

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD

Thursday, January 19, 2023 @ 4:00 PM

Location: Syble Hopp School

755 Scheuring Rd

De Pere, WI 54115

This meeting will be held in person.

1. Action Item: Call to Order
2. Open Forum
3. Action Item: Approval of Minutes
RECOMMENDED MOTION: That the minutes for the December 15, 2022 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 Item: Capital Campaign Change Orders
RECOMMENDED MOTION: That the Board approve the recommended change orders for the capital campaign renovation and addition.
9. Action Item: Summer Programming Coordinator Job Description
RECOMMENDED MOTION: That the Board approve the Summer Programming Coordinator job description that will be funded through ESSER Funds.
10. Discussion Item: Construction and Renovation Project Update
11. Discussion Item: Administrator's Reports
12. Discussion Item: Parent Organization Report
13. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction pursuant to Wis. Stats. Sec. 118.22.
14. Adjournment
RECOMMENDED MOTION: That the January 19, 2023 Brown County Children with Disabilities Education 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 Wednesday, January 18, 2023, so arrangements can be made.

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Thursday, December 15, 2022

Board Members Present: T. Hansen, B. Clancy, H. Mathes, L. Franke, J. Wieland, K. Lukens

Excused: P. Hopkins

Others Present: K. Pahlow, A. Schmidt, S. Johnson, C. Maricque, N. Kohls, J. Titera

Action Item: Call to Order

1. J. Wieland called the meeting to order at 4:00 PM.
2. Open Forum – None
3. Action Item: Determine Board President for January-July 2023.
J. Wieland nominated T. Hansen as Chairman of the BCCDEB beginning today. L. Franke seconded the motion. Motion carried.
4. Action Item: Approval of Minutes
Motion made by L. Franke, seconded by H. Mathes, that the minutes of the November 17 and 22, 2022 Board Meetings be approved. MOTION CARRIED UNANIMOUSLY.
5. Action Item: Approval of Agenda
Motion made by H. Mathes, seconded by L. Franke, that the agenda for the December 15, 2022 meeting be approved. MOTION CARRIED UNANIMOUSLY.
6. Action Item: Donations
A.Schmidt shared that we continue to receive donations from long-time supporters and local organizations.
Motion made by H. Mathes, seconded by L. Franke, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.
7. Action Item: Payment of Bills
Disbursements for November 1, 2022 thru November 30, 2022 were presented. Expenses were high due to payments for the building project, furniture and sensory room equipment.
Motion made by B.Clancy, seconded by L. Franke, that the payment of bills be approved. MOTION CARRIED UNANIMOUSLY.
8. Action Item: Financial Report
Financial accounts beginning October 1, 2022 thru October 31, 2022 were reviewed. Revenues this month consisted mostly of interest and ARPA funds for the dehumidification project. Expenses continue to show overage in classroom supplies and training over the summer. In addition, more aides are selecting to be paid over 21 pay periods instead of 26 and an additional aide was hired.
Motion made by L. Franke, seconded by H. Mathes, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.
9. Action Item: Audited Financial Statement for the Year Ended June 30, 2022
C. Maricque presented a detailed account of the audited financial statements by CLAccount LLC, year ended June 30, 2022. We were issued a "clean" audit report. No deficiencies. Questions from the board were entertained.
Motion made by L. Franke, seconded by J. Wieland, that the Board receive and place on file the 2022 Audited Financial Statements. MOTION CARRIED UNANIMOUSLY.
10. Action Item: School Safety and Security Plan and Resolution
K. Pahlow reviewed with the board the school's safety drills that were performed and the plan that is currently in place. When approved, this resolution and the certification document will be uploaded to the Department of Justice sharefile as required by state

statute.

Motion made by L. Franke, seconded by H. Mathes, that the Board approve the proposed Safety and Security Plan and Resolution. MOTION CARRIED UNANIMOUSLY.

11. Action Item: School Violence Drill

Discussion was held and questions entertained.

Motion made by L. Franke seconded by K. Lukens, that the Board certify the Act 143-School Violence/Safety Drill. MOTION CARRIED UNANIMOUSLY.

12. Action Item: Leaves

Motion made by B. Clancy, seconded by L. Franke, that the Board approve Emily Marcus' leave for the remainder of the 2022-2023 school year. MOTION CARRIED UNANIMOUSLY.

13. Action Item: Hire

S. Johnson presented new hires for Early Childhood at Susie C. Altmayer and two new hires at Hopp.

Motion made by L. Franke, seconded by K. Lukens, that the Board approve the hiring of Jayde Doell, Early Childhood Teacher, Penny Kwaterski, Limited Term Instructional Aide and Rebecca Hovel, BCCDEB Instructional Aide.

