

**WASHINGTON ISLAND SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
Wednesday, May 25, 2016
7:30 P.M. Open Session - School Commons
APPROVED MINUTES**

Call to Order and Pledge of Allegiance - President Amy Jorgenson called the meeting to order at 7:31 p.m. **Other Board Members Present:** Kevin Krueger, Sarah Duggan Goldstein, Tom Jordan, and Kirsten Purinton; **Administrator:** Dr. Mati Palm-Leis; **Administrative Assistant:** Sue Cornell; **Teachers:** Dani Kickbush,, Michael Gillespie, Michelle Jordan, Henry Mohn, Marleen Johnson; **Community Members:** Eric Brodersen, Eric DeJardin, Denise Kellerman, Hans Lux; **Students:** Sangyoon Lee, Julia Valentincic ,Tara DeJardin, Luukus Palm-Leis, Miryam Gregg, Hailey Jorgenson,and Alex Johnson.

1. **MSP (Krueger/Purinton)** to approve the agenda as presented. Approved 5-0.
2. **MSP (Duggan Goldstein/Krueger)** to approve the minutes as presented for the regular Board of Education meeting on April 28, 2016 and the special Board of Education meeting on May 24, 2016. Approved 5-0.
3. **Student Council Report** - The Student Council drafted a new constitution with the help of Mr. Heitz and Mrs. Jordan, and a 14-2 vote approved it. The last hot lunch of the year was today. The Council will vote on the \$500 scholarship on Tuesday, and June 1, the Council will have breakfast at Holiday Inn at 7:30 am.
 - Presentation of School Commons Mural - Dr. Palm-Leis dedicated the new mural wall and thanked Mrs. Kickbush, Eric Brodersen, and Miryam Gregg for guiding the project. The mural may be added to in the future.
 - Madison Chicago Field Trip Talent Show - Dr. Palm-Leis reported the show made \$1,500 and thanked Mrs. Nehlsen and Amanda DeWitt for putting the show together. Thank you to the businesses that bought ads and community members who purchased pies.
 - Washington D.C. Trip Report - Tara DeJardin and Julia Valentincic gave a detailed, digital presentation using the Polycom to highlight the many places visited on the trip last month.
4. **Communications** - none.
5. **Open Discussion** - none.
6. **Treasurer' Report** - Kevin Krueger presented the payables for the month in the amount of **\$34,820.19**.
7. **District Administrator's Report**
 - District Reading & RTI Update- Mrs. Ehrlich-Johnson used Polycom to show data collected through testing the elementary students, their reading levels increased from September to May. The number of student reading below grade level by the end of the school year decreased 12%, while the percentage of students at grade level and above grade level increased 2% and 10% respectively. Mrs. Jordan presented and explained graphs showing the effects of interventions through RTI that have increased the reading comprehension for specific students in need of extra help.
 - Athletics Update - Mr. Gillespie praised the girls' and boys' basketball coaches, Pete Nikolai and Sarah Gibson, for very successful seasons. The coaches are looking for assistant coaches and a girls' middle school coach. Mr. Gillespie is working with parochial and homeschool teams to create a conference to increase efficiency in scheduling games. He hopes for more on-Island games, to schedule games so the students miss less school, and provide opportunities for participation in other sports throughout the year. He would also like to increase head coaches' salaries to \$750. Dr. Palm-Leis offered to co-coach cross country next fall if another individual will help coach. There is already a cross country meet scheduled for next fall. The Golf and Tennis seasons are coming to a close, with neither team competing in any tournaments. WIAA has required that the District be signed one for at least one sport next year, that sport will be golf. Mr. Gillespie would like to see an Athletic Committee formed, as noted in the District's Athletic Policy, to address any incidents that require review and to formulate the direction of our Athletics program. Finally, Mr. Gillespie and Dr. Palm-Leis will meet with all the students tomorrow to discuss making good choices and how their eligibility for next school year could be affected by athletic code violations.
 - Dr. Palm-Leis reported that in 2014-15 the District spent \$15,048 on propane and the tanks were empty at the end of the school year. This year the District spent \$13,353 and the LP tanks are full

for next fall. He thanked the community for supporting the Energy Efficiency Project which reduces heating costs and Mother Nature for a mild winter.

