next year Budget Requests Approver level closes (BOTW)  |
|          |               | 29-31  |               | Building Administrators/Dept. Supervisors review & approve preliminary (BOTW) next year budget requests   |
| February | 2018          | 1  | 2017-2018     | Recommended review of current year Web Budget Requests (WBR) in preparation for March 1 <sup>st</sup> encumbrance deadline-objects 550's, and 560's   |
|          |               | 1-9  | 2017-2018     | Second quarter meeting with Building Administrators/Dept Supervisors & Requisition Operators to discuss current year budget (review open Purchase Orders/liquidations and use of unencumbered funds). 75% of 400-599 objects budget should be spent by Feb 1. |
|          |               | 1-28   | 2018-2019     | Continued Building Administrator/Dept. Supervisor review & approve preliminary (BOTW) next year budget requests   |
|          |               | 1-28   |               | Ongoing review / analysis of proposed legislative changes   |
|          |               | 5  |               | Open Enrollment applications accepted at non-resident school district or on-line at <a href="http://dpi.wi.gov/sms/psctoc.html">http://dpi.wi.gov/sms/psctoc.html</a> (end date of April 27, 2018)  |
|          |               | 5-9  | 2018-2019     | Building & Grounds Supervisor reviews 5 Year Capital Maintenance Plan, vehicle replacement and small projects with Director of Business Services.   |
|          |               | 5-9  | 2018-2019     | Technology Supervisor reviews Universal Classroom Technology plans with Director of Business Services   |
|          |               | 19-23  | 2018-2019     | Finance Committee reviews proposed Living Document & vehicle/equipment schedules  |
| 26       | 2018-2019     | <i>Board Review school and facility usage fees and any proposals for change</i>        |               |   |
| 26       | 2018-2019     | <i>Board review/approve proposed Living Document &amp; vehicle/equipment schedules</i> |               |   |
| March    | 2018          | 1  | 2017-2018     | Last day to submit current year 550s/560s Purchase Requests; includes PTO/Booster Groups sponsored purchase orders  |
|          |               | 1  | 2018-2019     | Next year Department level budget Skyward Summary Report (BOTW) due to the District Office (including offsetting revenues)  |
|          |               | 1-31   | 2018-2019     | Ongoing review / analysis of proposed legislative changes   |
|          |               | 12   |               | <i>Budgetary update as needed</i>   |
|          |               | 12   |               | <i>Board review of new/expanded program requests or changes to existing programs, if any (or earlier)</i>   |
|          |               | 16   | 2018-2019     | Administrators/Supervisors return Payroll staffing sheets (next year) that have been verified noting anticipated changes (includes grants)  |
| April    | 2018          | 2-30   |               | Ongoing review / analysis of proposed legislative changes   |
|          |               | 2-30   | 2017-2018     | Recommended review of current year budgets (remaining funds) in preparation for May 1st purchasing deadline   |
|          |               | 13   |               | Third quarter fixed asset update (deletions or moves)   |

# School District of Milton

(Board activities are italicized)

