Pursuant to Section 19.84, notice is hereby given to the public:

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD
Tuesday, October 16, 2018 – 3:30 PM
Syble Hopp School

1. Action Item: Call to Order

2. Open Forum

3. Action Item: Approval of September 18, 2018 Minutes
   RECOMMENDED MOTION: That the minutes from the September 18, 2018 Board meeting be approved.

4. Action Item: Approval of Agenda
   RECOMMENDED MOTION: That the agenda for today's meeting be approved.

5. Action Item: Donations
   RECOMMENDED MOTION: That this month's donations be approved.

6. Action Item: Payment of Bills
   RECOMMENDED MOTION: That the payment of the bills be approved.

7. Action Item: Financial Report
   RECOMMENDED MOTION: That the financial report be accepted.

8. Action: Retirement
   RECOMMENDED MOTION: That the Board approve the retirement of Instructional Aide, Cindy Vercauteren, effective October 5, 2018.

9. Action Item: Hiring
10. RECOMMENDED MOTION: That the Board approve the hiring of Rebecca Lemons and Elizabeth (Betty) Reimer as Instructional Aides.

11. Action Item: Approval of Policy Addition – Second Reading
    RECOMMENDED MOTION: That the addition of Policy 12.02 – Safe Feeding Policy and Rule be approved.

12. Action Item: Approval of Policy Change – First Reading
    RECOMMENDED MOTION: That the changes in Policy 3.09 – Leaves of Absence, regarding Casual Days, be approved.

13. Discussion: Strategic Planning

14. Discussion: Administrator's Report

15. Discussion Item: Parent Organization Report

16. Executive Session: The Board will move to executive session as allowed by Wisconsin State Statute 19.85(1)(e) pursuant to the investing of public funds.

17. Action Item: Adjournment
    RECOMMENDED MOTION: That the October 16, 2018 Brown County Children with Disabilities Board meeting be adjourned.

"Any person wishing to attend who, because of disability requires special accommodation, should contact Syble Hopp School at 336-5754 by 3:00 p.m. on Monday, October 15, 2018 so arrangements can be made."

Support Information #3

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, September 18, 2018
Board Members Present: B. Clancy, L. Franke, J. Jansch, K. Lukens, J. Mitchell, J. Wieland and A. Tran.
Others Present: S.Johnson, C. Maricque, A. Nizzia, K. Pahlow, N. Kohls, F. Scheurer, K. Mathews, K. Hebbard and C. Jensky.

1. Action Item: Call to Order –
   B. Clancy called the meeting to order at 3:33PM.

2. Open Forum - None

3. Action Item: Approval of August 21, 2018 Minutes
   Motion made by J. Wieland, seconded by J. Jansch, that the minutes from the August 21, 2018 board meeting be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Approval of Agenda
   Motion made by J. Jansch, seconded by K. Lukens, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Donations
   K. Pahlow reviewed the donations. The school year has just begun so we are typically lower this month. The Packer Alumni Association donated a $5,000 check for Hopp Needs that will be reflected in donations next month.
   Motion made by L. Franke, seconded by J. Mitchell, that the September donations be approved. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Payment of Bills
   Payments August 1, 2018 to August 31, 2018 were reviewed and discussed. Expenses are low during the summer months with a few higher expenses that were to be expected and budgeted for. These include the Live Network Cameras and Door Stations, ALIO annual support fees and carpet cleaning throughout the building. The Dectron unit had a complete overhaul so we are hoping the ongoing issues will be eliminated. Our new camera system is thru Milestone which is part of the Brown County system.
   Motion made by J. Wieland, seconded by L. Franke, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Financial Report
   Summaries of the Revenue and Expenditures ending July 31, 2018 were reviewed and discussed. Annual subscription/licenses for the student information systems; Oasys and Infinite Campus were paid out as well as our agreements with Alio, our financial program, and our staff substitute system, Frontline.
   Motion made by J. Jansch, seconded by J. Mitchell, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

8. Action Item: Hiring
   There were no hiring recommendations made at this meeting.

9. Action Item: Resignation(s)
   Motion made by J. Wieland, seconded by L. Franke, that the Board approved the resignation of Instructional Aide Chris Gallegos. MOTION CARRIED UNANIMOUSLY.

10. Discussion Item: First Reading of the 12.02-Safe Feeding Policy and Rule
K. Pahlow stated that one of her goals this year is to update the Policy Book. We will hold a first reading of a policy as a discussion item with a formal action taking place at the next meeting.

K. Mathews, K. Hebbard and F.Scheurer presented the first reading of the Safe Feeding Policy and Rule 12.02. The purpose of this policy is to set clear guidelines to ensure the safety of the students who eat orally when an unsafe swallow may be suspected. The rule will outline the specific procedures to be taken by designated staff in working with families and medical professionals when a student may be exhibiting signs of an unsafe swallow.

11. Discussion Item: Strategic Planning
Per the Board's directive, K. Pahlow has explored the possibility of facilitating our strategic planning sessions with three organizations. Depending on the facilitator, the process can take as little as 1-2 days and as much as 1-3 years. Board will need to discuss where they would like to begin and how much time they would like to take. Staff and administration would meet before any planning begins.

