

**WASHINGTON ISLAND SCHOOL DISTRICT  
BOARD OF EDUCATION MEETING  
Thursday, June 28, 2018  
7:30 p.m. Open Session - School Commons  
APPROVED MINUTES**

**OPEN SESSION**

Call to Order and Pledge of Allegiance - Vice President Sarah Duggan Goldstein called the meeting to order at 7:46 p.m. Other Board Members present: Kevin Krueger, Bob Wagner, and Kirsten Purinton (absent: Amy Jorgenson); Administrator: Dr. Mati Palm-Leis; Business Manager: Sue Cornell District Employees: Barb Krueger, Alyssa Wagner, Miranda Szcepanski, Michelle Jordan; Community Members: Hans Lux, Raymond Hansen and Lou Munao.

1. **MSP (Krueger/Purinton)** to approve of the board agenda as amended to correct dates of the future meetings. Approved 4-0.
2. **MSP (Krueger/Wagner)** to approve of the minutes of the monthly Board of Education meeting on May 24, 2018 and Special Meetings on June 4, 2018 as presented. Approved 4-0.
3. Open Discussion - none.
4. Communications - none.
5. Good News Report
  - Successful End of the Year - Thank you to Denise Kellerman for organizing the year end book fair for the elementary students. Thank you to the Ferry line for the Packer Train ride, and thank you to the WICHP and Door County Family Center for providing food for the picnic at Red Barn Park. The Graduation ceremony was well attended. Congratulations to the graduates!
6. Treasurer's Report - Kevin Krueger presented the payables for the month in the amount of **\$77,824.01**. The expenses include new flooring, work to secure the front of the school lobby as phase one of the security plan, 20 Chromebooks, quarterly auto and worker's compensation insurance, the Renaissance Learning, Inc. contract, and normal monthly bills.
7. District Administrator's Report
  - This is a busy time for cleaning classrooms, Mr. Jones has completed a couple room already. Beginning on July 9, Carpet One will be tearing out old and installing new tile flooring in the Art and Science Rooms and high school and elementary hallways. This is the second phase of flooring replacement with only three high school classrooms left carpeted but in good condition.
  - The air handling system issues with front door blowing open were addressed onsite by Johnson Controls reprogramming the system at no cost to us. \
  - The annual fire inspection showed zero problems.
  - Jeffrey Andersen has done a great job with the lawn maintenance.
  - Dr. Palm-Leis contacted Country Visions to top off propane tanks at the current contract price.
  - This eight students will receive summer school help from Michelle Jordan, Miranda Szcepanski, and Michael Gillespie starting in July.
  - Miranda Szcepanski presented her middle school website that is shared in our Google Suites to encourage summer reading of her 8th grade students and pen communication with parents.
8. Board of Education Committee's Report
  - President's Report - Vice President Sarah Duggan Goldstein presented a thank you gift for Mati Palm-Leis for three years of service, and a retirement gift honoring Margaret Foss's 34 years of teaching in the Washington Island School District. Thank you! The Board of Education would like to have an Open House for community members to meet the new principal, Michelle Kanipes, on July 17 from 10:00 a.m. to 12:00 p.m.
  - Budget Committee - The committee opened and reviewed two propane bids, (\$1.79/gallon up to 10,500 gallons with auto fill from Hansen Oil) and (\$1.469/gallon from Country Visions with

monitoring by District and five day advance notice for delivery), the committee recommended the lower bid. The committee then reviewed contracts from CESA 7, the Fair Aid Coalition, CMS 4 Schools, and M3 2018-19 School building, property, auto, district employees and Board liability insurance including. District received Student Support and Academic Enrichment Grants (SSAEG) Title IV A federal grant received \$10,000, of which \$3,500 will be for instructional expenditures for STEM materials purchases and \$5,000 will cover a portion of Jessica Dennis' salary and \$1,500 will cover a portion of Chromebooks purchased. The committee discussed tuition reimbursement for staff members taking classes for emergency licenses were discussed. Finally, the monthly financials and 2018-19 Preliminary Budget were reviewed, The 2018-19 preliminary budget is total revenues of \$1,689,067.00 and total expenditures of \$1,655,737.00 for an increase in Fund Balance of \$33,330.

