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Middleton-Cross Plains Area School District

BOARD AGENDA

January 9, 2012 -- Agenda for Regular Meeting of the School Board

Agendas are subject to change at the discretion of the School Board. For further information, call **829-9004**. This meeting begins at 7:00 p.m. and will be conducted at the District Administrative Center, 7106 South Avenue, Middleton, Wisconsin.

ORDER OF BUSINESS

1. **CALL TO ORDER REGULAR BOE MEETING @ 7:00 P.M.**

2. **RECOGNITION – NONE**

3. **APPROVAL OF MINUTES** – Regular Minutes of December 12, 2011
Action Required: Motion to Approve Minutes

SEE ATTACHED MINUTES

4. **COMMUNICATIONS**

A. Correspondence/Board Communication

B. Citizen Comments

If interested in addressing the School Board during the Communications portion of the meeting, please fill out the Citizen Comment form found on the table as you enter the Board Meeting. Once you have completed the form and read the guidelines, give the form to one of the board members for recognition by the school board president.

5. **SUPERINTENDENT'S REPORT**

A. Upcoming Events and Updates

6. **CONSENT AGENDA**

A. Administrative/Business Services

a. Approval of Bills Payable

Check numbers 220326 and 220621 totaling \$1,342,582.30 are submitted and have been reviewed by the Board Treasurer.

Action Required: Motion to Approve Bills Payable

SEE ATTACHED BILL LIST

b. Approval of Treasurer's Report

The Treasurer's Report for November 2011 is attached and has been reviewed by the Treasurer.

Action Required: Motion to Approve Treasurer's Reports

SEE ATTACHED TREASURER'S REPORT

B. Employee Services

a. Approval of Resignations

The administration recommends the following resignation for approval:

Jennifer Wilfrid, Bilingual Teacher at Middleton High School effective the end of the 2011-2012 school year.

b. Approval of Leaves of Absence

The administration recommends the following leaves of absence for approval:

Paula Bigham, English Teacher at MHS, has requested a 1.0 FTE Professional Leave of Absence for the first semester of the 2012-2013 school year.

Jennifer Latek, Occupational Therapist for the District has requested a Professional Leave of Absence from January 3, 2012 to on or about April 9th, 2012 of 2011-12 school year in order to temporarily cover as Student Services Coordinator.

Sarah Newcomb, Library Media Specialist at Park, has requested a child-rearing leave to begin after her FMLA has expired on or around September 17, 2012 to the end of the first semester of the 2012-2013 school year.

Rhonda Peters, Special Education Teacher at Kromrey, has requested a child-rearing leave to begin after her FMLA has expired on or around May 25th, 2012 to the end of the 2011-2012 school year.

c. Approval of Staff Appointments

The administration recommends the following staff appointments for approval.

Erika Brownlee, to a 1.0 FTE temporary contract Bilingual Teacher at MHS effective December 21, 2011 to the end of the school year. Erika's salary is based on Range 1, Step 3 of the 2011-2012 salary schedule.

Brent Siler, to a 0.10 FTE temporary contract Technology Education Teacher at MHS for the 2011-2012 school year. Brent's salary is based on Range 1, Step 3 of the 2011-2012 salary schedule. This will give Brent a 1.0 FTE total contract.

Lauri Weis, to an Associate Principal of Student Services at MHS effective January 17, 2012 to the end of the school year. Lauri's salary will be prorated for partial year according to the 2011-2012 Administrative Salary Schedule.

d. Approval of Staff Retirements

The administration recommends the following staff retirements for approval:

Nancy Riesch, Band Teacher at Kromrey effective the end of the 2011-2012 school year.

Barbara Vater, Library Media Specialist at Kromrey effective the end of the 2011-2012 school year.

e. Approval of Lay Offs

There are no lay offs to approve at this time.

C. District Consent Items

7. ITEMS FOR INFORMATION/DISCUSSION

A. Candidates for Board Positions

Background: The slate of candidates for the April Board election will be presented.