14. Discussion Item: Construction and Renovation Project Update

K. Pahlow stated that we are ready to sign off for the completion of the new addition and renovation project. The floor in the front lobby and tiles by the Secondary Sensory room has a resolution plan. The tiles by the sensory room will be replaced over break. The flooring in the lobby will be either replaced with all one color or the green swirl replaced only.

Bussing on the side lot for morning drop offs and afternoon pickups has been working out very well, as well as parents and vans using the front circle for their pickups and drop offs.

15. Discussion Item: Administrator's Report

A.Schmidt announced that practice for the Holiday Program has begun. Performances will be on Wednesday, December 21, 2022 at 9:30 AM and 1:00 PM. There will also be a live stream at 6:00 PM.

Tree decorating and caroling was done at the De Pere City Hall, but because of our high illness rate, the trip to the Northern Building was cancelled. Instead, the Northern Building videoed staff decorating the tree with our ornaments and Santa had a message for our students.

S. Johnson shared that the De Pere Lions Club will be at Hopp on February 7th to do vision screening on students who have parental consent.

K. Pahlow reported that we have had a very high number of positive COVID cases and other illness this week. Two classrooms were closed for a day due to staff shortages. We are continuing to do the 5 day quarantine when we know we have a positive case. Contact tracing has been very difficult due to the high number of cases. Instead, we have returned to notifying parents of overall cases in rooms and the building so they can make a decision as to whether they wish to send their child.

16. Discussion Item: Parent Organization Report

T. Hansen announced that Melissa Cheslock and Haeley Serio will be taking over the Annual Golf Outing. Hugh thank you to Carrie Theunis who has done a wonderful job over the years. The Parent Organization will hold their second Community Provider Event on February 11th. They will also be looking for new board members for the next school year.

17. Executive Session:

There was no need for an Executive Session this month, however, at the January 19th BCCDEB meeting, members were asked to stay one extra hour.

18. Action Item: Adjournment

Motion made by L. Franke, seconded by H. Mathes, that the December 15, 2022 Brown County Children with Disabilities Education Board meeting be adjourned at 5:25 PM. MOTION CARRIED UNANIMOUSLY.

Report Date 01/09/23 09:16 AM

SYBLE HOPP SCHOOL

Page No 1

Check Date 12/01/22 - 12/31/22

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
A & J VANS INC		100005					
	0100002942	12/20/22	79777		A/C Condensor Replacement, Freon, Belt,	3-27-100-324-256530-011-000000-2	4,200.47
	0100002942	12/20/22	79777		Labor A/C Replacement	3-27-100-324-256510-011-000000-2	520.00
					Check Total		<u>4,720.47</u>
					Vendor Total		<u>4,720.47</u>
ACP CREATIVIT LLC		118200					
	0100002945	12/22/22	104129		Installation	3-40-100-482-255000-019-000000-2	1,860.00
	0100002945	12/22/22	104128		Hardware/Materials for Came Labor Camera Installation	3-40-100-482-255000-019-000000-2	890.00
					Check Total		<u>2,750.00</u>
	0100002949	12/28/22	105486		Network Video Door Station	3-40-100-482-255000-019-000000-2	1,289.00
					Check Total		<u>1,289.00</u>
					Vendor Total		<u>4,039.00</u>
APPLETON AREA SCHOOL DISTRICT		112329					
	0100002931	12/06/22	APT-23-1		Transit of Aide To District	3-27-800-936-491000-019-000000-2	1,052.00
					Check Total		<u>1,052.00</u>
					Vendor Total		<u>1,052.00</u>
AT&T		100460					
	0100002950	12/28/22	9203383429	12/22	Monthly Service Dec 19-Jan 18	3-27-100-999-158000-019-000000-2	54.23
					Check Total		<u>54.23</u>
					Vendor Total		<u>54.23</u>
ATMOSPHERE COMMERCIAL INTERIORS		107827					
	0100002922	12/06/22	48318		File Cabinet K Anderl Office	3-40-100-444-255000-019-000000-2	524.12
					Check Total		<u>524.12</u>
	0100002938	12/13/22	48961		Office Counter Top	3-40-100-444-255000-019-000000-2	305.16
					Check Total		<u>305.16</u>
					Vendor Total		<u>829.28</u>
BP ENERGY RETAIL COMPANY LLC		118375					
	0100002947	12/22/22	143958ES		Gas Usage 11/1-11/30/22	3-10-100-331-253300-019-000000-2	1,311.14
					Check Total		<u>1,311.14</u>
					Vendor Total		<u>1,311.14</u>