12. Discussion Item: Administrator's Report
S. Johnson – Director of Special Education and Pupil Services
- Great start to the year out in the district. All new hires and classroom adjustments are working out well.
- Headcount information is coming in from the districts for the first Third Friday count this week. This information includes how much time our students are serviced in the classroom and with specialists. All this information is put into a ratio that determines our cost per student, per district for our general CDEB aide.

A.Nizzia – Principal
- Great start at Hopp. Staff are adjusting to classrooms and have stepped in when needed and really help each other out.
- We have a few staff vacancies and Abbie complimented the staff in their flexibility.
- Some of the furniture from School Specialties has arrived with more coming later this week and in October. Installation of the furniture will begin this week.
- School BBQ is October 4th along with the Scholastic Bookfair and Bake Sale.

K. Pahlow – Administrator
- K. Pahlow shared a few events from the Back to School In-service. with one
  - The administration and summer staff team put together a fun video to let our staff know how important they are. The "*You Make Dreams Come True*" video is currently running on the TV in the hallway.
  - The final day of in-service included two motivational speakers, Matthew and Mitchell LaBarge. Both speakers have autism and spoke about what it is like for them to grow up with autism and how powerful their family and teachers were in making them successful.
- The staff and administration have new t-shirts and lanyards this year and would like to provide one of each for all Board members.
- We have a few vacancies (both teacher and aide) that we are trying to fill. Everyone is pitching in to make the classrooms run smoothly but are hoping to have all of the interview and hiring wrapped up by the end of the week or early next week.

13. Discussion Item: Parent Organization Report
- The PO currently has a President and Secretary. They continue to look for a Treasurer and Vice-President.
- A parent sent out a survey to parents asking them what they want to see presented to families of Hopp so we can hopefully help them move forward with planning and increasing membership.

- In November there will be a SIBS workshop at Hopp. This is a workshop for children who have a sibling with a disability. It will consist of an event (swim, SCY), a parent panel, adult siblings sharing their experiences and family bonding.
- K. Pahlow thanked N. Kohls and her family for organizing the 15th Annual Dash For A Splash. It was a beautiful and great day and we appreciate all of the participants supporting our therapy pool through their participation.
- Winter Blast is being planned for February 2019.
- Nuts have been ordered. Tavern League meeting is in October, we are hoping parents can attend and take orders.

14. Executive Session: The Board moved to executive session as allowed by Wisconsin Statute stats 19.85 (1)(c) pursuant to employment and compensation at 4:28 PM.
Motion made by K. Lukens, seconded by J. Wieland, that the Board move into Executive Session. MOTION CARRIED UNANIMOUSLY.

Meeting opened again at 5:50 PM.

15. Action Item: Adjournment
Motion made by J. Mitchell, seconded by L. Franke, to adjourn the meeting at 5:51 PM. MOTION CARRIED UNANIMOUSLY.

Syble Hopp School

DONATIONS – OCTOBER 2018 BOARD MEETING		
DONOR	AMOUNT	ITEM/PURPOSE
Ethan Cichy		Packer bench for outside playground
NFL Alumni	$5,000	Hopp Needs
Country Critters		An abundance of school supplies - Notebooks, crayons, markers, glue, stickers, binders, silverware, socks, underwear, winter hats
Dr. Goolsby	$120	Hopp Needs
Abbot Pennings HS Reunion	$2,300	Scoreboard
The Bugsy	$1,000	Scoreboard
Nicolet Bank	$600	Scoreboard
Multi Media Channels	$600	Scoreboard
Rick Van Dreel		5 bicycles
Knights of Columbus	$576.91	Camp SOAR
Pete Salm		180 hot dogs for the Hopp BBQ
Total Donation	$10,197	

Support Information #6

Report Date 10/09/18 08:05 PM

Check Date 09/01/18 - 09/30/18

FMVEN10A

SYBLE HOPP SCHOOL

Vendor Detail Report

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
ADVANCED DISPOSAL SERVICES INC		112401					
	0100001401	09/11/18	B80000634855		Trash Collection	9-10-100-323-253000-019-000000-2	65.58
						Check Total	65.58
						Vendor Total	65.58
ARMS INC		100393					
	0100001402	09/11/18	0251771		Paper Shredding	9-10-100-310-253000-019-000000-2	33.00
						Check Total	33.00
						Vendor Total	33.00
CAMERA CORNER		101244					
	0100001408	09/11/18	0497611-IN		New Teacher HP EliteDesk PC	9-10-100-441-255000-019-000000-2	1,670.00
						Check Total	1,670.00
						Vendor Total	1,670.00
CELLCOM		101353					
	0100001412	09/25/18	647304		Monthly Service 9/16-10/15	9-10-100-355-263300-019-000000-2	76.52
						Check Total	76.52
						Vendor Total	76.52
COUNTRY VISIONS COOPERATIVE		112876					
	0100001403	09/11/18	1036914 8/18		Oil /Oil Filter Blue MiniVan	9-27-100-324-256530-011-000000-2	54.85
	0100001403	09/11/18	1036914 8/18		Hardware for Shelving/Cabinets	9-10-100-411-253000-019-000000-2	35.57
						Check Total	90.42
						Vendor Total	90.42
DE PERE Y-MART		114547					
	0100001404	09/11/18	YMARTSHS 8/18		Fuel Charge	9-27-100-348-256610-011-000000-2	50.00
						Check Total	50.00
						Vendor Total	50.00
JOHNSON CONTROLS (SIMPLEXGRINNEL)		107363					
	0100001413	09/25/18	41190675		Door Access Control Materials/Labor	9-10-100-551-255000-019-000000-2	16,020.52
						Check Total	16,020.52
						Vendor Total	16,020.52