## 2018-2019 School Year Budget Development and Management Calendar Board of Education November 27, 2017

| Month     | Calendar Year | Date Range | Fiscal Period | Activity   |
|-----------|---------------|------------|---------------|--|
|           |               | 16-20      | 2017-2018     | Third quarter budget meetings with all Building Administrators/Dept Supervisors & Requisition Operators. Topic(s) to discuss; current year budget (open PO's, including blanket PO's, liquidate where appropriate) Clean up, i.e., liquidations, Budget Adjustments, Transaction Transfers, etc., must be completed prior to scheduling review. Begin to consider/assemble End of Year Needs request prior to May due date |
|           |               | 23         | 2017-2018     | <i>Board review budget assumptions: i.e. revenue limit, enrollment projections (including open enrollment students), revenue and expenditures analysis</i>   |
|           |               | 23         | 2017-2018     | <i>Decision(s) on new/ expanded or changed programs</i>  |
|           |               | 25-27      | 2017-2018     | Administration refines budget according to Board of Education recommendations  |
|           |               | 27         |               | Open Enrollment application period ends  |
| May       | 2018          | 1-31       |               | Ongoing review / analysis of proposed legislative changes  |
|           |               | 1          | 2017-2018     | Last day to submit current year Purchase Requests, includes 413's/ 440's/PTO & Booster Groups sponsored purchase orders. Purchase Requests after this date should be very limited and must be approved in advance by the Director of Business Services   |
|           |               | 1          | 2018-2019     | Limited release of next year Purchase Requests (approved BOTW Budget Request absolutely necessary for start of school - supplies, furnishings, textbooks, conferences, fall field trips) "ship and invoice after July 1"   |
|           |               | 11         | 2017-2018     | End of Year Needs Excel workbook due to the District Office  |
|           |               | 14-31      | 2017-2018     | B&G Supervisor seeks last orders for custodial and maintenance supplies needed through end of June; blanket Purchase Order amounts reviewed and adjusted if/ when as needed  |
|           |               | 14         |               | <i>Board review/ approve 66.03(01) Cooperative Agreements</i>  |
|           |               | 29         |               | <i>Board review/ accept/ deny Open Enrollment Applications</i>   |
| June      | 2018          | 1-29       |               | Ongoing review / analysis of proposed legislative changes  |
|           |               | 8          |               | Notification of open enrollment application acceptance or denial to both applicant and other districts involved. Non-resident's deadline to notify accepted applicants in writing of the specific school or program to which the applicant has applied   |
|           |               | 11         | 2018-2019     | <i>Second public input/ response to preliminary budget proposal</i>  |
|           |               | 11         | 2018-2019     | <i>Board consideration of any budget revisions</i>   |
|           |               | 11         |               | <i>Board review/ approve bids for Food Service</i>   |
|           |               | 11         |               | <i>Board review/ approve CESA 2 Contract</i>   |
|           |               | 11-15      | 2017-2018     | Final current year budget review with Building Administrators/Dept Supervisors and Requisition Operators; detailed discussion of remaining open Purchase Orders  |
|           |               | 22         |               | Deadline (expected date) for Families accepted under Open Enrollment to notify non-resident district if the student will attend in the upcoming school year.   |
|           |               | 26         | 2017-2018     | Final current year invoices approved and forwarded to Accounts Payable for payment. Last AP check run 6-29-18  |
|           |               | 29         | 2018-2019     | Next year grants finalize budget(s) based on estimated allocation plus carryover, including wages and benefits   |
|           |               | 29         | 2017-2018     | Deadline for current year mileage reimbursement requests. Requests submitted after the final A/P check run will not be paid  |
|           |               | 29         |               | Fourth quarter fixed assets update (deletions or moves)  |
| July      | 2018          | 2-31       | 2018-2019     | Ongoing review / analysis of proposed legislative changes  |
|           |               | 2-31       | 2018-2019     | Continued Review of enrollment/ staffing projections   |
|           |               | 5          | 2017-2018     | Absolute latest date for current year timesheets to be submitted to Payroll  |
|           |               | 6          |               | Non-Resident district must notify Resident District of the students who will attend the non-resident district in the upcoming school year (expected date).   |
|           |               | 13         | 2018-2019     | Next year grant budgets submitted to District Office (with carryover) including objects 100-299  |
| August    | 2018          | 1-31       |               | Ongoing review / analysis of proposed legislative changes  |
|           |               | 1-31       | 2018-2019     | Continued review of enrollment/ staffing and capital projects  |
|           |               | 1-31       | 2018-2019     | Align next year grant budgets, including carryover, DPI with administrative budget   |
|           |               | 1-31       | 2017-2018     | Preparation of Annual and Audit reports  |
|           |               | 1-31       | 2017-2018     | Financial Audit Preliminary & Fieldwork performed (dates to be determined)   |
|           |               | 20-24      | 2018-2019     | Finance Committee Meeting to review next year Preliminary Budget and Cash Flow Borrowing (dates to be determined)  |
|           |               | 27         | 2018-2019     | <i>Board of Education Review/ Approval of next year Preliminary Budget</i>   |
|           |               | 31         | 2018-2019     | Next year grant review completed prior to budget publication and Annual Meeting  |
| September | 2018          | 3-28       |               | Ongoing review / analysis of proposed legislative changes  |
|           |               | 3-28       |               | Review of audited prior year expenditures / revenues and revision of revenue cap calculations, projected revenues, including general aid and expenditures  |
|           |               | 10         |               | Class 1 & II Notices (Chapter 985 of WI Stats) in Milton Courier. This is a summary of the budget and a notice of the Public Hearing and Annual Meeting (combined meeting)   |
|           |               | 21         |               | Third Friday Pupil Count   |
|           |               | 17         |               | Class II Notice (Chapter 985 of WI Stats) in the Milton Courier of the Public Hearing and Annual Meeting (combined meeting)  |
|           |               | 24         | 2018-2019     | <i>Budget Hearing/ Annual Meeting on proposed next year Preliminary Budget (combined meeting). DATE IS TENTATIVE-Board of Education to officially set date- Tax levy tentatively approved</i>  |
| October   | 2018          | 1-31       |               | Ongoing review / analysis of proposed legislative changes  |

# School District of Milton

(Board activities are italicized)

