

BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD

Thursday, November 17, 2022 @ 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 October 20, 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: Second Reading – Service Animal Policy
RECOMMENDED MOTION: That the Board approve the BCCDEB Service Animal Policy.
9. Action Item: Resignations and Retirements
RECOMMENDED MOTION: That the Board approve the resignation of Aubrey McCarthy, EC Teacher and the retirement of James Skenadore, Building Engineer.
10. Action Item: Building Maintenance and Grounds Engineer Job Description
RECOMMENDED MOTION: That the Board approve the Building Maintenance and Grounds Engineer Job Description.
11. Action Item: Hires
RECOMMENDED MOTION: That the Board approve the hiring of Stanley Smith, Instructional Aide and Jerry Vincent, Building and Maintenance and Grounds Engineer.
12. Discussion Item: Construction and Renovation Project Update
13. Discussion Item: Administrator's Report
14. Discussion Item: Parent Organization Report
15. 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.
16. Adjournment
RECOMMENDED MOTION: That the November 17, 2022 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, November 16, 2022, so arrangements can be made.

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Thursday, October 20, 2022

Board Members Present: J. Wieland, L. Franke, H. Mathes, K. Lukens, T. Hansen, S. King, B. Clancy (phone)

Excused: Patrick H. (BC Liaison)

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

Action Item: Call to Order

1. S. King called the meeting to order at 4:02 PM.
K. Pahlow welcomed new BCCDEB member, Hazel Mathes. Hazel gave a brief introduction of herself.

K. Pahlow introduced Garrett and Amanda from Miron Construction and Matt from EUA (Performa). The board thanked them for their vision, skills and dedication that was needed to complete the construction and renovations at Syble Hopp School.

2. Open Forum – None

3. Action Item: Approval of the September 20, 2022 Board Meeting minutes.
Motion made by K. Lukens, seconded by T. Hansen, that the minutes of the September 20, 2022 meeting be approved. MOTION CARRIED UNANIMOUSLY.

4. Action Item: Approval of Agenda
Motion made by L. Franke, seconded by J. Wieland, that the agenda for the October 20, 2022 meeting be approved. MOTION CARRIED UNANIMOUSLY.

5. Action Item: Donations
A.Schmidt reviewed the donations for October, highlighting the proceeds from the Knights of Columbus Tootsie Roll sales.
Motion made by T. Hansen, seconded by J. Wieland, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.

6. Action Item: Payment of Bills
Disbursements for September 1, 2022 thru September 30, 2022 were presented. Expenses were routine with the exception of expenses for construction and renovation projects.
Motion made by J. Wieland, seconded by L. Franke, that the payment of bills be approved. MOTION CARRIED UNANIMOUSLY.

7. Action Item: Financial Report
C. Maricque reviewed the Revenues beginning July 1, 2022 thru August 31, 2022. Revenue during the summer months is low. Expenses during the summer months include subscriptions/licenses for software programs, maintenance contracts and memberships.
Motion made by T. Hansen, seconded by K. Lukens, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.

8. Action Item: Board Meeting Schedule October 2022-June 2023
To accommodate two new board members, the BCCDEB meeting schedule has been changed to the third Thursday of each month.
Motion made by L. Franke, seconded by H. Mathes, that the Board approve the new BCCDEB meeting schedule for the 2022-2023 school year. MOTION CARRIED UNANIMOUSLY.

9. Action Item: First Reading – Service Animal Policy
S. Johnson presented the BCCDEB Service Animal Policy for the first reading.
Motion made by L. Franke, seconded by T. Hansen, that the Board move the Service Animal Policy on to the second and final reading at the November 17, 2022 Board meeting.
10. Action Item: Resignations
K. Pahlow presented the resignation of Erin Zimdar and Crystal Arrowood.
Motion made by J. Wieland, seconded by K. Lukens, that the Board approve the resignations of Instructional Aides Erin Zimdars and Crystal Arrowood. MOTION CARRIED UNANIMOUSLY.
11. Action Item: Hires
S. Johnson reviewed the EC staffing in the district and presented Erin and Kristen for hire.
Motion made T. Hansen, seconded by Hazel M., that the Board approve the hiring of Erin Kotenberg and Kristen Trochta. MOTION CARRIED UNANIMOUSLY.
12. Discussion Item: Construction and Renovation Project Update
K. Pahlow updated the Board on the construction and renovation project. The project is wrapping up with some items yet to be resolved but not impacting the function of the building. C. Maricque presented a financial summary of the Capital Expansion. K. Pahlow will write a more grants and we hope to participate in Give Big Green Bay again to provide additional funds for expenses that may arise in the future.
13. Discussion Item: COVID Update
Syble Hopp currently has a five-day quarantine for positive COVID results. No testing is needed to return to school. Staff will be given the five COVID days but will need to use sick days for day six and beyond.
14. Discussion Item: Policy Updates
The administration team discussed the need for our school/board polices to be updated and that they checked into a company called Neola. Administration recommended not to go forward with their services at this time due to the extensive costs involved.
15. Discussion Item: Administrator's Report
S. Johnson reported on the Early Childhood restructuring and staffing in the district. Two therapists from Hopp were able to attend an Assistive Technology Conference (Closing the Gap) for three days. Sarah also attended the Wisconsin Council of Administrator of Special Services (WCASS) Conference. She will also be visiting Lakeland School in Walworth County on November 8th.