Presentation Time: 5 minutes

School Board Discussion Time: 5 minutes

B. 2012-13 Budget Development

Background: Tom Wohlleber and Don Johnson will provide a brief update on the 2012-13 budget development process. The initial review of the 2012-13 budget forecast model will be reviewed with the Finance Committee at the January 16, 2012 meeting.

Presentation Time: 5 minutes

School Board Discussion Time: 5 minutes

C. Transportation Vehicle Replacement Plan

Background: Steve Rammer presented the School Bus Fleet Condition Report and Replacement Plan to the Finance Committee at the December 21, 2011 meeting. The plan presented to the committee reflected replacement of 5 large buses (including one unit for fleet growth) and one small to mid-size special needs bus. This year's plan is up by one unit over projected from last year's plan due to a unit totaled in the October bus collision.

Current transportation service level and potential enrollment growth concerns were discussed with committee. The addition of the 4K program, field trips and activities conflicting with route times, and potential expansion transportation for after-school programming/alternatives for students present transportation challenges that can be lessened through the addition of another unit to the fleet. The District will again entertain the acquisition of used (one-year old) units. The purchase of one-year-old buses last year saved the District approximately \$10,000 per unit. One vendor indicates these units are available again this year. The committee concurred with this approach. The administration would like to issue a Request for Proposal (RFP) for 5 to 6 large units and one special needs bus. A decision on the exact number of large buses to purchase can be made following a review of the RFP responses and subsequent approval of bids by the Board in February.

Presentation Time: 5 minutes

School Board Discussion Time: 5 minutes

SEE ATTACHED PLAN INFORMATION

D. Low Income Technology Access Update and Direction

Background: Don will provide an update to the board regarding this initiative. We will provide preliminary data from student surveys at the meeting.

Presentation Time: 10 minutes

School Board Discussion Time: 10 minutes

E. Superintendent Evaluation Timeline, Process and Tools

Background: The board will discuss and plan the evaluation timeline, process and tools to be used for the superintendent's evaluation.

Presentation Time: 5 minutes

School Board Discussion Time: 10 minutes

F. Update on Communications, Architect and Construction RFP Process

Background: Don Johnson and Tom Wohlleber will update the board on the status of RFP process for communications, architects and construction. Attached is a copy of the timeline for architect and construction process.

Presentation Time: 5 minutes

School Board Discussion Time: 5 minutes

SEE ATTACHED TIMELINE FOR ARCHITECT AND CONSTRUCTION

G. Open Enrollment for 2012-13

Background: Don Johnson and George Mavroulis will review administrations intent regarding open enrollment for 2012-13.

Presentation Time: 5 minutes

School Board Discussion Time: 5 minutes

H. Review of Policy I-E.2

Background: The board will continue their review process of board policy with Policy I-E.2. The group will discuss any possible revisions to the policy.

Presentation Time: 5 minutes

School Board Discussion Time: 5 minutes

SEE ATTACHED POLICY I-E.2

8. ITEMS FOR ACTION

A. **Approval of Capital Maintenance Projects for 2012-2013**

Background: Copies of the proposed 2012-13 capital maintenance projects, 5-year capital maintenance plan and presentation are attached. The 2012-13 projects have been reviewed in detail with the Finance Committee. The capital maintenance plan outlines potential projects that have been identified for consideration over the next five years.

Presentation Time: 10 minutes

School Board Discussion Time: 10 minutes

Approval: Approve the Capital Maintenance Projections for 2012-2013

SEE ATTACHED POWER POINT

SEE ATTACHED PLAN

B. **Approval of Clark Street Community School Charter**

Background: Jill Gurtner will present the charter for the Clark Street Community School for the board to approve. The charter is attached for the board to review prior to the meeting. Jill Gurtner also has responses to some of the board questions raised at the last meeting.