- Learning & Technology Committee - Tabled
- Policy Committee - Tabled
- Employee Relation and Personnel Committee - The committee has secured a 4K/5K teacher, Mary Grzelak and are happy to have her onboard. The committee interviewed a candidate earlier this afternoon and following the interview agreed to go ahead and check the candidate's references. The committee also discussed reimbursing staff members with emergency licenses enrolled in classes towards certification in areas necessitated by the District, one a one time basis up to \$1,500.
- Transportation / Building & Grounds Committee - The committee discussed the bid from Island Builders LLC to knock out concrete block and install a window in the current Superintendent office to increase oversight of activities in the hallway and allow for natural light in the room. Johnson Controls worked on the airflow issue and currently the front door is not blowing open. The committee discussed the condition of the school roof and fascia, the committee would like to get an estimate from Andy Kellerman for caulking and painting.
- Special Committee - Gym - Meeting cancelled.
- Special Committee - STEM - Tabled.

#### 9. Action Items

- A. **MSP (Krueger/Purinton)** to approve the payment of the bills in the amount of **\$77,824.01**. Approved 4-0.
- B. Approval of Budget Committee Recommendations
  1. The Board reviewed the two propane bids opened in the Budget Committee meeting and **MSP (Krueger/Wagner)** to approve the propane bid from Country Vision in the amount of \$1.469/gallon with monitoring by District and five day advance notice for delivery. Approved 4-0.
  2. Contract Services to Review and Approve
    - i. **MSP (Purinton/Krueger)** to approve the CESA 7 contract in the amount of \$21,542 (only a 1% increase). Approved 4-0.
    - ii. **MSP (Krueger/Wagner)** to approve the yearly fee of \$163.40 for membership to the Fair Aid Coalition. Approved 4-0.
    - iii. **MSP (Purinton/Krueger)** to approve the CMS 4 School contract for the District's website host services in the amount of \$1,039. Approved 4-0.
    - iv. **MSP (Wagner/Purinton)** to approve the M3 2018-19 School Insurance contract in the amount of \$21,243 due in quarterly installments. Approved 4-0.
  3. Review and Approve of Instructional Expenditures
    - i. **MSP (Purinton/Krueger)** to approve the purchase of STEM Materials in the amount of \$3,169.59 with costs covered by federal grant monies . Approved 4-0.

- ii. **MSP (Purinton/Wagner)** to approve a one-time tuition reimbursement stipend of \$1,500 for staff members (Jessica Dennis, Melanie Enger, Sue Cornell) with emergency licensures taking classes in the during last school year for certifications . Approved 4-0.
  - 4. After reviewing the bid from to install a window in the office, **MSP (Purinton/Krueger)** to approve the bid from Island Builders LLC in the amount of \$1,648.28. Approved 4-0.
  - 5. **MSP (Purinton/Wagner)** to approve the 2018-2019 preliminary budget with total revenues of \$1,689,067.00 and total expenditures of \$1,655,737.00 with a projected increase of Fund Balance \$33,330. Approved 4-0.
- C. **MSP (Wagner/Purinton)** to approve the hire of Mary Grzelak to the 4K/5K teaching position. Approved 4-0.
- D. Approval of Policy
  - 1. Policy Review & Revision and Approval for Second Reading By the Board
    - i. **MSP (Purinton/Krueger)** to approve for the second and final reading the Dealing with Controversial Issues 381 Policy. Approved 4-0.
    - ii. **MSP (Krueger/Wagner)** to approve for the second and final reading the Rule Guidelines for Dealing with Controversial Issues 381 Rule. Approved 4-0.
- E. **MSP (Krueger/Wagner)** to accept the gift of \$1,500 from Renee Glos-Block to fully sponsor the Chicago/Madison Trip. Roll Call vote: Krueger -aye, Wagner-aye, Duggan Goldstein-aye, , Purinton-aye. Approved 4-0.
- F. **MSP (Purinton/Krueger)** to accept the gift of from Write On Door County donated books to Miranda's classroom valued at \$150.00. Roll Call vote: Krueger -aye,, Wagner-aye, Duggan Goldstein-aye, Purinton-aye. Approved 4-0.

**10. Proposed Future Meetings Dates**

|                                       |                      |                         |
|---------------------------------------|----------------------|-------------------------|
| Spec. Committee - Gym                 | TBA                  | WISD Commons            |
| Employee Relations & Personnel Comm.  | July 5 at 8:30 a.m   | Superintendent's Office |
| Policy Committee                      | TBA                  | WISD Library            |
| Learning & Technology Comm.           | July 26 at 6:00 p.m. | WISD Commons            |
| Transportation Building Grounds Comm. | July 26 at 6:30 p.m. | WISD Commons            |
| Budget Committee                      | July 26 at 7:00 p.m. | WISD Commons            |
| Board of Education                    | July 26 at 7:30 p.m. | WISD Commons            |

- 11. MSP (Wagner/Purinton)** to adjourn the meeting at 9:10 p.m. Approved 4-0.