SYBLE HOPP SCHOOL

Vendor Detail Report

Check Date 09/01/18 - 09/30/18

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
KYLES CONSULTING		114953					
	0100001405	09/11/18	KYLESSH 8/18		August SBS/MAC Fee	9-27-800-310-223300-019-000000-2	900.00
						Check Total	900.00
						Vendor Total	900.00
LAMERS BUS LINES INC		104534					
	0100001414	09/25/18	540633		September Route Transportation	9-27-100-341-256750-011-000000-2	35,805.06
						Check Total	35,805.06
						Vendor Total	35,805.06
SCHENCK BUSINESS SOLUTIONS		107055					
	0100001409	09/11/18	SC10185889		Interim Audit Billing	9-27-800-311-230000-019-000000-2	5,750.00
						Check Total	5,750.00
						Vendor Total	5,750.00

SYBLE HOPP SCHOOL

Vendor Detail Report

Check Date 09/01/18 - 09/30/18

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
STANDARD INSURANCE CO		113009					
	0100001400	09/04/18	1601660001 9/18		ST Int EC Aide	9-27-101-252-159120-011-000000-2	12.77
	0100001400	09/04/18	1601660001 9/18		ST Int Aide	9-27-101-252-159150-011-000000-2	16.53
	0100001400	09/04/18	1601660001 9/18		ST Int OT	9-27-101-252-218100-011-000000-2	57.00
	0100001400	09/04/18	1601660001 9/18		ST Dir Spec Ed	9-27-800-252-223300-011-000000-2	114.00
	0100001400	09/04/18	1601660001 9/18		ST Secretary	9-27-800-252-223300-019-000000-2	11.97
	0100001400	09/04/18	1601660001 9/18		LT SW	9-27-100-251-212100-011-000000-2	31.10
	0100001400	09/04/18	1601660001 9/18		ST SW	9-27-100-252-212100-011-000000-2	51.93
	0100001400	09/04/18	1601660001 9/18		LT Nurse	9-27-100-251-214400-011-000000-2	23.83
	0100001400	09/04/18	1601660001 9/18		ST Nurse	9-27-100-252-214400-011-000000-2	39.79
	0100001400	09/04/18	1601660001 9/18		LT PT	9-27-100-251-218200-011-000000-2	34.33
	0100001400	09/04/18	1601660001 9/18		ST PT	9-27-100-252-218200-011-000000-2	57.00
	0100001400	09/04/18	1601660001 9/18		ST OT	9-27-100-252-218100-011-000000-2	117.77
	0100001400	09/04/18	1601660001 9/18		ST Specialty Teacher	9-27-100-252-159300-011-000000-2	72.45
	0100001400	09/04/18	1601660001 9/18		LT Maintenance	9-10-100-251-253100-019-000000-2	20.86
	0100001400	09/04/18	1601660001 9/18		ST CD Aide	9-27-100-252-159150-011-000000-2	452.49
	0100001400	09/04/18	1601660001 9/18		ST CD Teacher	9-27-100-252-158000-011-000000-2	843.01
	0100001400	09/04/18	1601660001 9/18		ST S/L	9-27-100-252-156600-011-000000-2	225.09
	0100001400	09/04/18	1601660001 9/18		ST Ec Teacher	9-27-100-252-152000-011-000000-2	35.17
	0100001400	09/04/18	1601660001 9/18		LT Accounting	9-10-800-251-252000-019-000000-2	41.47
	0100001400	09/04/18	1601660001 9/18		LT EC Teacher	9-27-100-251-152000-011-000000-2	21.05
	0100001400	09/04/18	1601660001 9/18		LT S/L	9-27-100-251-156600-011-000000-2	137.28
	0100001400	09/04/18	1601660001 9/18		LT CD Teacher	9-27-100-251-158000-011-000000-2	505.37
	0100001400	09/04/18	1601660001 9/18		LT CD Aide	9-27-100-251-159150-011-000000-2	270.95
	0100001400	09/04/18	1601660001 9/18		LT Specialty Teacher	9-27-100-251-159300-011-000000-2	43.37
	0100001400	09/04/18	1601660001 9/18		LT OT	9-27-100-251-218100-011-000000-2	70.48
	0100001400	09/04/18	1601660001 9/18		ST Accounting	9-10-800-252-252000-019-000000-2	57.00
	0100001400	09/04/18	1601660001 9/18		ST Maintenance	9-10-100-252-253100-019-000000-2	34.83
	0100001400	09/04/18	1601660001 9/18		LT Int EC Teacher	9-27-101-251-152000-011-000000-2	138.89
	0100001400	09/04/18	1601660001 9/18		LT Int S/L	9-27-101-251-156600-011-000000-2	34.89
	0100001400	09/04/18	1601660001 9/18		LT INt CD Teacher	9-27-101-251-158000-011-000000-2	174.00
	0100001400	09/04/18	1601660001 9/18		LT int EC Aide	9-27-101-251-159120-011-000000-2	7.65
	0100001400	09/04/18	1601660001 9/18		LT Int Aide	9-27-101-251-159150-011-000000-2	9.90
	0100001400	09/04/18	1601660001 9/18		LT Int OT	9-27-101-251-218100-011-000000-2	34.42
	0100001400	09/04/18	1601660001 9/18		LT Dir Spec Ed	9-27-800-251-223300-011-000000-2	86.66
	0100001400	09/04/18	1601660001 9/18		LT Secretary	9-27-800-251-223300-019-000000-2	7.16
	0100001400	09/04/18	1601660001 9/18		LT Admin	9-27-800-251-232100-011-000000-2	63.00
	0100001400	09/04/18	1601660001 9/18		ST Admin	9-27-800-252-232100-011-000000-2	57.00
	0100001400	09/04/18	1601660001 9/18		ST Int EC Teacher	9-27-101-252-152000-011-000000-2	228.18
	0100001400	09/04/18	1601660001 9/18		ST Int S/L	9-27-101-252-156600-011-000000-2	57.00
	0100001400	09/04/18	1601660001 9/18		ST Int CD Teacher	9-27-101-252-158000-011-000000-2	290.60
						Check Total	4,588.24
						Vendor Total	4,588.24