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Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
BUELOW VETTER BUIKEMA OLSON & BLIET			117037				
	0100002923	12/06/22	32		Special Education Legal Matters	3-27-800-314-232100-019-000000-2	1,189.00
	0100002923	12/06/22	6		Personnel Matters	3-27-800-314-232100-019-000000-2	459.00
					Check Total		1,648.00
					Vendor Total		1,648.00
CDW			101346				
	0100002944	12/20/22	FM89841		CIACO Switches- phone system	3-40-100-482-255000-019-000000-2	18,376.00
					Check Total		18,376.00
					Vendor Total		18,376.00
CELLCOM			101353				
	0100002948	12/22/22	255011		Monthly Service 12/16-1/15	3-10-100-355-263300-019-000000-2	92.57
					Check Total		92.57
					Vendor Total		92.57
CITY OF DE PERE			101477				
	0100002939	12/13/22	6088492		Real Estate Taxes 755 Scheuring Rd	3-10-100-381-253200-019-000000-2	4,403.06
	0100002939	12/13/22	6088591		Real Estate Tax 1697 Patriot Way	3-10-100-324-254310-019-000000-2	156.80
					Check Total		4,559.86
					Vendor Total		4,559.86
CITY OF GREEN BAY			103148				
	0100002951	12/28/22	SYBLEHOPP 12/22		GB Metro Passes #14983-15482	3-27-100-341-256770-011-000000-2	1,000.00
					Check Total		1,000.00
					Vendor Total		1,000.00
COUNTRY VISIONS COOPERATIVE			112876				
	0100002924	12/06/22	ZU7393		Misc Hardware for Repairs	3-10-100-411-253300-019-000000-2	7.60
					Check Total		7.60
					Vendor Total		7.60
DE PERE Y-MART			114547				
	0100002952	12/28/22	YMARTSHS 12/22		Fuel Charges for Vehicles	3-27-100-348-256610-011-000000-2	324.59
					Check Total		324.59
					Vendor Total		324.59

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
DENMARK SCHOOL DISTRICT			101990				
	0100002932	12/06/22	DMK-23-1		Transit of Aide to Districts	3-27-800-936-491000-019-000000-2	1,426.00
					Check Total		<u>1,426.00</u>
					Vendor Total		<u>1,426.00</u>
EPPSTEIN UHEN ARCHITECTS INC			102442				
	0100002925	12/06/22	87701		School Renovation Service Thru 11/28/22	3-40-100-541-255000-019-000000-2	10,877.02
					Check Total		<u>10,877.02</u>
					Vendor Total		<u>10,877.02</u>
FOX SPECIALTY COMPANY			102718				
	0100002953	12/28/22	50368		Trash Can Liners	3-27-100-411-253300-165-000000-2	128.46
					Check Total		<u>128.46</u>
					Vendor Total		<u>128.46</u>
GFL Environmental			117896				
	0100002921	12/01/22	U60000116325		Dec Trash Service/Extra Pickups	3-10-100-324-253300-019-000000-2	440.54
					Check Total		<u>440.54</u>
					Vendor Total		<u>440.54</u>
KYLES CONSULTING			114953				
	0100002926	12/06/22	1396		November SBS/MAC Service	3-27-800-310-223310-019-000000-2	900.00
					Check Total		<u>900.00</u>
					Vendor Total		<u>900.00</u>

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
LAMERS BUS LINES INC			104534				
	0100002933	12/06/22	26844		December Route Transportation Prebilling	3-27-100-341-256750-011-000000-2	41,622.47
						Check Total	41,622.47
	0100002937	12/13/22	27292		November Transportation RP	3-27-100-341-256750-011-000000-2	125.00
	0100002937	12/13/22	27296		November Transportation ILP	3-27-100-341-256750-011-000000-2	1,219.04
	0100002937	12/13/22	27368		Nov Transportation Credit RP 11/16/22	3-27-100-341-256750-011-000000-2	-25.00
	0100002937	12/13/22	27295		Nov Transportation TL	3-27-100-341-256750-011-000000-2	1,129.36
						Check Total	2,448.40
	0100002943	12/20/22	27581		Nov Route 12/13 Transportation	3-27-100-341-256750-011-000000-2	11,267.57
	0100002943	12/20/22	27581		Nov Syble Hopp Route Transportation	3-27-100-341-256750-011-000000-2	17,298.88
	0100002943	12/20/22	27581		November Work Shuttle	3-27-100-341-256750-011-000000-2	2,381.39
	0100002943	12/20/22	27581		November EDP Transportation	3-27-101-341-256750-011-000000-2	5,033.93
	0100002943	12/20/22	27581		November WDP Transportation	3-27-101-341-256750-011-000000-2	3,346.33
						Check Total	39,328.10
						Vendor Total	83,398.97
PULASKI SCHOOL DISTRICT			106517				
	0100002934	12/06/22	PUL-23-1		Transit of Aide to District	3-27-800-936-491000-019-000000-2	2,964.00
						Check Total	2,964.00
						Vendor Total	2,964.00
SAN A CARE INC			112498				
	0100002927	12/06/22	585073		Dust Pans & Brooms	3-10-100-411-253300-019-000000-2	334.98
						Check Total	334.98
						Vendor Total	334.98
SOUTHPAW ENTERPRISES			107503				
	0100002946	12/22/22	0524826		Items for OT/PT Gym	3-27-100-449-218200-165-000000-2	4,818.78
						Check Total	4,818.78
						Vendor Total	4,818.78