A.Schmidt announced an in-person Homecoming this Saturday. SNC and Denmark High School have students volunteering throughout the month. Staff can schedule their children to come to school and be a Peer Role Model. The Brown County Library is back at Hopp for Storytime and other services.
16. Discussion Item: Parent Organization Report
T. Hansen reported that attendance at the Parent Organization meetings is higher than usual. There is a staff luncheon on October 27th. Syble Hopp is hosting a SibShop on November 12th. Sibling of students ages 6-12 are invited to attend. There will also be a presenter from ADRC who will be presenting on *Tools For Caregivers* and a Sibshop presentation on *What Siblings Want Parents To Know* will take place.

17. 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.

Motion made by J. Wieland, seconded by L. Franke, that the Board move into Executive Session at 5:05 PM. MOTION CARRIED UNANIMOUSLY.

Motion made by H. Mathes, seconded by L. Franke, that the Board move back into open session at 5:45 PM. MOTION CARRIED UNANIMOUSLY

18. Action Item: Adjournment

Motion made by T. Hansen, seconded by J. Wieland, that the October 20, 2022 Brown County Children with Disabilities Education Board meeting be adjourned at 5:45 PM. MOTION CARRIED UNANIMOUSLY.

Syble Hopp School

DONATIONS – November 2022 BOARD MEETING		
DONOR	AMOUNT	ITEM/PURPOSE
Life Church	\$200	Hopp Needs
Sarah Wirts		Compression Vest – OT dept.
Julie Carter		Dynavox, OT sling, diapers
KC Council #10260	\$1,878.64	Camp SOAR
Kwik Strip Star Rewards	\$50.63	Hopp Needs
KC Council #6764	\$1,074.45	Camp SOAR
Stacey Burt-Bellin		6 wheelchair covers for Halloween
Dawn VanEnkenvort - Goodwill		Boxes of school art supplies
Total Donation	\$3,203.72	

Report Date 11/07/22 10:51 AM

SYBLE HOPP SCHOOL

Check Date 10/01/22 - 10/31/22

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
A & J VANS INC		100005					
	0100002871	10/11/22	79020		Rear Brakes/Brake Flush/2010 Ford E450	3-27-100-324-256530-011-000000-2	204.69
	0100002871	10/11/22	79020		Labor-Rear Brakes/Brake Flush 2010 Ford	3-27-100-324-256510-011-000000-2	520.00
						Check Total	724.69
	0100002876	10/18/22	79197		Labor Diagnosis Check Engine Light	3-27-100-324-256510-011-000000-2	65.00
	0100002876	10/18/22	79197		Parts Diagnosis Check Engine	3-27-100-324-256530-011-000000-2	10.00
						Check Total	75.00
						Vendor Total	799.69
ACP CREATIVIT LLC		118200					
	0100002880	10/25/22	90463		Axis Door Station	3-40-100-482-255000-019-000000-2	1,269.00
	0100002880	10/25/22	81626		HP E23 Display Monitors	3-40-100-482-255000-019-000000-2	1,393.00
						Check Total	2,662.00
						Vendor Total	2,662.00
BUELOW VETTER BUIKEMA OLSON & BLIET		117037					
	0100002881	10/25/22	30		Legal Matters	3-27-800-314-232100-019-000000-2	522.00
						Check Total	522.00
						Vendor Total	522.00
CELLCOM		101353					
	0100002882	10/25/22	004537		Monthly Service 10/16-11/15	3-10-100-355-263300-019-000000-2	117.99
						Check Total	117.99
						Vendor Total	117.99
CESA #7		101381					
	0100002860	10/11/22	23080		CESA Administration- Matching Revenue	3-27-800-941-232100-019-000000-2	4,326.00
	0100002860	10/11/22	23080		Physical Therapist Services	3-27-100-386-436000-019-000000-2	22,963.00
						Check Total	27,289.00
						Vendor Total	27,289.00

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
CITY OF DE PERE		101477					
	0100002852	10/04/22	15508399-00 9/22		Syble Hopp Sewer Charge 6/1-9/1/22	3-10-100-338-253300-019-000000-2	1,273.73
	0100002852	10/04/22	15508400-00 9/22		Fireline Water Charges 6/1- 9/1/22	3-10-100-337-253300-019-000000-2	102.00
	0100002852	10/04/22	15508399-00 9/22		Syble Hopp Water Usage 6/1- 9/1/22	3-10-100-337-253300-019-000000-2	1,264.14
					Check Total		<u>2,639.87</u>
					Vendor Total		<u>2,639.87</u>
COUNTRY VISIONS COOPERATIVE		112876					
	0100002861	10/11/22	1036914 9/22		Gas for Lawn Mower	3-10-100-411-253300-019-000000-2	44.00
					Check Total		<u>44.00</u>
					Vendor Total		<u>44.00</u>
EDF ENERGY SERVICES LLC		116946					
	0100002873	10/15/22	141294ES		Gas Usage 9/1-9/30/22	3-10-100-331-253300-019-000000-2	487.94
					Check Total		<u>487.94</u>
					Vendor Total		<u>487.94</u>
EPPSTEIN UHEN ARCHITECTS INC		102442					
	0100002862	10/11/22	87171		Renovation Services Through 9/30/22	3-40-100-541-255000-019-000000-2	7,209.11
					Check Total		<u>7,209.11</u>
					Vendor Total		<u>7,209.11</u>
GFL Environmental		117896					
	0100002857	10/04/22	U60000103331		Oct Trash Service/Recycling	3-10-100-324-253300-019-000000-2	141.20
					Check Total		<u>141.20</u>
					Vendor Total		<u>141.20</u>
GRAFTON SCHOOL INC		118203					
	0100002877	10/18/22	GIHN-INV-001775		Body Shield/Flex Shield	3-27-100-449-158000-165-000000-2	1,462.92
					Check Total		<u>1,462.92</u>
					Vendor Total		<u>1,462.92</u>
IRON MOUNTAIN		116712					
	0100002863	10/11/22	GXDD575		Paper Shredding	3-10-100-329-253300-019-000000-2	75.85
					Check Total		<u>75.85</u>
					Vendor Total		<u>75.85</u>