Presentation Time: 15 minutes

School Board Discussion Time: 15 minutes

Approval: Approval of Clark Street Community School Charter

SEE ATTACHED QUESTIONS AND RESPONSES

SEE ATTACHED CHARTER

C. **Acceptance of Audit Report (2010-2011)**

Background: Jay Bennett from Johnson Block reviewed the 2010-11 audit report (including management letter and communication of significant deficiencies & material weaknesses) with the Finance Committee on December 21st. The Finance Committee is recommending acceptance of the 2010-11 Audit Report

Presentation Time: 10 minutes

School Board Discussion Time: 5 minutes

Approval: Accept the Audit Report for 2010-2011

SEE ATTACHED FINAL REPORT

D. **Approval of Proposal – Copier and Print Management Services**

Background: This past November, the District issued a Request for Proposal (RFP) for a managed copier/print program. The RFP scope involves the implementation and support of 29 new networked copiers in the District's ten school facilities. The new networked copiers will replace older existing copiers, laser printers (over a period of time) and contracted printing. Copiers at the schools acquired in the last several years (with several years of remaining useful life) will be reallocated for use at the District Administrative Center and District Operations Center. The District received five proposals in response to its RFP. After evaluating the five proposals (and conducting reference calls for each of the five firms), three firms were invited to participate in an interview/presentation process. Two finalists were then invited to submit best & final offers to the District. The District's evaluation team for this RFP determined the proposal from the Gordon Flesch Company to be in the best interest of the school district.

The District will not own or lease the new equipment with the proposed managed copier/print program. The District will be charged on a "per click" (per copy) basis that includes all equipment and supply costs (other than paper) based on a minimal annual volume of 8 million copies.

Monochrome (non-color) copies will be charged at \$0.01 per click up to the minimal annual volume level. Monochrome copies above the minimal annual volume level will be charged at \$0.004 per copy. Color copies will be charged at \$0.04 per copy. The per click costs are fixed for the entire term of the agreement. The term of the managed copier/print program agreement is

approximately 4 ½ years (through June 30, 2016) with an option, at the District's discretion, for an additional term of up to 4 years.

Some benefits/advantages of the managed copier/print program with the Gordon Flesch Company include:

- Estimated annual savings of \$25,000 to \$35,000
- Copy equipment will be replaced without school budgets having to incur a large capital outlay
- New equipment will support increased efficiency/productivity
- Fixed printing costs for the next four years

Presentation Time: 5 minutes

School Board Discussion Time: 5 minutes

Action Required: Approval of the proposal from Gordon Flesch Company to provide a managed copier/print program to the Middleton-Cross Plains Area School District.

E. Decision on Communications Consultant

Background: Don Johnson will present background on the process of selection and recommendation to the board. Attached is the most relative information from The Donovan Group's proposal Administration is recommending approval of the Donovan Group as the communications consultant.

Presentation Time: 10 minutes

School Board Discussion Time: 5 minutes

Approval: Approve The Donovan Group as the District's Communication Consultant

SEE ATTACHED COMMUNICATIONS PROPOSAL

F. Initial Approval of Policy I-E.1

Background: The board reviewed Policy I-E.1 at the December 12, 2011 Regular Board Meeting. There were several proposed changes to the policy. The board will decide on initially approving the policy or decide on additional updates.

Presentation Time: 5 minutes

School Board Discussion Time: 5 minutes

Approval: Initial Approval of Policy I-E.1

SEE ATTACHED POLICY I-E.1

G. Final Approval of Policy I-E

Background: The board reviewed and initially approved Policy I-E at the December 12, 2011 Regular Board Meeting. The board will vote on final approval for the revised policy.

Presentation Time: 5 minutes

School Board Discussion Time: 5 minutes

Approval: Final Approval of Policy I-E

SEE ATTACHED POLICY I-E

9. CONVENE IN POSSIBLE CLOSED SESSION UNDER S.S. 19.85 (1)(f)

A. Decision on Expulsion Recommendations

10. RECONVENE INTO OPEN SESSION

11. NEXT MEETING DATES AND ADJOURNMENT

A. Future Meeting Dates

Mon. 01.23.12 Regular Board Meeting 5:45 p.m. DAC

OTHER ENCLOSURES:

- [DRAFT Agenda for the 01.23.12 Board Meeting](#)
- [FOCUS: State budgets in 2012: How do we stack up?](#)

01.06.12