



SCHOOL DISTRICT OF MILTON
Milton, Wisconsin

BOARD OF EDUCATION MEETING AGENDA

Monday, January 8, 2017

District Office Professional Development Center – 6:30 PM

- I. Approval of Agenda
- II. Pledge of Allegiance
- III. Approval of Minutes
- IV. Approval of Vouchers
- V. Student Council Report
- VI. Public Comment
- VII. Building/Department Announcements
- VIII. Finance Committee Report – Tom Westrick
 - A. Discussion and Possible Action on Pre-construction Engineering and Design Work Services for Potential Parking and Traffic Flow Improvements at Milton West Elementary School
- IX. Discussion and Possible Action on Amendment to the Right to Use Agreement for Hawk Zone at 450 S. John Paul Road in Milton with Backyard Properties of Rock County, LLC
- X. Discussion and Possible Action on Milton High School Extended Travel Requests
- XI. Drawing of Lots for Ballot Order – Spring Primary February 20, 2018
- XII. Discussion and Possible Action on 2017-18 Open Enrollment Alternative Applications
- XIII. 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.
[Review of Draft for District Administrator Annual Performance Review]

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, December 11, 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, Brian Kvapil and Karen Hall. Absent: None. Student representatives present: Sean Harvatine and Anna Quade.

I. Approval of Agenda

A motion was made by Tom Westrick and seconded by Betsy Lubke to approve agenda as presented. Motion carried.

II. Pledge of Allegiance

III. Approval of Minutes

A motion was made by Don Vruwink and seconded by Tom Westrick to approve the minutes for the regular meeting held on November 27, 2017 as presented. Motion carried.

IV. Approval of Vouchers

A motion was made by Betsy Lubke and seconded by Tom Westrick to approve Bank of Milton vouchers totaling \$768,676.68 representing Funds 10, 20, 50, 80, and 90; with voids totaling \$99.80. Motion carried.

V. Red Hawk Recognition

VI. Student Council Report

VII. Public Comment

VIII. Building/Department Announcements

IX. 2016-17 Financial Audit Report – Tara Bast, Johnson Block & Company, Inc.

X. Human Resources Committee Report – Betsy Lubke

- A. Payout Options for All-Purpose Days
- B. Review of Benefits Advisory Group Meeting
- C. Discussion on Flu Clinic
- D. Teacher Compensation Update

XI. Proposed Website ADA Compliance Action Plan -- Jerry Schuetz

XII. Discussion and Possible Action on 2017-18 Open Enrollment Alternative Application

A motion was made by Karen Hall and seconded by Tom Westrick to approve the 2017-18 open enrollment alternative applications as presented. Motion carried with Brian Kvapil abstaining.

BOARD OF EDUCATION MEETING MINUTES

Monday, December 11, 2017

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XIII. Miscellaneous

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

A motion was made by Tom Westrick and seconded by Betsy Lubke to approve the staffing report as presented, including the resignation of Joel Colon. Motion carried.

B. Gifts and Donations

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

Milton East Parents' Group	\$42.00	2 nd Grade Field Trip
Friends of Northside	\$14,500.00	Wing Common Area Furniture
Northside Activity Fund	\$328.10	Classroom Materials
Alliant Energy Foundation	\$1,000.00	NIS STEAM After School Program
Joseph & Jane Harding	\$25.00	MHS PomPons
Jelaine & Steven Olsen	\$40.00	MHS PomPons
Small Wonders Learning Center	\$25.00	Interact Club – Teen Gift Drive
Bank of Milton	\$50.00	Interact Club – Teen Gift Drive
Hammer Chiropractic	\$25.00	Interact Club – Teen Gift Drive
Pelsue Orthodontics	\$50.00	Interact Club – Teen Gift Drive
Beth & Michael Hawthorne	\$100.00	MHS Gymnastics
Hair By Stacy	\$100.00	MHS Gymnastics
Wenzel Insurance	\$100.00	MHS Gymnastics
Deb's Squeeze Inn	\$100.00	MHS Gymnastics
H&J Auto Repair	\$100.00	MHS Gymnastics
Bank of Milton	\$100.00	MHS Gymnastics
Hammer Chiropractic	\$100.00	MHS Gymnastics
Midwest Dental	\$100.00	MHS Gymnastics
Vicki Cottam	\$100.00	MHS CARITAS for Children
Renee Stieve-Busch	<u>\$5.00</u>	MHS CARITAS for Children

TOTAL \$16,990.10

Motion carried.