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount	
JONES SIGN COMPANY INC		104032						
	0100002864	10/11/22	275619-2		Mulva Family Foundation Letters	3-40-100-541-255000-019-000000-2	1,731.76	
							Check Total	1,731.76
							Vendor Total	1,731.76
KYLES CONSULTING		114953						
	0100002853	10/04/22	1350		SBS/MAC September Fees	3-27-800-310-223310-019-000000-2	900.00	
							Check Total	900.00
							Vendor Total	900.00
LAMERS BUS LINES INC		104534						
	0100002874	10/15/22	23081		Sept Transportation Credit RP	3-27-100-341-256750-011-000000-2	-25.00	
	0100002874	10/15/22	22981		September Transportation RP	3-27-100-341-256750-011-000000-2	175.00	
	0100002874	10/15/22	23045		September RT 12 & 13 Transportation	3-27-100-341-256750-011-000000-2	11,420.60	
	0100002874	10/15/22	23045		September Route Transportation	3-27-100-341-256750-011-000000-2	15,731.12	
	0100002874	10/15/22	23045		September Work Shuttle Transportation	3-27-100-341-256750-011-000000-2	1,225.79	
	0100002874	10/15/22	22979		Sept Transportation ILP	3-27-100-341-256750-011-000000-2	1,283.20	
	0100002874	10/15/22	22977		Sept Transportation TL	3-27-100-341-256750-011-000000-2	1,188.80	
	0100002874	10/15/22	23045		EDP September Transportation	3-27-101-341-256750-011-000000-2	4,290.77	
	0100002874	10/15/22	23045		WDP September Transportation	3-27-101-341-256750-011-000000-2	3,509.53	
							Check Total	38,799.81
	0100002878	10/18/22	22144		October Route Prebilling	3-27-100-341-256750-011-000000-2	41,622.47	
							Check Total	41,622.47
							Vendor Total	80,422.28
LARSON, JULIE L		118289						
	0100002883	10/25/22	SEPT/OCT/MIL 10/		Sept/Oct Mileage Bus Aide	3-27-100-342-159150-019-000000-2	105.00	
							Check Total	105.00
							Vendor Total	105.00

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Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
MIRON CONSTRUCTION CO INC		105396					
	0100002858	10/11/22	5		Renovation & Addition Project	3-40-100-541-255000-019-000000-2	1,408,184.52
	0100002858	10/11/22	5		Retainage #5 Renovation Project	3-40-000-000-811400-000-000000-0	-70,409.23
					Check Total		<u>1,337,775.29</u>
	0100002865	10/11/22	#6		Renovation & Addition	3-40-100-541-255000-019-000000-2	1,059,269.33
	0100002865	10/11/22	#6		Retainage Renovation/Addition	3-40-000-000-811400-000-000000-0	-52,963.48
					Check Total		<u>1,006,305.85</u>
					Vendor Total		<u>2,344,081.14</u>
MODERN BUSINESS MACHINES		105423					
	0100002854	10/04/22	IN3922054		Contract Meter Charges 7/1-9/30/22	3-27-100-322-158000-019-000000-2	2,285.97
					Check Total		<u>2,285.97</u>
					Vendor Total		<u>2,285.97</u>
NUMOTION		113458					
	0100002866	10/11/22	52583479		Repair Service	3-27-100-310-218100-019-000000-2	900.00
					Check Total		<u>900.00</u>
					Vendor Total		<u>900.00</u>
ROTO ROOTER		106879					
	0100002855	10/04/22	24125-2		Cable-Sewer Lateral Clean Out	3-10-100-324-253300-019-000000-2	755.00
					Check Total		<u>755.00</u>
					Vendor Total		<u>755.00</u>
SAN A CARE INC		112498					
	0100002867	10/11/22	579339		Bowl Cleaner/Wastebaskets	3-10-100-411-253300-019-000000-2	200.36
	0100002867	10/11/22	579339		Clorox Bowl Cleaner/Profi Cleaner	3-27-100-411-253300-165-000000-2	556.46
					Check Total		<u>756.82</u>
	0100002872	10/11/22	579339-1		Easy Scrub Mop/Frame/Handle	3-27-100-411-253300-165-000000-2	678.04
					Check Total		<u>678.04</u>
					Vendor Total		<u>1,434.86</u>