Report Date 10/09/18 08:05 PM

SYBLE HOPP SCHOOL

Vendor Detail Report

FMVEN10A

Check Date 09/01/18 - 09/30/18

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
TDS METROCOM		107847					
	0100001410	09/11/18	9203364367 9/18		Monthly Phone Service 9-10 to 10-09	9-10-100-355-263300-019-000000-2	114.90
						Check Total	114.90
						Vendor Total	114.90

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank PCard Only		115950					
	0100001411	09/17/18	PCARD 8/18		Postage Stamps	9-27-800-353-232100-019-000000-2	200.00
	0100001411	09/17/18	PCARD 8/18		First Class Mailing	9-27-800-353-232100-019-000000-2	7.25
	0100001411	09/17/18	PCARD 8/18		Copy & Colored Paper	9-27-100-417-158000-019-000000-2	185.46
	0100001411	09/17/18	PCARD 8/18		OT Evaluation Forms	9-27-101-411-218100-019-000000-2	56.00
	0100001411	09/17/18	PCARD 8/18		Amazon Gift Card for Teaching Supplies	9-27-101-411-218100-019-000000-2	100.00
	0100001411	09/17/18	PCARD 8/18		Wireless Keyboards & Mice student comput	9-10-100-321-295000-019-000000-2	203.90
	0100001411	09/17/18	PCARD 8/18		IT Utility Cart	9-10-100-480-295000-019-000000-2	579.17
	0100001411	09/17/18	PCARD 8/18		DPI License Renewal C Jensky	9-27-100-290-158000-019-000000-2	125.00
	0100001411	09/17/18	PCARD 8/18		Magnetic Markerboard & Chalkboard	9-10-100-441-255000-019-000000-2	613.90
	0100001411	09/17/18	PCARD 8/18		Dry Erase Boards	9-10-100-441-255000-019-000000-2	568.55
	0100001411	09/17/18	PCARD 8/18		Fingerlight Balls	9-27-100-411-159300-019-000000-2	89.68
	0100001411	09/17/18	PCARD 8/18		Pry Bar, Patch Compound, Osculating Fan	9-10-100-411-253000-019-000000-2	59.29
	0100001411	09/17/18	PCARD 8/18		Toilet Stop Caps	9-10-100-411-253000-019-000000-2	13.75
	0100001411	09/17/18	PCARD 8/18		Paint for rooms	9-10-100-411-253000-019-000000-2	270.81
	0100001411	09/17/18	PCARD 8/18		Fill & Seal, Paint Rollers	9-10-100-411-253000-019-000000-2	29.92
	0100001411	09/17/18	PCARD 8/18		All purpose cleaner school use	9-10-100-411-253000-019-000000-2	43.80
	0100001411	09/17/18	PCARD 8/18		Carpet Trim, Silicone for room repairs	9-10-100-411-253000-019-000000-2	34.42
	0100001411	09/17/18	PCARD 8/18		I Tunes Gift Cards Speech	9-27-100-411-156600-019-000000-2	50.00
	0100001411	09/17/18	PCARD 8/18		Gift Card For Teaching Supplies	9-27-100-411-156600-019-000000-2	50.00
	0100001411	09/17/18	PCARD 8/18		EC Instructional Materials	9-27-100-411-158000-019-000000-2	257.90
	0100001411	09/17/18	PCARD 8/18		Gift Card Supplies-Linc	9-27-100-411-158000-019-000000-2	20.00
	0100001411	09/17/18	PCARD 8/18		Gift Card School House	9-27-100-411-158000-019-000000-2	520.00
	0100001411	09/17/18	PCARD 8/18		Gift Card Teacher Supplies	9-27-100-411-158000-019-000000-2	25.00
	0100001411	09/17/18	PCARD 8/18		Gift Card Teacher Supplies	9-27-100-411-158000-019-000000-2	58.00
	0100001411	09/17/18	PCARD 8/18		Gift Card for Teaching Supplies	9-27-100-411-158000-019-000000-2	1,405.00
	0100001411	09/17/18	PCARD 8/18		Storage Boxes	9-27-100-411-158000-019-000000-2	22.22
	0100001411	09/17/18	PCARD 8/18		Fine Motor Skill Supplies	9-27-100-411-218100-019-000000-2	134.37
	0100001411	09/17/18	PCARD 8/18		Fine Motor Activities Materials	9-27-100-411-218100-019-000000-2	166.72
	0100001411	09/17/18	PCARD 8/18		Vocabulary Assessment Forms	9-27-101-411-156600-019-000000-2	55.00
	0100001411	09/17/18	PCARD 8/18		Instructional Math & Reading Materials	9-27-101-411-158000-019-000000-2	213.80
	0100001411	09/17/18	PCARD 8/18		Foundational Skills Workbooks	9-27-101-411-158000-019-000000-2	26.16
	0100001411	09/17/18	PCARD 8/18		Sales Tax Refund	9-27-101-411-158000-019-000000-2	-1.36
	0100001411	09/17/18	PCARD 8/18		Gift Card School House	9-27-101-411-158000-019-000000-2	50.00
	0100001411	09/17/18	PCARD 8/18		Gift Card Teacher Supplies	9-27-101-411-158000-019-000000-2	50.00
	0100001411	09/17/18	PCARD 8/18		Gift Card for Teaching Supplies	9-27-101-411-158000-019-000000-2	150.00