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Vendor Detail Report

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
SUPERIOR CHEMICAL CORPORATION		107771					
	0100002935	12/06/22	350683		Ice Melt	3-10-100-411-253300-019-000000-2	450.00
						Check Total	450.00
	0100002954	12/28/22	352236		Bathroom Cleaner	3-27-100-411-253300-165-000000-2	350.96
						Check Total	350.96
						Vendor Total	800.96
TDS METROCOM		107847					
	0100002940	12/13/22	9203364367	12/22	Monthly Service 12/10-1/09	3-10-100-355-263300-019-000000-2	153.27
						Check Total	153.27
						Vendor Total	153.27
TWEET GAROT MECHANICAL INC		108187					
	0100002928	12/06/22	118268		Tape Used during Preventative Maintenance	3-10-100-324-253300-019-000000-2	45.66
	0100002928	12/06/22	118267		McQuay Unit Board Panel	3-10-100-324-253300-019-000000-2	2,204.41
						Check Total	2,250.07
						Vendor Total	2,250.07
WEST DE PERE SCHOOL DISTRICT		108893					
	0100002936	12/06/22	WDP 23-1		Transit of Aide to Districts	3-27-800-936-491000-019-000000-2	4,318.00
						Check Total	4,318.00
						Vendor Total	4,318.00
WI DEPT OF JUSTICE		109010					
	0100002929	12/06/22	G2841	11/22	November Background Checks	3-27-800-310-231700-019-000000-2	21.00
						Check Total	21.00
						Vendor Total	21.00
WISCONSIN PUBLIC SERVICE		109151					
	0100002930	12/06/22	4375756474		Duplex Utilities 10/25-11/27	3-27-100-999-158000-019-000000-2	181.07
	0100002930	12/06/22	4376795742		Electric Service 10/25-11/27/22	3-10-100-336-253300-019-000000-2	6,008.96
	0100002930	12/06/22	4382208942		Gas Service Transportation 11/1-11/30/22	3-10-100-331-253300-019-000000-2	502.15
						Check Total	6,692.18
						Vendor Total	6,692.18
						Grand Total	157,538.97

Syble Hopp Balance Sheet as of November 30, 2022

ACCOUNT DESCRIPTION	10/31/22
GENERAL FUND	
CASH	5,426,468.25
TOTAL ASSETS	5,426,468.25
ACCOUNTS PAYABLE	9,103.76
RETAINAGE PAYABLE	2,063.40
TOTAL LIABILITIES	11,167.16
EQUITY ACCOUNT	5,415,301.09
TOTAL FUND BALANCE	5,415,301.09
SPECIAL EDUCATION FUND	
CASH ACCOUNT	(1,318,853.77)
RECEIVABLE	311.25
TOTAL ASSETS	(1,318,542.52)
PAYABLE ACCOUNT	49,247.04
TOTAL LIABILITIES	49,247.04
EQUITY ACCOUNT	(1,367,789.56)
TOTAL FUND BALANCE	(1,367,789.56)
FOOD SERVICE FUND	
CASH	19,173.08
TOTAL ASSETS	19,173.08
ACCOUNTS PAYABLE	-
DEFERRED REVENUE	6,023.26
TOTAL LIABILITIES	6,023.26
EQUITY ACCOUNT	13,149.82
TOTAL FUND BALANCE	13,149.82