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Vendor Detail Report

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
SOAP PRODUCTS CO LLC		107461					
	0100002884	10/25/22	42322		Laundry Soap	3-27-100-411-158000-019-000000-2	206.00
						Check Total	206.00
						Vendor Total	206.00
TDS METROCOM		107847					
	0100002879	10/18/22	9203364367	10/22	Monthly Service 10/10-11/09	3-10-100-355-263300-019-000000-2	155.64
						Check Total	155.64
						Vendor Total	155.64
TWEET GAROT MECHANICAL INC		108187					
	0100002868	10/11/22	116404		Boiler PUmT #2 Bearing Assy/#1 Motor	3-10-100-324-253300-019-000000-2	1,414.50
						Check Total	1,414.50
						Vendor Total	1,414.50

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Vendor Detail Report

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank PCard Only		115950					
	0100002894	10/31/22	PCARD 10/22		Mops/Frames/Floor Mats	3-10-100-324-253300-019-000000-2	241.43
	0100002894	10/31/22	PCARD 10/22		Driveway Markers/String Weed Eater	3-10-100-411-253300-019-000000-2	35.29
	0100002894	10/31/22	PCARD 10/22		Keys for New Offices	3-10-100-411-253300-019-000000-2	46.35
	0100002894	10/31/22	PCARD 10/22		Batteries for Z Vibe Speech Therapy	3-27-100-411-156600-019-000000-2	23.98
	0100002894	10/31/22	PCARD 10/22		Z Vibe Vibrating Oral Motor Tool-Speech	3-27-100-411-156600-019-000000-2	42.19
	0100002894	10/31/22	PCARD 10/22		Sales tax refunded on ZVibe	3-27-100-411-156600-019-000000-2	-2.20
	0100002894	10/31/22	PCARD 10/22		Velcro Hook & Loop School Use	3-27-100-411-158000-019-000000-2	447.12
	0100002894	10/31/22	PCARD 10/22		Laminating Pouches School Use	3-27-100-411-158000-019-000000-2	476.34
	0100002894	10/31/22	PCARD 10/22		Lip Blok Mouthpiece Oral Motor Skills	3-27-100-411-218100-019-000000-2	27.40
	0100002894	10/31/22	PCARD 10/22		Refund Sales Tax Lip Blok	3-27-100-411-218100-019-000000-2	-1.43
	0100002894	10/31/22	PCARD 10/22		Therapeutic Spoons for Students	3-27-100-411-218100-019-000000-2	39.00
	0100002894	10/31/22	PCARD 10/22		Sales Tax Refunded Therapeutic Spoons	3-27-100-411-218100-019-000000-2	-2.04
	0100002894	10/31/22	PCARD 10/22		Evaluation Forms Preschooler/Toddlers	3-27-110-411-152000-317-000000-2	331.80
	0100002894	10/31/22	PCARD 10/22		Developmental Scoring Forms	3-27-110-411-152000-317-000000-2	309.10
	0100002894	10/31/22	PCARD 10/22		Washable Tempera Paints- Westwood EC	3-27-110-411-152000-317-000000-2	80.49
	0100002894	10/31/22	PCARD 10/22		Mailing Thank You Cards to Packers	3-27-800-353-232100-019-000000-2	9.36
	0100002894	10/31/22	PCARD 10/22		Postage Stamps School Use	3-27-800-353-232100-019-000000-2	120.00
	0100002894	10/31/22	PCARD 10/22		Two cork bulletin boards	3-27-800-411-232100-019-000000-2	129.96
	0100002894	10/31/22	PCARD 10/22		Return one cork bulletin board	3-27-800-411-232100-019-000000-2	-64.98
	0100002894	10/31/22	PCARD 10/22		Copy paper, writing pads	3-27-100-417-158000-019-000000-2	269.77
	0100002894	10/31/22	PCARD 10/22		Closing Gap-Prof Development A Warren	3-27-100-310-221300-019-000000-2	575.00
	0100002894	10/31/22	PCARD 10/22		MX275 Smartboards	3-40-100-482-255000-019-000000-2	8,487.80
	0100002894	10/31/22	PCARD 10/22		MX275 Smartboards	3-27-100-482-158000-165-000000-2	6,671.20
	0100002894	10/31/22	PCARD 10/22		Large & Medium Gloves- School Use	3-27-100-416-253300-165-000000-2	1,053.99
Check Total							19,346.92
Vendor Total							19,346.92
WEST DE PERE SCHOOL DISTRICT		108893					
	0100002875	10/15/22	WDPFS 9/22		September Food Service	3-50-800-310-257100-000-000000-2	5,976.30
Check Total							5,976.30
Vendor Total							5,976.30