BOARD OF EDUCATION MEETING MINUTES

Monday, December 11, 2017

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C. Meeting Dates – Upcoming Board and Committee Meetings

Jan. 8, 2018	School Board Meeting	6:30 p.m.	District Office-PDC
Jan. 12, 2018	Human Resources Committee Meeting	1:00 p.m.	District Office
Jan. 17-18, 2018	Wisconsin State Education Convention	2 days	Milwaukee
Jan. 22, 2018	School Board Meeting	6:30 p.m.	District Office-PDC

Bob Cullen announced his non-candidacy for school board.

D. Motion to go Into Executive Session 19.85 (1) (c)

A motion was made by Tom Westrick and seconded by Betsy Lubke to go into executive session for the purpose of considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. [Discussion on Review of Administrative Contracts] Polled vote: Brian Kvapil (yes), Don Vruwink (yes), Tom Westrick (yes), Betsy Lubke (yes), Karen Hall (yes), Shelly Crull-Hanke (yes) and Bob Cullen (yes). Motion carried 7-0.

EXECUTIVE SESSION

A motion was made by Tom Westrick and seconded Don Vruwink to adjourn the meeting at 8:18 p.m. Motion carried. Meeting adjourned.

Minutes approved January 8, 2017

Bob Cullen
President



School District of Milton

*Opportunity · Achievement
Community*

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

MEMORANDUM

TO: Tim Schigur, District Administrator
Mary Ellen Van Valin, Director of Business Services
Finance Committee
Board of Education

FROM: Stephen Schantz, Buildings and Grounds Supervisor

DATE: January 8, 2018

RE: Recommendation on Pre-construction Engineering and Design Work Services for Potential Parking and Traffic Flow Improvements at Milton West Elementary School

In an effort to continue addressing safety concerns in alignment with the District's adopted Strategic Plan, a safety concern was brought to our attention by the Milton West Elementary staff and parent group. The concern is the lack of a designated parent drop-off and pick-up area and process. The potential solution would be to add a one-way entrance to a new 'parent only' parking lot off of Crescent Drive and have the traffic exit back onto Crescent Drive via a one-way exit. The lot would contain 24 additional parking stalls specifically for parent use. This would allow for a student pick-up/drop-off process similar to Milton East Elementary.

The proposed driveways and parking lot would be on land owned by the City of Milton in Lamar Park. We have had preliminary discussions with the city and to this point they seem willing to allow the District to make improvements on their land. These improvements would also serve as a benefit to Lamar Park users as the proposed lot would be close to the pavilion and baseball fields.

The proposal from Strand Associates would cover all pre-construction services. Pre-construction services include a site survey and data collection, engineering drawings and specifications, and bidding services. The cost, not to exceed \$25,000, will be expensed in the 2017-18 fiscal year. The contract would also include attendance at both school district and city meetings by a representative from Strand Associates. The construction process would be planned for the summer of 2018, and expensed in the 2018-19 fiscal year. The estimated total construction cost for the parking lot and driveways is \$150,000.

A recommended motion would be **"to approve the contract with Strand Associates for engineering and design work for parking and traffic flow improvements at Milton West Elementary School in an amount not to exceed \$25,000."**

Mr. Stephen Schantz
 School District of Milton
 Page 2
 November 30, 2017

• **Bidding Services**

- Distribute Bidding Documents electronically through Quest CDN and submit Advertisement to Bid to School District for publishing.
- Prepare addenda and answer questions during bidding.
- Attend bid opening and assist the School District in the award of the construction contract.
- Prepare one set of Contract Documents for signature.

• **Meetings**

- Attend one meeting with the City of Milton Plan Commission for review of proposed site plan.
- Attend one meeting with School District of Milton Finance Committee.

Schedule

If a signed agreement is in place by December 22, 2017, we estimate the following schedule.

