

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Tuesday, August 20, 2019

Board Members Present: B. Clancy, J. Wieland, K. Lukens, A. Tran, S. King (via phone)

Board Members Excused: J. Mitchell, L. Franke

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

1. Action Item: Call to Order
B. Clancy called the meeting to order at 3:30 PM.
2. Open Forum - None
3. Action Item: Approval of July 16, 2019 Minutes
Motion made by J. Wieland, seconded by K. Lukens, that the minutes from the July 16, 2019 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.
4. Action Item: Approval of Agenda
Motion made by J. Wieland, seconded by K. Lukens, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.
5. Action Item: Donations
A. Nizzia highlighted a donation made by a past BCCDEB President.
Motion made by J. Wieland, seconded by K. Lukens, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.
6. Action Item: Payment of Bills
Payments for July 1, 2019 to July 31, 2019 were reviewed and discussed. Larger expenses reflect the annual subscriptions/renewals that are due at the beginning of the school year (OASIS, IC).
Motion made by K. Lukens, seconded by J. Wieland, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.
7. Action Item: Approval of Policy Change – First Reading
A discussion was held with no corrections.
Motion made by J. Wieland, seconded by K. Lukens that the changes in Policy 3.09 – Leaves of Absence, regarding Sick Days, Casual Days and Bereavement be approved. This policy will be brought back to the next meeting for a second reading.
8. Action: Resignations
Motion made by K. Lukens, seconded by J. Wieland that the Board approve the resignation of Marissa Hohol, Instructional Aide.
9. Action: Hiring
Motion made by J. Wieland, seconded by K. Lukens, that the Board approve the hiring of Helen Fiel, Kristina Williams and Julie Peterson as BCCDEB Instructional Aides. MOTION CARRIED UNANIMOUSLY.
10. Discussion Item: Administrator's Report
Sarah Johnson – Camp SOAR went very well. Did receive feedback from staff and parents through a feedback survey and will consider some changes to improve next year's program. Sarah also visited other programs that our students attend during the summer months to learn more about their programming.

Infinite Campus (IC) online registration will be coming soon. Meetings were held for the final setup steps so it is ready for the parent meeting next week.

Abbie Nizzia – As of today, all staffing positions are full for the upcoming school year.

August 20, 2019

Some staff have already been in the building getting their rooms ready. We are looking forward to a good year. Preparations are underway for staff meetings all next week.

Carolyn Maricque – Time & Attendance through Frontline is an hourly employee check in/check out system that will be in place this fall. Hourly staff will be able to access this system via a computer, kiosk or phone app.

Kim Pahlow – The parent survey is ready to go out with a deadline of September 23. We are hoping for results by the October Board meeting. The building is shaping up for the first day of school.

11. Discussion Item: Parent Organization Report

A. Nizzia reported that the PO raised over \$25,000 at the 26th Annual Golf Outing. Next year the golf outing will be July 11, 2020. Key parents are continuing to meet and made up a calendar of events for the whole school year. They are planning on a Volunteer Kick Off at the parent meeting next week.

12. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85(1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

Motion made by J. Wieland, seconded by K. Lukens, that the Board move into Executive Session at 4:59 PM. MOTION CARRIED UNANIMOUSLY.

Board returned to open session at 4:10PM.

13. Action Item: Support Staff Compensation

Motion made by K. Lukens, seconded by J. Wieland, that the Board approve a 2.25% increase for BCCDEB Support Staff and the recommended individual salary adjustments.

14. Action Item: Administrative Compensation

Motion made by J. Wieland, seconded by K. Lukens, that the Board approve a 2.25% increase for BCCDEB administration.

15. Action Item: Adjournment

Motion made by J. Wieland, seconded by K. Lukens, to adjourn the August 20, 2019 Brown County Children with Disabilities Board meeting at 4:16 PM. MOTION CARRIED UNANIMOUSLY.