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Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
WI DEPT OF JUSTICE		109010					
	0100002869	10/11/22	G2841 9/22		September Background Checks	3-27-800-310-231700-019-000000-2	273.00
						Check Total	<u>273.00</u>
						Vendor Total	<u>273.00</u>
WISCONSIN PUBLIC SERVICE		109151					
	0100002856	10/04/22	4305207182		Electric Service 8/24- 9/25/22	3-10-100-336-253300-019-000000-2	6,576.32
	0100002856	10/04/22	4303105697		Duplex Utilities 8/24- 9/25/22	3-27-100-999-158000-019-000000-2	168.08
						Check Total	<u>6,744.40</u>
	0100002870	10/11/22	4311862962		Gas Service Transportation 9/1-9/30/22	3-10-100-331-253300-019-000000-2	255.46
						Check Total	<u>255.46</u>
						Vendor Total	<u>6,999.86</u>
						Grand Total	<u>2,510,439.80</u>

Syble Hopp Balance Sheet as of September 30, 2022

ACCOUNT DESCRIPTION	09/30/22
GENERAL FUND	
CASH	5,540,705.57
TOTAL ASSETS	5,540,705.57
ACCOUNTS PAYABLE	12,449.30
RETAINAGE PAYABLE	2,063.40
TOTAL LIABILITIES	14,512.70
EQUITY ACCOUNT	5,526,192.87
TOTAL FUND BALANCE	5,526,192.87
SPECIAL EDUCATION FUND	
CASH ACCOUNT	(688,611.65)
RECEIVABLE	23,861.25
TOTAL ASSETS	(664,750.40)
PAYABLE ACCOUNT	71,172.32
TOTAL LIABILITIES	71,172.32
EQUITY ACCOUNT	(735,922.72)
TOTAL FUND BALANCE	(735,922.72)
FOOD SERVICE FUND	
CASH	20,572.75
TOTAL ASSETS	20,572.75
ACCOUNTS PAYABLE	5,976.30
DEFERRED REVENUE	6,023.26
TOTAL LIABILITIES	11,999.56
EQUITY ACCOUNT	8,573.19
TOTAL FUND BALANCE	8,573.19

Syble Hopp Revenue Summary for the Month Ended September 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	18,766.59	(2,233.41)	
RENT (DUPLEX)	9,000.00	2,250.00	(6,750.00)	
MEDICAID MAC REIMBURSEMENT	170,000.00	-	(170,000.00)	
MISCELLANEOUS	252,000.00	44,370.00	(207,630.00)	ARPA funds received for dehumidification project payments.
TOTAL GENERAL FUND	3,390,953.00	65,386.59	(3,325,566.41)	
SPECIAL REVENUE FUND				
STUDENT FEES	5,460.00	3,570.00	(1,890.00)	
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	-	(278,448.00)	
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	-	(1,703,000.00)	
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	-	(248,000.00)	
TOTAL SPECIAL REVENUE FUND	4,494,727.00	14,852.23	(4,479,874.77)	
FOOD SERVICE FUND				
STUDENT LUNCH	32,000.00	3,986.33	(28,013.67)	
ADULT LUNCH	366.00	52.60	(313.40)	
FOOD SER/STATE AID	750.00	-	(750.00)	
FOOD SERVICE/FED AID	39,423.00	628.00	(38,795.00)	EBT processing reimbursement.
FED AID/COMMODITIES	6,900.00	-	(6,900.00)	
MISCELLANEOUS	-	-	-	
TOTAL FOOD SERVICE REVENUE FUND	79,439.00	4,666.93	(74,772.07)	