Task	Completion Date
Site Survey	January 12, 2018
60 Percent Drawings	February 2, 2018
Final Drawings	March 2, 2018
Final Bidding Documents	March 9, 2018

Fee

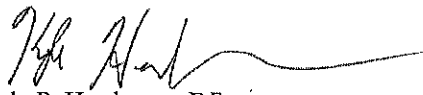
Our proposed fee for the above services is as follows.

Task	Fee
Site Survey and Data Collection	\$4,600
Engineering Drawings and Specifications	\$13,400
Bidding Services	\$4,600
Meetings	\$2,400
Total	\$25,000

Please let me know if you would like to discuss the services proposed or any other aspects of the proposal. We look forward to working with the School District of Milton on this project.

Sincerely,

STRAND ASSOCIATES, INC.®


 Kyle R. Henderson, P.E.
 Project Manager

P171.133/KRH:mah

DATE: 2017-11-20
PRELIMINARY



3123
30828
30473
31114

MILTON WEST ELEMENTARY SCHOOL

PROPOSED ACCESS AND PARKING LOT CONFIGURATION

SCHOOL DISTRICT OF MILTON
MILTON, WI



FIGURE 1
TDB



School District of Milton

*Opportunity · Achievement
Community*

Timothy J. Schigur
District Administrator

Mary Ellen Van Valin
Director of Business Services

Susan L. Probst
Director of Student Services

Heather N. Slosarek
Director of Curriculum & Instruction

TO: Board of Education

FROM: Tim Schigur

DATE: January 8, 2018

RE: Amendment to the Right to Use Agreement for Hawk Zone at 450 S. John Paul Road in Milton with Backyard Properties of Rock County, LLC

The right to use agreement for the Hawk Zone (formerly Varsity Lanes) expired as of December 31, 2017. The owners of the property have offered an extension of the right to use agreement through March 31, 2018. My conversations with the property owners sought a longer extension of the agreement. However, the owners seem most interested in selling the property and were only willing to offer a three-month extension at this point in time.

The Hawk Zone is heavily utilized seven days a week, often with hours beginning as early as 6:00 a.m. and ending as late as 9:00 p.m. Groups actively using the facility more than once a week include our MHS varsity, junior varsity and freshman athletes in the following sports: boys' baseball, soccer, wrestling and hockey, as well as girls' softball. Most of these sports use the facility 2-3 times per week for an average of two hours each time, totaling approximately 35-50 hours per week of use. Our alternative school, MECAS, also uses the Hawk Zone as gym space for physical education activities. The facility is also used by a youth traveling baseball team and two youth traveling softball teams. These three non-district sponsored groups pay a rental fee for the use of the Hawk Zone and use the facility for an additional 6-10 hours per week. This brings the total usage of the Hawk Zone to 200-250 young athletes who are using the facility in excess of 60 hours per week.

The Hawk Zone is an extensively used facility and provides numerous opportunities for our athletic programs, students and community. Therefore, I'm recommending an extension of the agreement.

A recommended motion would be **“to approve the amendment to the right to use agreement for Hawk Zone at 450 S. John Paul Road in Milton with Backyard Properties of Rock County, LLC as presented.”**

AMENDMENT TO THE RIGHT TO USE AGREEMENT

This Amendment to the Right to Use Agreement between BACKYARD PROPERTIES OF ROCK COUNTY, LLC, OF Janesville, Wisconsin, (Owner), and THE SCHOOL DISTRICT OF MILTON, located in Milton, Wisconsin, (User),

NOW, THEREFORE, the parties agree to and wish to amend the Right to Use Agreement dated the 8th day of March, 2017 as follows:

1. The Right to Use should be extended from December 31, 2017, though and including March 31, 2018.
2. That all the same terms and conditions of the underlying Right to Use Agreement shall be confirmed including the responsibility of the User to pay for all utilities, all insurance, and any and all property taxes from the January 1, 2018 though March 31, 2018.
3. In the event the School District of Milton does not close on the purchase of the property, they agree to vacate the property on or before midnight, March 31, 2018.
4. It is understood by the parties, that while this Amendment is effective the 31st day of December, 2017, it cannot be signed until January 8, 2018, therefore the effective date would be December 31, 2017.