- On May 12, Officer Gary Schultz informed Dr. Palm-Leis that all three students that took the EMT class passed with A's. They were Miryam Gregg , Lydia Schultz and Hailey Jorgenson.
- Last Wednesday Linda Hartford and Karl Reischl from NWTC came visit our school and review first-hand our technology and infrastructure. Linda has offered to check on NWTC to come in and provide a comprehensive Technology Audit. This information could potentially improve the use of technology by our staff and guide us as we create a vision for technology in our schools.
- This past Friday our students and teachers walked the roads and picked up garbage for the Island Clean-Up. Lunch was provided by the Town, cooked by Kirby Foss, and served by Student Council. Student Council also served ice cream cones.
- This past week our students were involved in the new Forward Exam and this week our 9th and 10th grade students are doing testing. This past month our with IT coordinator being out due to illness, Luukas Palm-Leis put in countless hours over the weekend, before school, after school and during school to ensure that our computers were ready for the students to take the exams. Dr. Palm-Leis thanked his son for all his help. He also thanked Steve Minton and Donna McNabby, from the Gibraltar School District, who came up a week ago Monday to assist the District in technical support.
- Dr. Palm-Leis congratulated Sangyoon Lee, one of our foreign exchange students, who submitted a piece of artwork entitled "Alice in Wonderland" in the Miller Museum's Salon Exhibit this past spring and place 3rd.
- Preparations continue for the graduation ceremony at the TPAC on June 10 at 7:00 p.m., with the reception to follow at the gym. Awards will be handed out on Wednesday, June 8, during the school day.

8. Board of Education Committee's Report

- A. President's Report - President Amy Jorgenson thanked everyone for a great school year. There were lots of transitions, new ideas, and she thinks the school is getting better every year. She extended a big thanks to Dr. Palm-Leis and the teachers for all their efforts.
- B. Budget Committee -
 - a. Update of Life Insurance Carriers - The District recently had to change carriers for our life insurance, but the costs are the same and are locked in for the next three years.
 - b. Presentation of the Preliminary 2016-2017 Budget - Dr. Palm-Leis will present this in the action items preceding the vote.
 - c. Playground Update with Recommended Costs - The committee looked into a cost analysis of rubber chips versus cedar mulch. Rubber chips would last forever, but cost \$10-14,000. The committee would prefer to approve the bid of \$1,155 for 40 yards of delivered cedar mulch.
 - d. Science Table Proposal - Mr. Mohn has found a design for 4 new science tables for the middle school science classroom. The estimated cost to purchase such tables would be at least \$1000. He has volunteered to build them at a cost of about \$400. The committee recommends approving \$500 for the materials. The desks currently in the classroom could be used where we have shortages in other parts of the building.
- C. C. Learning & Technology Committee
 - a. Summer School - Dr. Palm-Leis reported that Mrs. Ehrlich-Johnson will be teaching a summer school program two mornings a week and the district will invite students identified as needing extra instruction in reading.
 - b. Independent Study Student Presentation - Chris Nelson demonstrated his independent study presentation to the committee and cooked and served a cubano sandwich. Amy Jorgenson thanked Andy Austin for mentoring Chris.
 - c. Staff Survey Results - The teachers filled out technology surveys to request classroom and training needs, and equipment wish lists.
- D. Policy Committee

- a. The Student Council presented its new Constitution to the committee and the committee will present the second reading of the attendance policy for approval.
- E. Employee Relation and Personnel Committee - The committee met on April 27 to review candidates applying for the 1st/2nd and 3rd/4th grade and the high school Math and Science teaching positions. The committee, in addition to three teachers, interviewed candidates on May 6 and 9. At the interview committee's recommendations, Dr. Palm-Leis made job offers to two new teachers who accepted the positions, the Board will vote to approve them during the action items. Now that the elementary and middle school teaching positions have been filled, the committee will focus on the high school teacher openings.
- F. Transportation / Building & Grounds Committee
 - a. Playground Drainage - Tom Jordan talked to John Chapman about the piping location to tie into the TPAC drain system to alleviate the water problem on the playground.
 - b. Parking Lot Lines - The committee reviewed the parking lines mapping created by Mr. Mohn's students. There will be 25 parking spaces at a diagonal painted in the lot this summer. With 25 spaces, the District is required to provide 1 handicap space. The location of this space was tabled until the following meeting.