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

DESCRIPTION	2022-2023 BUDGET	BUDGET AS OF 9/30/2022	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 9/30/2022	COMMENTS
GENERAL FUND						
LIBRARY MEDIA RESOURCES	300.00	33.33	-	300.00	33.33	
FISCAL/FINANCE	189,334.00	53,596.31	54,697.51	134,636.49	(1,101.20)	Subscriptions/licenses have been paid for Alio, Absence Management, and Time and Attendance.
BUILDING AND SITE OPERATION	289,413.00	69,812.52	74,643.73	214,769.27	(4,831.21)	Project to strip the floors is not expected to be done until later in the year.
BUILDING AND SITE MAINTENANCE	280,300.00	70,075.00	45,816.50	234,483.50	24,258.50	Dehumidification project is not expected to be done until December.
DUPLEX	1,895.00	473.75	-	1,895.00	473.75	
TELEPHONE	3,320.00	830.00	823.52	2,496.48	6.48	
NON-INSTRUCTIONAL STAFF TRAINING	990.00	247.50	-	990.00	247.50	
TECHNOLOGY	58,940.00	15,401.54	16,419.33	42,520.67	(1,017.79)	
INSURANCE AND JUDGMENTS	112,820.00	28,205.00	27,995.52	84,824.48	209.48	
COUNTY IDC AND TECH SERVICES	115,149.00	28,787.25	27,440.44	87,708.56	1,346.81	
TRANSFER TO CAPITAL EXPANSION	1,486,833.00	-	-	1,486,833.00	-	
TOTAL GENERAL FUND	2,539,294.00	267,462.20	247,836.55	2,291,457.45	19,625.65	
SPECIAL REVENUE						
EARLY CHILDHOOD	414,269.00	31,866.85	30,178.30	384,090.70	1,688.55	Supplies and software purchased for the school year.
SPEECH/LANGUAGE	430,847.00	33,142.08	34,936.02	395,910.98	(1,793.94)	Supplies and software purchased for the school year.
SPECIAL EDUCATION	1,920,537.00	175,349.92	184,610.93	1,735,926.07	(9,261.01)	Curriculum software and supplies have been purchased.
RETIREE VEBA PAYMENT	35,000.00	-	-	35,000.00	-	
EC INSTRUCTIONAL AIDES	67,968.00	5,228.31	4,065.05	63,902.95	1,163.26	
SE INSTRUCTIONAL AIDES	1,245,945.00	95,841.92	106,679.27	1,139,265.73	(10,837.35)	Vocational work and room set-up done to prepare for school year.
SE SUB TEACHERS/AIDES	95,270.00	7,328.46	4,277.24	90,992.76	3,051.22	
EC SUB TEACHERS/AIDES	22,177.00	1,705.92	390.34	21,786.66	1,315.58	
SPECIALTY TEACHERS	249,839.00	19,218.38	18,624.01	231,214.99	594.37	Supplies purchased for school year.
DIRECTION OF SOCIAL WORK	83,797.00	6,445.92	6,910.11	76,886.89	(464.19)	Supplies purchased for school year.
NURSING	145,874.00	11,221.08	13,983.74	131,890.26	(2,762.66)	Supplies purchased for school year and hours incurred to prepare for school year.
OCCUPATIONAL THERAPY	357,286.00	27,483.54	24,880.04	332,405.96	2,603.50	Supplies purchased for school year.
PHYSICAL THERAPY	144,991.00	11,153.15	15,145.13	129,845.87	(3,991.98)	Sensory equipment purchased.
TRAINING	64,626.00	16,156.50	28,450.48	36,175.52	(12,293.98)	Large portion of training occurred during the summer.
SE AND PRINCIPAL	449,047.00	94,395.46	93,537.54	355,509.46	857.92	
BOARD AND AUDIT	10,515.00	3,828.75	2,126.00	8,389.00	1,702.75	
ADMINISTRATOR	202,632.00	46,761.23	47,972.29	154,659.71	(1,211.06)	
VEHICLE REPAIR AND FUEL	7,795.00	1,948.75	874.41	6,920.59	1,074.34	
TRANSPORTATION AND BUS AIDES	795,883.00	79,588.30	81,252.78	714,630.22	(1,664.48)	Cost of fuel is more than expected.
OPERATIONS - ESSER	23,000.00	5,750.00	5,820.91	17,179.09	(70.91)	
UNEMPLOYMENT	10,912.00	2,728.00	481.61	10,430.39	2,246.39	
CESA SERVICES AND DISTRICT PMTS	30,576.00	30,576.00	22,963.00	7,613.00	7,613.00	

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

DESCRIPTION	2022-2023 BUDGET	BUDGET AS OF 9/30/2022	Actual Amount	TOTAL BUDGET REMAINING	VARIANCE TO BUDGET AS OF 9/30/2022	COMMENTS
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	771,251.53	750,774.95	6,207,204.05	20,476.57	
FOOD SERVICES						
DIRECTON OF FOOD SERVICES	72,239.00	8,026.56	9,134.22	63,104.78	(1,107.66)	Annual supplies have been purchased.
FOOD - LUNCH PROG	300.00	33.33	-	300.00	33.33	
FOOD	6,900.00	-	-	6,900.00	-	
TOTAL FOOD SERVICE FUND	79,439.00	8,059.89	9,134.22	70,304.78	(1,074.33)	

SERVICE ANIMALS AT BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD POLICY

The Brown County Children with Disabilities Education Board (BCCDEB) recognizes the important role that service animals, including service dogs or miniature horses where applicable, perform for individuals with disabilities. It is the policy of the BCCDEB that service animals assisting individuals with disabilities are generally permitted in all facilities and programs except as described below. The BCCDEB is committed to an environment of non-discrimination on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, homelessness status or physical, mental, emotional or learning disability/handicap.

The Brown County Children with Disabilities Board complies with applicable laws in making such accommodations, including the Individuals with Disabilities Education Act of 2004, Section 504 of the Vocational Rehabilitation Act, the Americans with Disabilities Act (Amendment Acts), Title II and any other applicable laws.

A service animal is defined under Title II as any guide or signal animal or other animal that is individually trained or being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability.

Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone or fallen objects, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

Other animals, whether wild or domestic, do not qualify as service animals. Service animals are not considered pets, classroom animals, or curriculum aids. Animals that are not trained to perform tasks that mitigate the effects of a disability, including animals that are used purely for emotional support, comfort, companionship, therapeutic benefits or to promote emotional wellbeing, are not service animals.

Inquiries: The BCCDEB shall not ask about the nature or extent of a person's disability, but may make two inquiries to determine whether an animal qualifies as a service animal:

1. Ask if the animal is required because of a disability; and
2. What work or task the animal has been trained to perform.

The BCCDEB shall not require documentation, such as proof that the service animal has been certified, trained, or licensed as a service animal. The District will not make these inquiries when it is readily apparent that the animal is trained to do work or perform tasks for an individual with a disability (e.g., the service animal is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility

disability).

Visitors: The BCCDEB shall permit visitors to use service animals in BCCDEB facilities and at school events and make reasonable accommodations for the individual's use of a service animal on BCCDEB property. The BCCDEB shall not ask about the nature or extent of the visitor's disability, but may make the following inquiries on whether an animal qualifies as a service animal:

1. The BCCDEB may ask if the animal is required because of a disability; and
2. What work or task the animal has been trained to perform.