OWNER:
Backyard Properties of Rock
County, LLC

USER:
Milton School District

Kevin Hendricks, Member Date

Tim Schigur, Superintendent Date
of Milton School District

**Milton High School
Extended Field Trip Requests
January 8, 2018**

Organization	Trip Description	Dates	Number of Students	Meets Ratio of Chaperones to Students	Student Activity Account (if used)
Supermileage Team	Autobahn (IL) Students will be participating in a competition.	04/29/18-04/30/18	8	Yes	Supermileage Team
Supermileage Team	Road America Elkhart Lake	05/14/18-05/15/18	8	Yes	Supermileage Team
FFA	Ely, MN Boundary Waters Canoe Trip Students will participate in an outdoor educational experience.	06/21/18-06/24/18	14	Yes	FFA

Individual Wrestling	Madison, WI MHS Wrestling and Wrestling Cheer State Tournament	02/22/18-02/24/18	TBD	Yes	N/A
Team Wrestling	Madison, WI MHS Wrestling and Wrestling Cheer State Tournament	03/02/18-03/03/18	TBD	Yes	N/A
Girls' Basketball	Green Bay, WI Girls' Basketball State Tournament	03/07/18-03/10/18	TBD	Yes	N/A
Boys' Basketball	Madison, WI Boys' Basketball State Tournament	03/14/18-03/17/18	TBD	Yes	N/A

Gymnastics	Wisconsin Rapids, WI Gymnastics State Tournament	03/02/18-03/03/18	TBD	Yes	N/A
Boys' Hockey	Madison, WI Boys' Hockey State Tournament	03/01/18-03/03/18	TBD	Yes	N/A
Girls' Hockey Co-op	Madison, WI Girls' Hockey Co-op State Tournament	03/01/18-03/03/18	TBD	Yes	N/A

Staffing Updates for January 8, 2018

1. Contracts/Letters of Employment:

- Stephens, Farah L. – Biology Teacher – High School (1-year contract)
 - *New Position*
- Miller, Pamela G. – Special Education Aide – Middle School
 - *Replacing Lori L. Smith*
- Smith, Lori M. – LMC Aide – Northside
 - *Replacing Penny S. Astin*

2. Resignations:

- Wieland, Andrea L. – Golf Coach – High School
 - *Effective: August 12, 2016*
- Fralick, Benjamin J. – Track Coach – High School
 - *Effective: January 4, 2018*
- Barlass, Brian G. – Wrestling Coach – High School
 - *Effective: December 5, 2017*
- Winters, Daniel K. – PT Evening Custodian – High School
 - *Effective: December 28, 2017*

3. Retirement Notices:

-

4. Vacancies Posted, Not Yet Filled:

- Nutrition Team Staff Member (part-time) - East
- Physical Therapy Assistant (part-time) – West/District Wide
- Long-term Substitute Music Teacher – Northside
- Title 1 Reading Teacher/Interventionist (1.0 FTE) - Northside – 1-Year
- Title 1 Math Interventionist (.50 FTE) – Northside – 1-Year
- Special Education Aide (part-time) – Middle School
- Nutrition Team Staff Members (part-time) x2 – High School
- Evening Custodian (part-time) – High School
- Technology Support Specialist (lvl 2) – District Wide
- Substitute Custodians – District Wide

5. Leave of Absence:

-
-

**SCHOOL DISTRICT OF MILTON
Milton, Wisconsin**

2017-2018 SCHOOL YEAR

**GIFTS & DONATIONS FOR BOARD APPROVAL/ACCEPTANCE
Monday, January 8, 2018**

<u>From</u>	<u>Amount</u>	<u>For</u>
Anonymous Donor	\$500.00	West – Flexible Seating
Friends of Northside	\$1,000.00	Author Visit
United Alloy, Inc.	\$750.00	MHS Welding Program
The Red Rooster	\$40.00	MHS Interact Club – Teen Gift Drive
Owyn Berg	\$20.00	MHS Supermileage Team
Dorothy Waddell	\$20.00	MHS Supermileage Team
Markus Mory	\$20.00	MHS Supermileage Team
Ethan Grebe	\$20.00	MHS Supermileage Team
Kellen Ryan	\$20.00	MHS Supermileage Team
Bryce Gerue	<u>\$20.00</u>	MHS Supermileage Team
TOTAL	\$2,410.00	