Syble Hopp Revenue Summary for the Month Ended November 30, 2022

DESCRIPTION	2022-2023 Amended Budget	Actual Amount	Variance	COMMENTS
GENERAL FUND				
PAYMENT IN LEAU OF TAXES	2,938,953.00	-	(2,938,953.00)	
INTEREST	21,000.00	30,447.66	9,447.66	
RENT (DUPLEX)	9,000.00	3,750.00	(5,250.00)	
MEDICAID MAC REIMBURSEMENT	170,000.00	-	(170,000.00)	
MISCELLANEOUS	617,000.00	44,370.00	(572,630.00)	ARPA funds received for dehumidification project payments.
TOTAL GENERAL FUND	3,755,953.00	78,567.66	(3,677,385.34)	
SPECIAL REVENUE FUND				
STUDENT FEES	5,460.00	4,665.00	(795.00)	
SOAR STUDENT REGISTRATIONS	27,065.00	11,282.23	(15,782.77)	Paragon staff reimbursement.
EC GRANT \$'S FROM DISTRICTS	41,177.00	-	(41,177.00)	
DISTRICT PAYMENT FROM IDEA FUNDS	130,050.00	-	(130,050.00)	
TUITION-SCH DISTRICT(OUT OF COUNTY)	278,448.00	251,592.59	(26,855.41)	All tuition payments were received as of November.
TRANSIT OF STATE AIDE (CESA)	7,876.00	-	(7,876.00)	
CESA 7 - REIMB SUBS	5,600.00	-	(5,600.00)	
SPECIAL EDUCATION AID FROM STATE	1,703,000.00	236,545.00	(1,466,455.00)	First SE aid payment.
GENERAL STATE AID	1,650,000.00	-	(1,650,000.00)	
HIGH COST KIDS (STATE AND FEDERAL)	10,000.00	-	(10,000.00)	
ESSER III	388,051.00	-	(388,051.00)	
MEDICAID REIMBURSEMENT	248,000.00	25,058.95	(222,941.05)	
TOTAL SPECIAL REVENUE FUND	4,494,727.00	529,143.77	(3,965,583.23)	
FOOD SERVICE FUND				
STUDENT LUNCH	32,000.00	10,285.08	(21,714.92)	
ADULT LUNCH	366.00	82.60	(283.40)	
FOOD SER/STATE AID	750.00	-	(750.00)	
FOOD SERVICE/FED AID	39,423.00	8,809.27	(30,613.73)	EBT processing reimbursement of \$628 included.
FED AID/COMMODITIES	6,900.00	-	(6,900.00)	
TOTAL FOOD SERVICE REVENUE FUND	79,439.00	19,176.95	(60,262.05)	

Syble Hopp Expenditures Summary for the Month Ended November 30, 2022

DESCRIPTION	2022-2023 BUDGET	BUDGET AS OF 11/30/2022	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 11/30/2022	COMMENTS
GENERAL FUND						
LIBRARY MEDIA RESOURCES	300.00	100.00	-	300.00	100.00	
FISCAL/FINANCE	189,334.00	80,743.85	82,963.57	106,370.43	(2,219.72)	Subscriptions/licenses have been paid for Alio, Absence Management, and Time and Attendance.
BUILDING AND SITE OPERATION	289,413.00	116,354.20	116,246.89	173,166.11	107.31	Project to strip the floors is not expected to be done until later in the year.
BUILDING AND SITE MAINTENANCE	645,300.00	268,875.00	47,116.50	598,183.50	221,758.50	Dehumidification project is not expected to be done until March.
DUPLEX	1,895.00	789.58	-	1,895.00	789.58	
TELEPHONE	3,320.00	1,383.33	1,369.54	1,950.46	13.79	
NON-INSTRUCTIONAL STAFF TRAINING	990.00	412.50	-	990.00	412.50	
TECHNOLOGY	58,940.00	24,109.23	27,067.97	31,872.03	(2,958.74)	
INSURANCE AND JUDGMENTS	112,820.00	47,008.33	46,659.20	66,160.80	349.13	
COUNTY IDC AND TECH SERVICES	115,149.00	47,978.75	44,362.13	70,786.87	3,616.62	
TRANSFER TO CAPITAL EXPANSION	1,486,833.00	-	-	1,486,833.00	-	
TOTAL GENERAL FUND	2,904,294.00	587,754.78	365,785.80	2,538,508.20	221,968.97	
SPECIAL REVENUE						
EARLY CHILDHOOD	414,269.00	95,600.54	90,347.75	323,921.25	5,252.79	Savings due to vacancy and insurance selection.
SPEECH/LANGUAGE	430,847.00	99,426.23	100,972.65	329,874.35	(1,546.42)	Insurance selctions are slightly higher than budgeted. Software has been purchased for the year.
SPECIAL EDUCATION	1,920,537.00	472,784.38	464,993.60	1,455,543.40	7,790.78	Curriculum software, supplies, and smartboards have been purchased.
RETIREE VEBA PAYMENT	35,000.00	8,750.00	6,123.60	28,876.40	2,626.40	VEBA payout for November retirement.
EC INSTRUCTIONAL AIDES	67,968.00	19,419.43	19,669.94	48,298.06	(250.51)	
SE INSTRUCTIONAL AIDES	1,245,945.00	299,050.88	311,014.66	934,930.34	(11,963.78)	Vocational work and room set-up done to prepare for school year. An aide position was added to a classroom that was not budgeted. In addition, an additional aide was hired that will be reimbursed by Pulaski.
SE SUB TEACHERS/AIDES	95,270.00	30,085.26	18,291.98	76,978.02	11,793.28	Staff vacancies have been covered internally.
EC SUB TEACHERS/AIDES	22,177.00	7,392.33	1,727.39	20,449.61	5,664.94	Staff vacancies have been covered by district subs.
SPECIALTY TEACHERS	249,839.00	57,655.15	53,346.69	196,492.31	4,308.46	The part-time music and living teachers are vacant.
DIRECTION OF SOCIAL WORK	83,797.00	19,337.77	19,394.68	64,402.32	(56.91)	
NURSING	145,874.00	33,663.23	36,160.16	109,713.84	(2,496.93)	Supplies purchased for school year and hours incurred to prepare for school year.
OCCUPATIONAL THERAPY	303,676.00	77,925.23	86,027.67	217,648.33	(8,102.44)	Supplies purchased for school year.
PHYSICAL THERAPY	198,601.00	102,965.62	100,157.91	98,443.09	2,807.71	Sensory and OT equipment purchased.
TRAINING	64,626.00	32,313.00	32,290.21	32,335.79	22.79	
SE AND PRINCIPAL	449,047.00	156,400.51	158,905.03	290,141.97	(2,504.52)	Additional hours worked by secretaries.
BOARD AND AUDIT	10,515.00	9,807.50	9,618.00	897.00	189.50	
ADMINISTRATOR	202,632.00	77,935.38	78,473.63	124,158.37	(538.25)	
VEHICLE REPAIR AND FUEL	7,795.00	3,247.92	6,952.05	842.95	(3,704.13)	Unexpected air conditioner repair.