9. Action Items

- A. **MSP (Krueger/Jordan)** to approve the payment of bills in the amount of **\$34,820.19**. Approved 5-0.
- B. **Consideration and Action on Budget Committee Recommendations.**
 - 1. Dr. Palm-Leis and Sue Cornell presented the categorical expenditures and the total revenues and projected Fund Balance increase for the preliminary budget to the Board: See attached document. **MSP (Jordan/Duggan Goldstein)** to approve the Washington Island School Preliminary Budget for the 2016-2017 school year. Approved 5-0.
 - 2. **MSP (Jordan/Duggan Goldstein)** to approve the bid of \$1,155 from Chris Merriman to purchase cedar mulch for the Playground. Approved 5-0.
 - 3. **MSP (Krueger/Purinton)** to approve \$500 for the purchase of materials to construct the four Science Tables. Approved 5-0.
- C. **Letter of Intent Approvals-** Dr. Palm-Leis handed the Board a list of the letters of Intent, the employees' names and the compensation. Next month the compensation amounts will be approved.
 - 1. **MSP (Krueger/Jordan)** to approve issuing Karin Baxter a Letter of Intent to be a Teacher's Aide. Approved 5-0.
 - 2. **MSP (Duggan Goldstein/Krueger)** to approve issuing Sue Cornell a Letter of Intent for the position of Administrative Assistant/Business Manager. Approved 5-0.
 - 3. **MSP (Krueger/Duggan Goldstein)** to approve issuing Margaret Foss Letters of Intent to be the Literacy Coach, Transition Coordinator, and Voyage Coordinator. Approved 5-0.
 - 4. **MSP (Duggan Goldstein/Jordan)** to approve issuing Sarah Gibson a Letter of Intent to be the Girls' Basketball Coach. Approved 5-0.
 - 5. **MSP (Krueger/Duggan Goldstein)** to approve issuing Michael Gillespie a Letter of Intent to be the Athletic Director.. Approved 5-0.
 - 6. **MSP (Duggan Goldstein/Jordan)** to approve issuing Rylee Johnson a Letter of Intent to be a Teacher's Aide. Kevin Krueger recused himself. Approved 4-0.
 - 7. **MSP (Krueger/Duggan Goldstein)** to approve issuing Michelle Jordan Letters of Intent to be the RTI Coordinator and Student Council Advisor. Tom Jordan recused himself. Approved 4-0
 - 8. **MSP (Duggan Goldstein/Jordan)** to approve issuing Barbara Krueger a Letter of Intent to be the Senior Class Advisor. Kevin Krueger recused himself. Approved 4-0.
 - 9. **MSP (Purinton/Krueger)** to approve issuing Pete Nikolai a Letter of Intent to be the Boys' Basketball Coach. Approved 5-0.
 - 10. **MSP (Purinton/Duggan Goldstein)** to approve issuing Miranda Szcpanski a Letter of Intent to be the Reading Specialist (316 Licence). Approved 5-0.
 - 11. **MSP (Purinton/Jordan)** to approve issuing Laura Waldron a Letter of Intent to be a Teacher's Aide. Approved 5-0.

- 12. **MSP (Duggan Goldstein/Jordan)** to approve issuing Thomas Waldron a Letter of Intent for the position of Administrative Assistant/Business Manager for \$34,680. Approved 5-0.
- D. **MSP (Purinton/Jordan)** to approve the teacher transfer request by Marleen Ehrlich-Johnson to teach 1st/2nd grades for the 2016-2017 School Year. Approved 5-0.
- E. **Approval of New Hires**
 - 1. **MSP (Duggan Goldstein/Purinton)** to approve the hire of Krista Jones for 3rd/4th grade teaching position. Approved 5-0.
 - 2. **MSP (Purinton/Krueger)** to approve the hire of Miranda Szcsepanski for Middle School Social Studies and Language Arts teaching position. Approved 5-0.
- F. **MSP (Duggan Goldstein/Krueger)** to approve the second and final reading of the Attendance Policy 431. Approved 5-0.

10. Future Meetings

Monthly Board of Education on June 23 at 7:30 p.m.
 Budget Committee on June 23 at 7:00 p.m.
 Transportation Building Grounds Comm. on June 23 at 6:30 p.m.
 Policy Committee on June 23 at 6:00 p.m.
 Learning & Technology Comm. on June 23 at 5:30 p.m.
 Employee Relations & Personnel Comm. on June 8 at 10:15 a.m.

- 11. **MSP (Krueger/Jordan)** to adjourn the meeting at 9:26 p.m. Approved 5-0.