Support Information #6

Report Date 09/11/19 02:30 PM

SYBLE HOPP SCHOOL

Page No 1

Check Date 08/01/19 - 08/31/19

Vendor Detail Report

FHVEN10A

Vendor	Check Key	Check Date	Invoice No	PO No	Description	Account No	Amount
AT&T	0100001741	08/27/19	9203383429826 8/		Monthly Service 8/19-9/18	0-27-100-999-158000-019-000000-2	40.73
					Check Total		40.73
					Vendor Total		40.73
BADGERLAND PRINTING INC	0100001727	08/13/19	33743		Syble Hopp Brochures	0-27-100-354-158000-019-000000-2	18.00
					Check Total		18.00
					Vendor Total		18.00
	0100001742	08/27/19	33792		September Connection Newsletter	0-27-100-354-158000-019-000000-2	109.00
					Check Total		109.00
					Vendor Total		127.00
CAMERA CORNER	0100001754	08/27/19	510553P-IN		Three Live Network Cameras	0-10-100-449-254300-019-000000-2	2,325.00
					Check Total		2,325.00
					Vendor Total		2,325.00
CC&N INC	0100001743	08/27/19	SRVCE000003737		Mount Cameras In Hallways, Data Cables,	0-10-100-324-253300-019-000000-2	619.91
					Check Total		619.91
					Vendor Total		619.91
CELLCOM	0100001744	08/27/19	107097		Monthly Service 8/16-9/15	0-10-100-355-263300-019-000000-2	78.01
					Check Total		78.01
					Vendor Total		78.01
CS&A #10	0100001728	08/13/19	11290		Software Hosting 2019-2020 Contract	0-10-800-386-252000-019-000000-2	725.00
					Check Total		725.00
					Vendor Total		725.00
CS&A #5	0100001729	08/13/19	0002000431		Infinite Campus Support/Campus Academy	0-27-100-360-158000-019-000000-2	2,800.00
					Check Total		2,800.00
					Vendor Total		2,800.00

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Vendor Detail Report

FNVEN10A

Vendor	Check Key	Check Date	Invoice No	Pa No	Description	Account No	Amount
CITY OF DE PERE	0100001745	08/27/19	201908199658		Special Brush Pickup	0-10-100-324-253300-019-000000-2	50.00
						Check Total	50.00
COUNTRY VISIONS COOPERATIVE		112876				Vendor Total	50.00
	0100001723	08/13/19	1036914 7/19		Gas for Lawn Mower	0-10-100-411-253300-019-000000-2	28.18
	0100001723	08/13/19	1036914 7/19		Hardware	0-10-100-411-253300-019-000000-2	15.97
					Check Total	44.15	
DE PERE Y-MART		114547				Vendor Total	44.15
	0100001746	08/27/19	YMARKSHS 7/19		Gas for Vehicles	0-27-160-348-219000-019-000000-2	353.18
					Check Total	353.18	
EMPOWERMENT DANCE LLC		116746				Vendor Total	353.18
	0100001730	08/13/19			Camp Soar Dance Lessons	0-27-160-310-219000-019-000000-2	750.00
	0100001730	08/13/19			Camp Soar 50% Deposit	0-27-160-310-219000-019-000000-2	1,125.00
					Check Total	1,875.00	
FOX SPECIALTY COMPANY		102718				Vendor Total	1,875.00
	0100001731	08/13/19	41557		Sleeve Chair Protectors/Felt Strips/Pads	0-10-100-411-253300-019-000000-2	575.50
	0100001731	08/13/19	41512		Black Gloves, Trash/Can Liners	0-10-100-411-253300-019-000000-2	1,471.04
	0100001731	08/13/19	41571		Felt Strip	0-10-100-411-253300-019-000000-2	156.80
					Check Total	2,203.34	
GREAT AMERICAN DISPOSAL OF WISCONSIN		110385				Vendor Total	2,203.34
	0100001732	08/13/19	98100260		August Trash Removal/Recycling	0-10-100-324-253300-019-000000-2	124.00
					Check Total	124.00	
INFINITE CAMPUS, INC.		115405				Vendor Total	124.00
	0100001733	08/13/19	ANNUAL027903		Online Registration Standard9/19-6/20	0-10-800-360-252000-019-000000-2	416.67
					Check Total	416.67	
					Vendor Total	416.67	