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank PCard Only		115950					
	0100001411	09/17/18	PCARD 8/18		EC Testing Materials	9-27-110-411-152000-317-000000-2	1,351.21
						Check Total	7,784.92
						Vendor Total	7,784.92
WI DEPT OF JUSTICE		109010					
	0100001406	09/11/18	G2841 8/18		August Background Checks	9-27-800-310-230000-019-000000-2	70.00
						Check Total	70.00
						Vendor Total	70.00
WISCONSIN PUBLIC SERVICE		109151					
	0100001399	09/04/18	2476533147-0000C		Syble Hopp Electricity Usage	9-10-100-336-253300-019-000000-2	4,969.10
	0100001399	09/04/18	2476533147-0000C		Syble Hopp Gas Usage	9-10-100-331-253300-019-000000-2	173.46
	0100001399	09/04/18	2476533147-0000C		Garage Utility Usage	9-10-100-336-253300-019-000000-2	35.15
	0100001399	09/04/18	2476533147-0000C		Duplex Utility Usage	9-27-100-999-158000-019-000000-2	190.06
						Check Total	5,367.77
						Vendor Total	5,367.77
ZEISE CONSTRUCTION CO INC		109348					
	0100001407	09/11/18	2018063		Structural Steel Chair Eyelets	9-10-100-411-253000-019-000000-2	1,200.00
						Check Total	1,200.00
						Vendor Total	1,200.00
						Grand Total	79,586.93

Syble Hopp Balance Sheet as of August 31, 2018

ACCOUNT DESCRIPTION	08/31/18
GENERAL FUND	
CASH	4,125,035.34
PREPAID EXPENSES	106.65
TOTAL ASSETS	**4,125,141.99**
ACCOUNTS PAYABLE	8,929.37
CONTRACTS PAYABLE	-
TOTAL LIABILITIES	**8,929.37**
EQUITY ACCOUNT	4,116,212.62
TOTAL FUND BALANCE	**4,116,212.62**
SPECIAL EDUCATION FUND	
CASH ACCOUNT	(247,586.66)
TOTAL ASSETS	**(247,586.66)**
PAYABLE ACCOUNT	6,632.32
CONTRACTS PAYABLE	-
OTHER DEFERRED REVENUE (SOAR REGISTRATION)	4,912.50
TOTAL LIABILITIES	**11,544.82**
EQUITY ACCOUNT	(259,131.48)
TOTAL FUND BALANCE	**(259,131.48)**
FOOD SERVICE FUND	
CASH	5,711.79
RECEIVABLE	1,120.26
TOTAL ASSETS	**6,832.05**
ACCOUNTS PAYABLE	-
TOTAL LIABILITIES	**-**
EQUITY ACCOUNT	6,832.05
TOTAL FUND BALANCE	**6,832.05**