PRELIMINARY BUDGET ADOPTION 2016-17 ON MAY 25, 2016

GENERAL FUND (FUND 10)	audited 2014-2015	Un audited Budget 2015-2016	Budget 2016-17
Beginning Fund Balance (Account 930 000)	166,030.25	177,675.00	214,616.00
Ending Fund Balance, Nonspendable (Acct. 935 000)	0.00	0.00	0.00
Ending Fund Balance, Restricted (Acct. 936 000)	0.00	0.00	0.00
Ending Fund Balance, Committed (Acct. 937 000)	0.00	0.00	0.00
Ending Fund Balance, Assigned (Acct. 938 000)	0.00	0.00	0.00
Ending Fund Balance, Unassigned (Acct. 939 000)	0.00	0.00	0.00
TOTAL ENDING FUND BALANCE (ACCT. 930 000)	177,675.00	214,616.00	284,113.00
REVENUES & OTHER FINANCING SOURCES			
100 Transfers-in	0.00		
Local Sources 210 Taxes	1,142,335.00	1,220,697.00	1,327,355.00

240 Payments for Services	0.00	0.00	0.00
260 Non-Capital Sales	0.00	0.00	0.00
270 School Activity Income	0.00	0.00	0.00
280 Interest on Investments	667.19	400.00	400.00
290 Other Revenue, Local Sources	2,727.00	1,800.00	1,800.00
Subtotal Local Sources	1,145,729.19	1,222,897.00	1,329,555.00
Other School Districts Within Wisconsin	0.00	0.00	0.00
310 Transit of Aids			
340 Payments for Services	0.00	0.00	0.00
380 Medical Service Reimbursements	0.00	0.00	0.00
390 Other Inter-district, Within Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts within Wisconsin	0.00	0.00	0.00
Other School Districts Outside Wisconsin	0.00	0.00	0.00
440 Payments for Services			
490 Other Inter-district, Outside Wisconsin	0.00	0.00	0.00
Subtotal Other School Districts Outside Wisconsin	0.00	0.00	0.00
Intermediate Sources	0.00	0.00	0.00
510 Transit of Aids			
530 Payments for Services from CCDEB	0.00	0.00	0.00
540 Payments for Services from CESA	0.00	0.00	0.00
580 Medical Services Reimbursement	0.00	0.00	0.00
590 Other Intermediate Sources	0.00	0.00	0.00
Subtotal Intermediate Sources	0.00	0.00	0.00
State Sources	14,011.15	14,048.00	14,048.00
610 State Aid -- Categorical			
620 State Aid -- General	3,402.00	2,892.00	2,892.00
630 DPI Special Project Grants	1,040.00	1,040.00	1,040.00
640 Payments for Services	0.00	0.00	0.00
650 Student Achievement Guarantee in Education (SAGE Grant)	0.00	0.00	0.00
660 Other State Revenue Through Local Units	12,203.57	12,000.00	12,000.00

690 Other Revenue	13,460.00	18,799.00	18,799.00
Subtotal State Sources	44,116.72	48,779.00	48,779.00
Federal Sources	0.00	0.00	0.00
710 Transit of Aids			
720 Impact Aid	0.00	0.00	0.00
730 DPI Special Project Grants	6,323.00	6,262.00	6,262.00
750 IASA Grants	25,428.00	25,419.00	25,419.00
760 JTPA	0.00	0.00	0.00
770 Other Federal Revenue Through Local Units	0.00	0.00	0.00
780 Other Federal Revenue Through State	0.00	0.00	0.00
790 Other Federal Revenue - Direct	9,614.00	9,861.00	9,861.00
Subtotal Federal Sources	41,365.00	41,542.00	41,542.00
Other Financing Sources	0.00	0.00	0.00
850 Reorganization Settlement			
860 Compensation, Fixed Assets	0.00	0.00	0.00
870 Long-Term Obligations	0.00	0.00	0.00
Subtotal Other Financing Sources	0.00	0.00	0.00
Other Revenues	0.00	0.00	0.00
960 Adjustments			
970 Refund of Disbursement	0.00	0.00	0.00
980 Medical Service Reimbursement	0.00	0.00	0.00
990 Miscellaneous	5,169.10	2,000.00	2,000.00
Subtotal Other Revenues	5,169.10	2,000.00	2,000.00
TOTAL REVENUES & OTHER FINANCING SOURCES	1,236,380.01	1,315,218.00	1,421,876.00
EXPENDITURES & OTHER FINANCING USES			
Instruction	381,709.87	371,194.00	346,124.00
110 000 Undifferentiated Curriculum			
120 000 Regular Curriculum	121,512.59	142,760.00	152,996.00
130 000 Vocational Curriculum	35,687.71	52,800.00	61,051.00
140 000 Physical Curriculum	38,803.35	22,205.00	28,139.00