Syble Hopp Expenditures Summary for the Month Ended November 30, 2022

DESCRIPTION	2022-2023 BUDGET	BUDGET AS OF 11/30/2022	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 11/30/2022	COMMENTS
TRANSPORTATION AND BUS AIDES	795,883.00	238,764.90	252,800.55	543,082.45	(14,035.65)	Cost of fuel and the contract are more than budgeted.
OPERATIONS - ESSER	23,000.00	9,583.33	7,552.94	15,447.06	2,030.39	
UNEMPLOYMENT	10,912.00	4,546.67	1,157.09	9,754.91	3,389.58	
CESA SERVICES AND DISTRICT PMTS	30,576.00	30,576.00	24,463.00	6,113.00	6,113.00	
SUMMER SESSION	63,533.00	63,533.00	22,615.75	40,917.25	40,917.25	Only one provider needed assistance for their summer program due to our students' participation.
TRANSIT OF AID TO DISTRICTS	85,660.00	-	-	85,660.00	-	
TOTAL SPECIAL REVENUE FUND	6,957,979.00	1,950,764.27	1,903,056.93	5,054,922.07	47,707.33	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	72,239.00	24,079.67	19,067.61	53,171.39	5,012.06	WDP has not billed for November.
FOOD - LUNCH PROG	300.00	100.00	-	300.00	100.00	
FOOD	6,900.00	-	-	6,900.00	-	
TOTAL FOOD SERVICE FUND	79,439.00	24,179.67	19,067.61	60,371.39	5,112.06	

CHANGE ORDER NO 001

PROJECT:
Syble Hopp Renovation & Addition
755 Scheuring Rd De Pere, WI 54115

CHANGE ORDER NUMBER: 001
DATE: 12/07/2022
PROJECT NUMBER: 211940

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

OWNER:
Syble Hopp School
755 Scheuring Rd
De Pere WI 54115

ARCHITECT:
Eppstein Uhen Architects Inc
124 N Broadway
De Pere WI 54115

CONTRACTOR:
Miron Construction Co., Inc.
1471 McMahon Drive
PO Box 509
Neenah WI 54957-0509

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

PCI0048 CB 10: Area A offices HVAC adjustment (Work to take place after substantial completion due to Material lead time) \$15,437.92

The original Contract Sum was	\$5,837,683.00
The net change by previously authorized Change Orders	\$0.00
The Contract Sum prior to this Change Order was	\$5,837,683.00
The Contract Sum will be increased by this Change Order in the amount of	\$15,437.92
The New Contract Sum Including This Change Order	\$5,853,120.92
The Contract Time Will Not Be Changed	
The date of Substantial Completion as of the date of this Change Order therefore is	10/07/2022

NOTE:

This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER

Eppstein Uhen Architects Inc

Miron Construction Co., Inc.