Support Information #7

Syble Hopp Revenue Summary for the Month Ended August 31, 2018

DESCRIPTION	2018-2019 Budget	Actual Amount	Remaining Budget	COMMENTS
GENERAL FUND				
PAYMENT IN LEAU OF TAXES	3,008,487.00	-	3,008,487.00	
INTEREST	32,000.00	2,304.87	29,695.13	The interest allocation from the Treasurer's Office for August was negative.
RENT (DUPLEX)	9,000.00	1,500.00	7,500.00	
MEDICAID MAC REIMBURSEMENT	15,000.00	-	15,000.00	
MISCELLANEOUS	21,000.00	52.00	20,948.00	
TOTAL GENERAL FUND	**3,085,487.00**	**3,856.87**	**3,081,630.13**	
SPECIAL REVENUE FUND				
OPERATING TRANSFER IN	-	-	-	
STUDENT FEES	2,500.00	-	2,500.00	
GIFTS		-	-	
SOAR STUDENT REGISTRATIONS	31,250.00	11,287.50	19,962.50	The remaining revenue for the third session of SOAR was recognized in September.
EC GRANT $'S FROM DISTRICTS	35,060.00	-	35,060.00	
TRANSIT OF FLOW THRU DISTRICT	181,000.00	-	181,000.00	
TUITION-SCH DIST (NON-OPN ENR)	280,900.00	-	280,900.00	
TRANSIT OF STATE AIDE (CESA)	5,700.00	-	5,700.00	
CESA 7 - REIMB SUBS	3,500.00	-	3,500.00	
HANDICAPPED AID FROM STATE	1,417,000.00	-	1,417,000.00	
GENERAL STATE AID	1,500,000.00	-	1,500,000.00	
HIGH COST KIDS (STATE AND FEDERAL)	6,000.00	-	6,000.00	
MEDICAID REIMBURSEMENT	255,000.00	-	255,000.00	
TOTAL SPECIAL REVENUE FUND	**3,717,910.00**	**11,287.50**	**3,706,622.50**	
FOOD SERVICE FUND				
STUDENT LUNCH	33,000.00	-	33,000.00	
ADULT LUNCH	1,200.00	-	1,200.00	
FOOD SER/STATE AID	1,000.00	-	1,000.00	
FOOD SERVICE/FED AID	27,380.00	-	27,380.00	
FED AID/COMMODITIES	6,000.00	-	6,000.00	
TOTAL FOOD SERVICE REVENUE FUND	**68,580.00**	**-**	**68,580.00**	

Syble Hopp Expenditures Summary for the Month Ended August 31, 2018 - Unaudited

GENERAL FUND						
LIBRARY MEDIA RESOURCES	215.00	-	-	215.00	-	
FISCAL/FINANCE	167,205.00	32,154.81	37,484.41	129,720.59	(5,329.60)	Alio and Frontline agreements were paid in July.
BUILDING OPERATION	268,363.00	47,447.17	60,792.13	207,570.87	(13,344.96)	Annual maintenance agreements were paid in July. In addition cleaning supplies for the school year were also purchased. The flooring projects were completed during the summer. In addition, a water boiler needed to be replaced that was not budgeted.
DUPLEX	900.00	150.00	-	900.00	150.00	
FACILITIES ACQUISITION/REMODELING	57,347.00	9,557.83	3,010.45	54,336.55	6,547.38	Costs include the storage cage and classroom dry erase boards.
TELEPHONE	2,800.00	466.67	391.26	2,408.74	75.41	
TECHNOLOGY	21,827.00	3,637.83	18,974.94	2,852.06	(15,337.11)	Expenditures are related to the Security Grant to purchase cameras for the inside and outside of the building. The cost will be offset by grant revenue. Much of the budget for IT wages was spent in July and August to complete the camera project and get computers ready for school.
INSURANCE AND JUDGMENTS	59,719.00	9,953.17	9,687.84	50,031.16	265.33	
COUNTY IDC AND TECH SERVICES	75,112.00	12,518.67	10,171.23	64,940.77	2,347.44	
TOTAL GENERAL FUND	**653,488.00**	**115,886.14**	**140,512.26**	**512,975.74**	**(24,626.11)**	
SPECIAL REVENUE						
EARLY CHILDHOOD	392,063.00	15,079.35	13,831.17	378,231.83	1,248.18	
SPEECH/LANGUAGE	464,380.00	17,860.77	13,279.18	451,100.82	4,581.59	
INTELLECTUAL DISABILITIES	2,033,074.00	78,195.15	65,024.89	1,968,049.11	13,170.26	Subscriptions/licenses have been paid for Oasys and Infinite Camps.
RETIREE INSURANCE	35,000.00	2,916.67	-	35,000.00	2,916.67	There were no retirements in July or August.
EC INSTRUCTIONAL AIDES	73,185.00	2,814.81	743.12	72,441.88	2,071.69	
ID INSTRUCTIONAL AIDES	1,125,373.00	43,283.58	29,471.69	1,095,901.31	13,811.89	The costs only include the first payperiod of the school year. Aides that are paid by timecard will incur costs in September.