## 2018-2019 School Year Budget Development and Management Calendar Board of Education November 27, 2017

| Month    | Calendar Year | Date Range | Fiscal Period | Activity   |
|----------|---------------|------------|---------------|--|
|          |               | 1-5        |               | Dept. of Revenue Fall Property Valuations announced  |
|          |               | 12         |               | State Guarantees and General Aid Certification issued  |
|          |               | 12         |               | First Quarter fixed asset update (deletions or moves)  |
|          |               | 15-19      | 2018-2019     | Finance Committee Meeting to review next year Original Budget  |
|          |               | 22         | 2018-2019     | <i>Board of Education review of budget adjustments, next year Original Budget adoption, levy certification, and possible Cash Flow Borrowing</i> |
|          |               | 23-26      | 2018-2019     | Original "current year" Budget available in Skyward Financial Management   |
|          |               | 29         |               | Current year "over budget" purchase request grace period begins  |
| November | 2018          | 1-9        | 2018-2019     | Tax Levy prepared and sent to Municipal Clerks. 1504 Budget Report preparation   |
|          |               | 1-30       | 2018-2019     | Building Administrators/Dept. Supervisors/Requisition Operators review current year-to-date activity-adjust budgets as needed                    |
|          |               | 23         | 2018-2019     | Current year "over budget" purchase request grace period ends  |
|          |               | 16         | 2018-2019     | Current year grant budgets; align Skyward and WISEdash portal  |
|          |               | 1-30       |               | Ongoing review / analysis of proposed legislative changes  |
|          |               | 26         | 2019-2020     | Begin next year budget development   |

# Staffing Updates for November 27, 2017

## 1. Contracts/Letters of Employment:

- Lueck, Melissa M. – First Grade Teacher – East Elementary
  - *Long-term Substitute for Thyra Fosmoen*

## 2. Resignations:

- 

## 3. Retirement Notices:

- 

## 4. Vacancies Posted, Not Yet Filled:

- Special Education Aide (part-time) – East
- Nutrition Team Staff Member (part-time - West
- Physical Therapy Assistant – West/District Wide
- Nutrition Team Staff Members (part-time) x2 – High School
- Biology Teacher – 1- Year Position – High School
- Technology Support Specialist (lvl 2) – District Wide

## 5. Leave of Absence:

- 
-



**SCHOOL DISTRICT OF MILTON**  
**Milton, Wisconsin**

**2017-2018 SCHOOL YEAR**

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**GIFTS & DONATIONS FOR BOARD APPROVAL/ACCEPTANCE**  
**Monday, November 27, 2017**

| <u>From</u>                        | <u>Amount</u>    | <u>For</u>                          |
|------------------------------------|------------------|-------------------------------------|
| Milton Middle School Activity Fund | \$45.00          | Field Trip Fees                     |
| Pelsue Orthodontics                | \$75.00          | MHS Wrestling Cheer                 |
| Best Realty of Edgerton            | \$100.00         | MHS Gymnastics                      |
| Ellis Orthodontics                 | \$100.00         | MHS Gymnastics                      |
| A&A Metal Works                    | \$100.00         | MHS Gymnastics                      |
| The Diamond Center                 | \$100.00         | MHS Gymnastics                      |
| Red Zone Pub & Grill               | \$100.00         | MHS Gymnastics                      |
| Pelsue Orthodontics                | \$100.00         | MHS Gymnastics                      |
| Mary Williams                      | \$100.00         | MHS Gymnastics                      |
| Kesel North America                | \$100.00         | MHS Gymnastics                      |
| Venable Farms                      | \$100.00         | MHS Gymnastics                      |
| Gym Junkies Fitness                | \$100.00         | MHS Gymnastics                      |
| The Burki Family                   | \$100.00         | MHS Gymnastics                      |
| McCann's Garage                    | \$100.00         | MHS Gymnastics                      |
| Timothy & Angela Rigg              | \$100.00         | MHS Gymnastics                      |
| Joe Sanks Agency                   | \$100.00         | MHS Gymnastics                      |
| Mallon Enterprises                 | \$100.00         | MHS Gymnastics                      |
| Addie Water Systems                | \$80.00          | MHS Interact Club – Teen Gift Drive |
| Parkview Café                      | \$40.00          | MHS Interact Club – Teen Gift Drive |
| First Community Bank               | \$100.00         | MHS Interact Club – Teen Gift Drive |
| Northleaf Winery                   | \$25.00          | MHS Interact Club – Teen Gift Drive |
| Dave's Ace Hardware                | \$50.00          | MHS Interact Club – Teen Gift Drive |
| Hesser Toyota                      | <u>\$50.00</u>   | MHS Interact Club – Teen Gift Drive |
| <b>TOTAL</b>                       | <b>\$1965.00</b> |                                     |

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