160 000 Co-Curricular Activities	7,289.83	9,549.00	10,861.00
170 000 Other Special Needs	0.00	0.00	0.00
Subtotal Instruction	585,003.35	598,508.00	599,171.00
Support Sources	41,965.33	44,282.00	43,015.00
210 000 Pupil Services			
220 000 Instructional Staff Services	51,553.03	57,891.00	65,891.00
230 000 General Administration	136,471.67	146,158.00	144,759.00
240 000 School Building Administration	48,745.68	45,168.00	43,621.00
250 000 Business Administration	103,367.35	135,115.00	172,972.00
260 000 Central Services	121,420.72	106,383.00	111,681.00
270 000 Insurance & Judgments	0.00	0.00	0.00
280 000 Debt Services	0.00	0.00	0.00
290 000 Other Support Services	27,121.77	31,000.00	51,500.00
Subtotal Support Sources	530,645.55	565,997.00	633,439.00
Non-Program Transactions	97,835.80	113,772.00	119,769.00
410 000 Inter-fund Transfers			
430 000 Instructional Service Payments	0.00	0.00	0.00
490 000 Other Non-Program Transactions	0.00	0.00	0.00
Subtotal Non-Program Transactions	97,835.80	113,772.00	119,769.00
TOTAL EXPENDITURES & OTHER FINANCING USES	1,213,484.70	1,278,277.00	1,352,379.00

SPECIAL PROJECT FUNDS (FUNDS 21, 23, 27, 29)	audited 2014-2015	Un audited Budget 2015-2016	Budget 2016-17
900 000 Beginning Fund Balance	0.00	0.00	0.00
900 000 Ending Fund Balance	0.00	0.00	0.00
TOTAL REVENUES & OTHER FINANCING SOURCES	129,684.80	140,424.00	146,461.00
100 000 Instruction	82,389.00	91,176.00	95,658.00
200 000 Support Services	44,808.80	49,248.00	50,803.00

400 000 Non-Program Transactions	2,487.00	0.00	0.00
TOTAL EXPENDITURES & OTHER FINANCING USES	129,684.80	140,424.00	146,461.00

DEBT SERVICE FUND (FUNDS 38, 39)	audited 2014-2015	Un audited Budget 2015-2016	Budget 2016-17
900 000 Beginning Fund Balance	0.00	0.00	0.00
900 000 ENDING FUND BALANCES	0.00	0.00	0.00
TOTAL REVENUES & OTHER FINANCING SOURCES	68,955.00	74,371.00	74,370.00
281 000 Long-Term Capital Debt	68,955.00	74,371.00	74,370.00
282 000 Refinancing	0.00	0.00	0.00
283 000 Operational Debt	0.00	0.00	0.00
285 000 Post Employment Benefit Debt	0.00		
289 000 Other Long-Term General Obligation Debt	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00		
TOTAL EXPENDITURES & OTHER FINANCING USES	68,955.00	74,371.00	74,370.00
842 000 INDEBTEDNESS, END OF YEAR	0.00	0.00	0.00

CAPITAL PROJECTS FUND (FUNDS 41, 46, 48, 49)	audited 2014-2015	Un audited Budget 2015-2016	Budget 2016-17
900 000 Beginning Fund Balance	0.00	109.44	189.44
900 000 Ending Fund Balance	109.44	189.44	269.44
TOTAL REVENUES & OTHER FINANCING SOURCES	109.44	80.00	80.00
100 000 Instructional Services	0.00	0.00	0.00
200 000 Support Services	0.00	0.00	0.00
300 000 Community Services	0.00	0.00	0.00
400 000 Non-Program Transactions	0.00	0.00	0.00

TOTAL EXPENDITURES & OTHER FINANCING USES 0.00 0.00 0.00

Total Revenues of all funds	1,435,019.81	1,530,013.00	1,642,707.00
Total Expenditures of all funds	1,412,124.50	1,493,072.00	1,573,210.00
Difference	22,895.31	36,941.00	69,497.00