Syble Hopp Expenditures Summary for the Month Ended August 31, 2018 - Unaudited

ID SUB TEACHERS/AIDES	58,131.00	-	-	58,131.00	-	
EC SUB TEACHERS/AIDES	3,876.00	-	-	3,876.00	-	
SPECIALTY TEACHERS	166,506.00	6,404.08	4,525.56	161,980.44	1,878.52	
DIRECTION OF SOCIAL WORK	74,369.00	2,860.35	2,867.51	71,501.49	(7.16)	
NURSING	81,350.00	3,128.85	2,369.36	78,980.64	759.49	
OCCUPATIONAL THERAPY	293,357.00	11,282.96	9,827.04	283,529.96	1,455.92	
PHYSICAL THERAPY	81,903.00	3,150.12	3,160.36	78,742.64	(10.24)	
EXCEPTIONAL ED (SUPV & COORD)	272,119.00	52,330.58	52,308.88	219,810.12	21.70	
GENERAL ADMINISTRATION	10,115.00	1,685.83	1,590.00	8,525.00	95.83	
OFFICE OF THE SUPERINTENDENT	165,285.00	31,785.58	29,759.90	135,525.10	2,025.68	
VEHICLE REPAIR AND FUEL	10,000.00	1,666.67	104.85	9,895.15	1,561.81	
TRANSPORTATION AND BUS AIDES	759,934.00	-	-	759,934.00	-	
UNEMPLOYMENT	10,014.00	1,669.00	297.78	9,716.22	1,371.22	
CESA SERVICES	25,344.00	-	-	25,344.00	-	
CAMP SOAR	73,022.00	48,681.33	41,257.69	31,764.31	7,423.64	The costs include two sessions of SOAR.
TRANSIT OF AID TO DISTRICTS	66,000.00	-	-	66,000.00	-	
TOTAL SPECIAL REVENUE FUND	**6,274,400.00**	**324,795.65**	**270,418.98**	**6,003,981.02**	**54,376.69**	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	62,080.00	-	1,510.88	60,569.12	(1,510.88)	Purchased food service supplies in summer.
FOOD - LUNCH PROG	500.00	-	-	500.00	-	
FOOD	6,000.00	-	-	6,000.00	-	
TOTAL FOOD SERVICE FUND	**68,580.00**	**-**	**1,510.88**	**67,069.12**	**(1,510.88)**	

September 27, 2018

Please accept this letter as my notice of my retirement as of the date October 5, 2018.

Respectfully
Cindy Vercauteren

Support Information #9

TO: Kim Pahlow, Administrator

FROM: Abbie Nizzia, Principal

RE: Request to Hire 1.0 Instructional Aide

DATE: October 16, 2018

The purpose of this memo is to recommend the hiring of Rebecca Lemons as a 1.0 instructional aide position with the Brown County Children with Disabilities Education Board for the 2018-19 school year. This hire fills a vacancy created by a retirement and is at Syble Hopp School. Becky's salary for the 2018-19 school year will be $15.13/hour.

TO: Kim Pahlow, Administrator

FROM: Abbie Nizzia, Principal

RE: Request to Hire 1.0 Instructional Aide

DATE: October 16, 2018

The purpose of this memo is to recommend the hiring of Elizabeth Reimer for a 1.0 instructional aide position with the Brown County Children with Disabilities Education Board for the 2018-19 school year. This position will fill a vacancy created by a resignation at Syble Hopp School. Elizabeth's salary for the 2018-19 school year will be $15.13/hour.

12.02

Safe Feeding Policy

In accordance with the BCCDEB's ongoing commitment to provide for the health and safety of all students in attendance the BCCDEB has developed specific guidelines which address the students who have swallowing difficulties. Students with unsafe swallows may be in danger of food or liquid going into the lungs rather than into the stomach. This is known as aspiration, and can cause other serious complications which in extreme situations could be fatal.

These established guidelines/rules are to be followed whenever students are known to have or suspected to have swallow difficulties.

Legal Reference: Wisconsin Statutes 118.125; 118.29

12.02 Safe Feeding Guidelines - Rule

When a staff member suspects that a student may have an unsafe swallow because they have observed any of the following while the student is eating or drinking, the guidelines stated below will be followed before oral intake will be provided to the student during school hours by school staff. Possible signs of unsafe swallowing include but are not limited to:

- Coughing
- Choking
- Gagging
- Gurgling/Wet Voice
- Body Posturing
- Vomiting
- Pocketing Food
- Delayed Swallow
- Color Change
- Refusal (tearing, movement, food recognition)

A parent/guardian of a student showing one or more of the above signs will:

1. Provide written documentation to the BCCDEB Nurse of a recent (within the past six months) thorough assessment by a trained medical professional in order to rule out the possibility of aspiration.
2. Sign a release of information so designated staff can contact the medical provider of the assessment to clarify directions and/or seek instructions on the student-specific needs for oral intake. The following is possible information that may need clarification:
    - Recommended diet to minimize risk of aspiration
    - Feeding techniques and positioning to minimize risk of aspiration
    - Risks with adaptive guidelines (mild, moderate, severe)

- Risks **without** adaptive guidelines (mild, moderate, severe)
- Explicit plan of care recommendations signed by examiner and/or patient physician

The BCCDEB Nurse, designated staff and Principal and/or Director of Special Education and Pupil Services will review the above information and designate a primary contact person to coordinate issues regarding oral intake in school. In all cases, if any moderate to severe risk of aspiration is documented, administration may determine that oral intake not be initiated and/or continued by BCCDEB staff.

For any student new to the BCCDEB (i.e. students transferring in or first entering school) with any history of a noted swallow dysfunction, the appropriate documentation may be required to be in place before any oral feeding will be administered to the student by school personnel.