Syble Hopp School

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

Matthew Van Lanen

Tim Kippenhan, Vice President

Kim Pahlow

(Typed Name)

(Typed Name)

(Typed Name)

DocuSigned by:

Matthew Van Lanen

DocuSigned by:

Tim Kippenhan

DocuSigned by:

Kim Pahlow

BY (Signature)

BY (Signature)

BY (Signature)

12/12/2022

12/12/2022

12/12/2022

DATE

DATE

DATE



Change Order Request

Date: 11/08/2022
To: Kim Pahlow
 Syble Hopp School
 755 Scheuring Rd
 De Pere, WI 54115

Re: Syble Hopp Renovation & Addition
 De Pere, WI 54115
Project: 211940

Reference Document: PCI0048

Change Description: CB 10: Area A offices HVAC adjustment (Work to take place after substantial completion due to Material lead time)

Contractor	Description	Amount
Appleton Lathing Corp	ACOUSTIC CEILINGS & PANELS	\$2,590.00
Hurckman Mechanical Industries Inc	HVAC	\$7,290.30
Vos Electric	ELECTRICAL	\$1,326.00
Miron Construction Co., Inc.	GENERAL CONDITIONS	\$3,980.06
* SUB-TOTAL *		\$15,186.36
Insurance		\$98.71
* SUB-TOTAL *		\$15,285.07
Bond		\$152.85
** TOTAL **		\$15,437.92

Impacted Calendar Days: 0

All terms of our agreement apply and preclude Miron Construction Co., Inc. from performing any extra work without approval. Please provide your approval by signing this request.

DocuSigned by:

Jake Kroll

11/9/2022

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Jake Kroll

Date:

Miron Construction Co., Inc.

DocuSigned by:

Kim Pahlow

11/18/2022

3588EF9908524D8

Owner Representative
 Syble Hopp School

Date:

This quote expires on: 11/11/2022

CHANGE ORDER NO 002

PROJECT:
Syble Hopp Renovation & Addition
755 Scheuring Rd De Pere, WI 54115

CHANGE ORDER NUMBER: 002
DATE: 01/03/2023
PROJECT NUMBER: 211940

OWNER:
ARCHITECT:
CONTRACTOR:
FIELD:
OTHER:

OWNER:
Syble Hopp School
755 Scheuring Rd
De Pere WI 54115

ARCHITECT:
Eppstein Uhen Architects Inc
124 N Broadway
De Pere WI 54115

CONTRACTOR:
Miron Construction Co., Inc.
1471 McMahon Drive
PO Box 509
Neenah WI 54957-0509

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

PCI0047 Add Magnetic Door Hold Opens on Door 101 A/B \$7,170.85

The original Contract Sum was	\$5,837,683.00
The net change by previously authorized Change Orders	\$15,437.92
The Contract Sum prior to this Change Order was	\$5,853,120.92
The Contract Sum will be increased by this Change Order in the amount of	\$7,170.85
The New Contract Sum Including This Change Order	\$5,860,291.77
The Contract Time Will Not Be Changed	
The date of Substantial Completion as of the date of this Change Order therefore is	10/07/2022

NOTE:

This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER

Eppstein Uhen Architects Inc

Miron Construction Co., Inc.

Syble Hopp School

ARCHITECT (Firm name)

CONTRACTOR (Firm name)

OWNER (Firm name)

Matthew Van Lanen

Tim Kippenhan, Vice President

Kim Pahlow

(Typed Name)

(Typed Name)

(Typed Name)

DocuSigned by:

DocuSigned by:

DocuSigned by:

Matthew Van Lanen

Tim Kippenhan

Kim Pahlow

BY (Signature)

BY (Signature)

BY (Signature)

1/3/2023

1/3/2023

1/3/2023

DATE

DATE

DATE



Change Order Request

Date: 12/20/2022

To: Kim Pahlow
Syble Hopp School
755 Scheuring Rd
De Pere, WI 54115

Re: Syble Hopp Renovation & Addition
De Pere, WI 54115
Project: 211940

Reference Document: PCI0047

Change Description: Add Magnetic Door Hold Opens on Door 101 A/B

Contractor	Description	Amount
Vos Electric	ELECTRICAL	\$7,054.00
* SUB-TOTAL *		\$7,054.00
Insurance		\$45.85
* SUB-TOTAL *		\$7,099.85
Bond		\$71.00
** TOTAL **		\$7,170.85

Impacted Calendar Days: 0

All terms of our agreement apply and preclude Miron Construction Co., Inc. from performing any extra work without approval. Please provide your approval by signing this request.