Staff may not ask the visitor to produce documentation of his/her disability or documentation that the animal is certified, licensed, trained or is being trained to be a service animal. If the animal is not a service animal, the site administrator/designee should inform the visitor of Board policy regarding animals on school grounds.

Service Animals for Students and Staff

The BCCDEB shall permit students or staff to use service animals in BCCDEB facilities and at school events. The BCCDEB may impose legitimate safety requirements necessary for the safe operation of its services, programs, or activities; however, the BCCDEB will ensure that its safety requirements are based on actual risks, not on mere speculation, stereotypes or generalizations about individuals with disabilities.

Providing Notice to BCCDEB Administration: When a student or staff member has notified BCCDEB administration that they intend to bring a service animal onto BCCDEB property on a regular basis, a meeting shall be held to discuss the plan which includes, but is not limited to:

- 1) If the animal is required because of a disability;
- 2) The tasks the service animal is trained to perform for the student or staff member;
- 3) The student or staff member's daily schedule and the expected use and needs of the animal during all parts of the daily schedule;
- 4) Transportation considerations, if applicable;
- 5) Documentation will be provided by the student or staff member relative to all vaccination, licensing and/or veterinary requirements at this meeting.

Vaccination, Licensing and/or Veterinary Requirements: All animals, including service animals, housed on BCCDEB property or brought on BCCDEB property on a regular basis must meet every veterinary requirement set forth in State law and County regulation/ordinance, including, but not limited to, rabies vaccination or other inoculations required for the animal to be properly licensed.

General: The BCCDEB is not responsible for the care or supervision of the service animal. The BCCDEB shall modify its policies, practices, or procedures to permit the use of a service animal by an individual with a disability; however, the BCCDEB may ask an individual with a disability to remove a service animal from the premises if:

1. The animal is out of control and the animal's handler does not take effective action to control the animal;
2. The animal is not housebroken;

3. The animal poses a direct threat in that it is a significant risk to the health or safety of others that cannot be eliminated by a modification of policies, practices or procedures; or
4. The presence of the animal fundamentally alters the learning or work environment. Examples may include, but are not limited to, areas requiring protective clothing or food preparation areas.

Conditions warranting review under the direct threat analysis include:

1. is unclean and has a foul odor;
2. is not under the control of its handler;
3. urinates or defecates in inappropriate or undesignated locations;
4. makes unsolicited contact with persons while on District property or on the school bus;
5. disrupts the normal course of school business;
6. works with unnecessary vocalization (barking, growling, or acting in a threatening manner towards students and staff);
7. shows aggression toward people or other animals;
8. solicits or steals food or other items from persons while on BCCDEB property;
9. has not been specifically trained to perform its duties in public and is not accustomed to being in public;
10. cannot remain quietly beside the handler without blocking aisles, doorways, etc.; or
11. does not stay within close proximity of the individual or during tasks that require it to be working at a greater distance.

Handler's Control. The service animal is to be under the control of its handler. The service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals or other effective means).

If an animal is properly excluded under the Title II Direct threat regulation (see 28 CFR 35.136(b)), the BCCDEB shall give the individual with a disability the opportunity to participate in the service, program, or activity without having the service animal on the premises.

Access to Areas of the BCCDEB: Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of BCCDEB's facilities where members of the public, participants in services, programs or activities, or invitees, as relevant are allowed to go.

Surcharges: The BCCDEB shall not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the BCCDEB normally charges individuals for the damage a service animal causes, an individual with a disability may be charged for that damage.

While service animals are frequently service dogs, miniature horses are being trained in greater numbers due to the length of their life and opportunity for longer service to disabled individuals. Accordingly, the federal law specifically provides regulations that guide the use of miniature horses as service animals.

Miniature horses: The BCCDEB shall make reasonable modifications in its policies, practices, or procedures to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability. In making such a determination, the BCCDEB shall consider:

1. The type, size and weight of the miniature horse and whether the facility can accommodate those features;
2. Whether the handler has sufficient control of the horse;
3. Whether the horse is housebroken; and
4. Whether the horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operations.

Items with respect to handler's control, care or supervision, inquiries, access to areas of the public entity and surcharges as noted above apply to miniature horses.

LEGAL REFERENCES:

Wis. Stat. § 118.13

Wis. Stat. § 252.21

Wis. Stat. § 254.56

Wisconsin Administrative Code TRANS 300.16,

Americans with Disabilities Act

Individuals with Disabilities Education Act of 2004, Section 504 of the Vocational Rehabilitation Act

First Reading by BCCDEB Board:

October 20, 2022

Second Reading by BCCDEB Board:

November 17, 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 year.

Position Title: **Building Maintenance and Grounds Engineer**

Position Purpose: Maintains the school building and grounds in collaboration with the housekeeping team. Coordinates tasks related to HVAC, electrical, plumbing, environmental, custodial, ground maintenance and events. Coordinates the maintenance of the school building and grounds in a condition that provides staff and students with a welcoming, safe, clean, and efficient physical learning environment.