In the case of students who have sudden suspected swallow difficulties due to health or other reasons, the BCCDEB nurse will be assigned. This contact person will work with the parent/guardian to ensure the appropriate written documentation (as noted above) is in place at school and a plan of care for feeding is developed as soon as possible. The BCCDEB may require clear directions from the student's parent and/or medical provider prior to any further oral intake being given at school by staff.

In the case that a thorough assessment by a trained medical professional in order to rule out the possibility of aspiration is performed, but concerns still remain, a team (consisting of an OT, RN, SLP, PT, Classroom Teacher, BCCDEB administrative representative and District of Residence Director of Special Education) will meet with the parents to determine next steps, which may include consultation with the Department of Public Instruction (DPI).

In the case of students who show ongoing signs of unsafe swallowing which seem to be worsening, the BCCDEB Nurse will contact the medical professional to report the concerns and seek guidance. If necessary, a team (OT, RN, SLP, PT, Classroom Teacher and an administrative representative) will be formed to assess/modify the current school plan as needed per the medical provider's recommendations. If the parent/guardian is not in agreement with the assessment or modification, the team will seek DPI consultation and use this guidance to make a final decision.

For all students that show ongoing signs of unsafe swallowing, the contact person, in conjunction with the team members, will determine the progress monitoring schedule. Any changes made in the plan will be made in consultation with the medical provider.

3.09 Leaves of Absence

A Paid Leave

1. Sick Leave

a. Staff shall no longer earn sick leave after the 2014-2015 school year. Sick leave has been replaced by casual days.

b. Staff who have sick leave balances accumulated prior to the 2015-2016 school year will have sick leave accumulation "banked" into a sick leave accumulation account, which may be used by the employee to supplement short-term disability benefits received for a disability. In addition, sick leave can be used for illness or medical appointments after exhaustion of the current allocation of casual days. Banked sick leave may be used to make the employee whole for base pay earnings; however, no additional sick leave benefits will be added to the banked account.

c. All staff with a sick leave balance who retire from the system upon becoming eligible, therefore, under the Wisconsin Retirement Fund or retire thereafter prior to age 65, shall be eligible to have the fund rolled over into a separate VEBA account. The amount transferred will be the lessor of $2,000 multiplied by the number of months from retirement that the employee reaches Medicare eligibility or the balance of the retiring staff member's accumulated sick leave multiplied by his/her daily salary rate at the time of retirement. In the event of death of a non-retired staff member who meets the qualifications for retirement, the surviving beneficiary will have the lessor of the described balances rolled over into a VEBA account to be used for Internal Revenue Code Section 213D eligible expenses.

2. Casual Days

a. Staff will earn five (5) casual days each school year to be used for sickness or personal reasons. ~~and not "vacation days".~~ These days will be applied at the beginning of each school year. In the event employment is terminated during the school year, these days will be prorated to be earned at a rate of one half (1/2) day per school month. Any unearned days that were used prior to employment ending will be reimbursed by the employee.

~~b. Casual days may be requested by a staff member for necessary personal matters which normally could not be conducted after school hours. The staff member shall notify Administration at least three (3) days prior to such leave when possible.~~ The use of casual days for personal reasons must have prior administrative approval.

~~c. Casual days shall not by intent be used to extend a holiday, professional improvement day, vacation or break in the normal school calendar. Two consecutive casual days may be used for non illness once a school year.~~ When requesting consecutive casual days for personal reasons, the staff member shall seek administrative approval at least ten (10) days prior to the planned absence when possible.

d. At the end of each school year, staff shall be paid at their existing rate of pay for any causal days not used during the year, to a maximum of five (5) days.

3. Short-term Disability Benefits (STD)

Staff are eligible for short-term disability pay on the first day of the calendar month following the date of employment as stated in the current policy.

4. Long-term Disability Benefits (LTD)

   Staff who have exhausted Short Term Disability benefits shall be eligible for long-term disability leave pay as stated in the current policy.

5. Bereavement Leave

   Whenever a death occurs to a member of the immediate family of an employee, the Board will compensate the employee for any time lost from work to attend to such matters, up to, three (3) days. Compensation shall be at the regular rate of said employee for a normal work day.

   "Immediate family" is defined as wife, husband, father, mother, guardian, sister, brother, child of employee, employee grandparents, grandchildren, father-in-law and mother-in-law, step-parents, and other members of the employee's household. Employees will be entitled to compensation for one day to attend the funeral of the spouses' grandparents, nieces, nephews, son-in-law, daughter-in-law, brother-in-law, sister-in-law, or aunt or uncle of the employee or spouse.

6. Jury Duty Leave

   Upon selection for jury duty a leave of absence at full pay will be granted for that period of time needed to fulfill jury obligation. Payment, minus travel expenses, received for said jury duty shall be returned to the Administrative Office.

7. Health Leave

   A leave of absence may be granted to staff for the purpose of caring for a sick member of immediate family shall be in accordance with FMLA.

8. Leave for Child Care

   a. Staff shall notify the Administrator of her pregnancy as soon as medically confirmed. Leave shall be in accordance with FMLA.

   b. The above shall be modified where necessary to conform to existing federal and state law. *The request must come during the academic year of use.

Revised: 9-27-2016
Readopted: 10-13-2016
Revised: 4-17-17
Revised: 10-16-18