DocuSigned by:

Jake Kroll

C435A48B79474BC...

Jake Kroll

Miron Construction Co., Inc.

12/20/2022

Date:

DocuSigned by:

Kim Pahlow

35B8EFD908524D8...

Owner Representative
Syble Hopp School

1/3/2023

Date:

This quote expires on: 12/27/2022

Brown County Children with Disabilities Education Board

Organization Description: The Brown County Children with Disabilities Education Board (BCCDEB) provides funding for and supports Syble Hopp School and seven public school districts within Brown County. Educational programming is provided to meet the needs of children with intellectual disabilities and/or autism between the ages of three to a student's twenty-first birthday.

Position Title: Summer Programming Coordinator (Syble Hopp School)

Position Purpose: To provide a variety of opportunities for student engagement, connection and learning during the summer break, the Summer Programming Coordinator plans, organizes and facilitates programming.

Qualifications Required: Bachelor's Degree from an Accredited University
WI Professional Educator Special Education Teacher and/or equivalent

Qualifications Desired: Experience leading and facilitating programs for students who have Intellectual Disabilities and/or Autism
CPR/AED/First Aid Certification

Reports to: Director of Special Education and Pupil Services Brown County Children with Disabilities Education Board

Terms of Employment: Limited Term Employment, Exempt Employee

Essential Functions:

This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

1. Plan and organize a variety of opportunities for students and their families that will occur during the summer break that promote student engagement, connection and learning.
2. Develop and implement a timeline for summer programming options that may include summer day programming at Syble Hopp School or off site locations of our community partners; as well as opportunities for family events.
3. In collaboration with the Director of Special Education and Pupil Services, recruit and hire highly qualified staff to effectively provide planned summer opportunities.
4. With Director of Special Education and Pupil Services, oversee summer programming staff and daily activities that ensure a safe learning environment.
5. Serve as the school representative and supervisor for all family outings and events hosted both on-site and off-site.
6. Promote summer programming participation and staffing through the design of advertisement and communication with the school community.
7. Ensure an effective and efficient registration and attendance process through properly planned use of technology and documentation systems.
8. Ensure proper use of facilities, Memorandums of Understanding, Exchange and Release of Information Agreements and other pertinent legal measures, as dictated by BCCDEB policy.
9. Promote a culture of high expectations through delivery of summer programming.
10. Maintain ongoing communication with summer programming staff to ensure programming is aligned with stated objectives.
11. Respond in an appropriate and timely manner to medical and other emergencies of both children assigned as well as children assigned to other staff.
12. Promote the use of positive behavioral supports with students.
13. Communicate effectively and positively with students, parents, staff, administration and community members/agencies.
14. Understand the individual needs of students and families, including socio-economic backgrounds, racial and cultural diversity, and cultural norms.
15. All other duties as assigned and performance of related work as required.

Work Environment:

The work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Work involves frequent deadlines under pressure and requires the flexibility to adjust to continuously changing situations.
2. Must participate in and implement all required safety training regarding student and employee safety (i.e. medication administration, ALICE, etc.)
3. May be exposed to environmental hazards (e.g. waste anesthetics, cleaning compounds, facility chemicals), physical hazards (e.g. student kicking, biting, scratching) and blood borne pathogens.
4. Exposure to indoor and outdoor climate and weather conditions.
5. The noise level in the work environment can vary but is usually moderate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. Ability to constantly use bilateral upper extremities, above/below waist and above/below shoulder height.
2. Ability to constantly walk or stand.
3. Ability to constantly use hands and fingers to manipulate objects or tend to student needs.
4. Ability to constantly lift and move up to 35 pounds doing a one person lift.
5. Ability to frequently lift and move up to 70 pounds with a two person lift or aid of provided equipment.
6. Ability to frequently move over 70 pounds with a mechanical lift.
7. Ability to communicate to students using verbal and/or non-verbal communications.
8. Ability to identify student care needs through auditory and/or visual clues.
9. Ability to support students who are active and mobile throughout the building.

Materials and/or Equipment Used: Computer, Assistive Technology (PECS, Proloquo2go, Boardmaker), Adaptive Equipment, Copy Machine

This job description is intended to describe the general nature and level of work required by the person hired for this position. It is not intended to serve as an exhaustive list of all the responsibilities, duties, and skills. As the nature of education demands change, so too may the responsibilities, duties, and skills of this position.

Board Approval: Pending December 15, 2022