Qualifications Required: High School diploma or equivalent
Current WI Driver's License
Three (3) years of experience in building and grounds maintenance

Qualifications Desired: Associates Degree in related field.
Certified Pool Operator
Designated Asbestos Training
Maintenance and/or construction management including experience in supervising personnel in the building trades workforce

Reports to: Business Manager

Supervises: Housekeeping Staff

Terms of Employment: Non-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. Performs custodial duties associated to floor care of various flooring types, bio cleanup duties, lunchroom cleaning, cleaning restrooms, removing trash, various other custodial tasks, and securing building.
2. Supervises custodial personnel and oversees cleaning and maintenance of the school. Responsible for the training of new and current housekeeping staff.
3. Develops schedules in coordination with vendors for periodic inspection, cleaning, preventive maintenance and service of buildings and equipment.
4. Performs work in landscaping, carpentry, painting, masonry, plumbing, electrical (switches, lights, ballasts, etc.), and HVAC (heating, ventilation, air conditioning). Troubleshoots and overhauls various building systems and equipment, makes repairs and installs parts as necessary, sets and calibrates controls and equipment and reviews system operations for proper performance after repairs.
5. Operates and maintains the computerized HVAC building automation systems and all fire alarm systems.
6. Maintains and inspects pool, including testing chemicals and monitoring related equipment.
7. Performs grounds maintenance work such as mowing, trimming, landscaping, debris removal, trash pick-up, snow removal plowing and salting. Coordinates necessary repairs.
8. Reports and coordinates work for all problems of a serious mechanical nature, which may require the assistance of outside mechanical contractors or service agencies.
9. Coordinates the preparation and take down of table, chairs, and other equipment for meetings, dances, or performances.

10. Coordinates furniture, equipment, and supply moves within building.
11. Cleans, services, and maintains school vehicles and ensure they are in safe operating condition for the transportation of students.
12. Operates and maintains hand and power tools and other equipment used in facility & grounds maintenance.
13. Maintains all building safety and code requirements of the Federal, State, local, and DPI guidelines.
14. Assists with the documentation consisting of plans, specifications, blueprint drawings, manufacturer's literature, etc., on all buildings and equipment therein.
15. Responds to emergency problems and is on-call to meet with vendors, repairmen or suppliers, when necessary.
16. Coordinates the disposal of equipment in accordance with County standards.
17. Selects, recommends, and/or evaluates products relating to operation and maintenance supplies, equipment, and tools.
18. Responsible for appropriate budgeting, bidding and purchase of supplies, equipment, and tools.
19. Maintains necessary safety data sheets and asbestos documentation.

Knowledge, Skills, and Abilities

1. Knowledge in the maintenance of HVAC, boilers, and air conditioning systems
2. Understanding of digital temperature controls of boilers and air conditioning systems. Ability to calibrate pneumatic thermostats. Knowledge of Delta Controls and/or Tridium preferred but not required.
3. Training and knowledge in the maintenance and cleaning of terrazzo, VCT tile, carpeted flooring, and other surface types.
4. Sound knowledge of building construction and repair
5. Knowledge of cleaning supplies and chemicals
6. Knowledge of the maintenance and operation of building systems
7. Knowledge of snow removal and lawn care practices.
8. Knowledge of pool maintenance.
9. Experience with Safety Data Sheets and Hazard Communication standards
10. Ability to read and understand written materials (blueprints, schematics, etc.) and to follow written and verbal directions.
11. Knowledge of school asbestos requirements.
12. Ability to operate a scissored lift and other maintenance equipment.
13. Ability to prepare maintenance budget and requisition/order supplies.
14. The ability to work well with people, to organize and plan effectively for task completion.
15. Ability to communicate effectively in writing and orally with staff, students, vendors, and visitors.
16. Basic computer skills.

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. Must participate in and implement all required trainings regarding student and employee safety and emergencies (i.e. ALICE, medication administration, etc.).
2. 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.
3. Exposure to indoor and outdoor climate and weather conditions.
4. The noise level in the work environment may 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. Frequent use bilateral upper extremities, above/below waist, and above/below shoulder height.
2. Frequent standing and walking; occasional sitting and driving.

3. Frequent bending, twisting, squatting, climbing, reaching, and pushing.
4. Ability to work in environments of extreme heat and cold.
5. Using hand(s)/feet for single grasping, fine manipulation, pushing and pulling, and operating controls.
6. Ability to lift and move up to 100 pounds with the assistance of another person and ability to lift and/or carry objects weighing up to 50 pounds.
7. Ability to distinguish sounds at various frequencies and volumes.
8. Ability to distinguish people or objects at varied distances under a variety of light conditions.

Materials and/or Equipment Used: Floor scrubber, Lawn and Snow Removal Tractor, Scissors Lift, General Repair Tools, Cleaning Chemicals, Computer

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.

Support Information #11

To: Kim Pahlow, Administrator

From: Abbie Nizzia, Syble Hopp Principal

RE: Recommended Hires

Date: November 17, 2022

The purpose of this memo is to recommend the hiring of the following staff, pending successful completion of the hiring process:

- Stanley Smith, as an Instructional Aide for the 2022-2023 school year. This will fill an existing vacancy at Syble Hopp School.
- Jerry Vincent, as the Building Maintenance and Grounds Engineer. Jerry will be filling the vacancy created by Jim Skenadore's retirement.