SYBLE HOPP SCHOOL

Vendor Detail Report

Report Date 09/11/19 02:30 PM

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Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
IRON MOUNTAIN	0100001738	08/19/19	BYWS230		Shredding Service 7/23/2019	0-10-100-329-253300-019-000000-2	16.50
					Check Total		16.50
JOHNSON CONTROLS (SIMPLEXGRINNEL)	0100001718	08/01/19	86025936		Service Panel-Fire System	0-10-100-324-253300-019-000000-2	561.00
					Check Total		561.00
JONES, HARRY S	0100001747	08/27/19	86062320		PA Replacement-Materials & Labor	0-10-100-551-254300-019-000000-2	21,594.00
					Check Total		21,594.00
KEYSER PLUMBING & HEATING INC	0100001734	08/13/19	SOAR 2019		Soar Music Performances	0-27-160-310-219000-019-000000-2	900.00
					Check Total		900.00
KOEHLER FLOORING INC	0100001735	08/13/19	15990		Repair hot water line west hallway	0-10-100-324-253300-019-000000-2	320.00
	0100001735	08/13/19	15989		Work in Girls Westwing Bathroom	0-10-100-324-253300-019-000000-2	320.00
					Check Total	640.00	
					Vendor Total	640.00	
KYLBE CONSULTING	0100001719	08/01/19	426		Closet Room Flooring	0-10-100-324-254300-019-000000-2	350.00
	0100001719	08/01/19	370		Wood Plank Flooring	0-10-100-324-254300-019-000000-2	24,491.00
					Check Total	24,841.00	
					Vendor Total	24,841.00	
KYLBE CONSULTING	0100001724	08/13/19	KYLES SH 7/19		SBS/MAC Fee for July	0-27-800-310-223300-019-000000-2	900.00
					Check Total		900.00
					Vendor Total	900.00	

Check Date 08/01/19 - 08/31/19

FNVEN10A

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LA FORCE INC	0100001748	08/27/19	1107163		Install Floor Mounted Partitions	0-10-100-449-254300-019-000000-2	1,644.00
					Check Total		1,644.00
LAMERS BUS LINES INC	0100001739	08/19/19	560328		Transportation Camp Soar Session 2 & 3	0-27-160-341-256750-019-000000-2	7,417.50
					Vendor Total		7,417.50
RAE-COR DISTRIBUTING LLC	0100001749	08/27/19	017082		Toilet Tissue, Roll Paper, Hand Soap	0-10-100-411-253300-019-000000-2	2,589.40
					Check Total		2,589.40
SAM'S CLUB	0100001740	08/19/19	6046002011007585		Fridge Workroom Syble Hopp	0-10-100-411-253300-019-000000-2	179.98
					Vendor Total		2,589.40
SAN A CARE INC	0100001750	08/27/19	494990		Buffer Pads, Cleaner Pads, Stripping Pad	0-10-100-411-253300-019-000000-2	503.78
					Check Total		503.78
SOAP PRODUCTS CO LLC	0100001736	08/13/19	41477		Nuwhite Soap & Safety Bleach	0-27-100-411-158800-019-000000-2	151.00
					Vendor Total		503.78
SUPERIOR CHEMICAL CORPORATION	0100001751	08/27/19	233673		Wipes & Odo Eraser	0-10-100-411-253300-019-000000-2	276.98
					Check Total		276.98
					Vendor Total		276.98

Report Date 09/11/19 02:30 PM

SYBLE HOPP SCHOOL

Page No 5

Check Date 08/01/19 - 08/31/19

Vendor Detail Report

FVVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
TDS METROCOH	0100001737	08/13/19	9203364367 8/19		Monthly Service 8/10-9/9	0-10-100-355-263300-019-000000-2	130.79
					Check Total		130.79
					Vendor Total		130.79
TWET GAROT MECHANICAL INC	0100001720	08/01/19	77596		Replace Bad Capacitors RTU #3 Unit	0-10-100-324-253300-019-000000-2	350.06
					Check Total		350.06
					Vendor Total		350.06

Check Date 08/01/19 - 08/31/19

Vendor Detail Report

FMVEN10A

Vendor	Check Key	Check Date	Invoice No	Pa No	Description	Account No	Amount
UNUM LIFE INSURANCE COMPANY OF AMER	0100001717	08/01/19	0880914-0017 8/1		LT Maintenance	0-10-100-251-253100-019-000000-2	21.56
	0100001717	08/01/19	0880914-0017 8/1		LT Accounting	0-10-800-251-252000-019-000000-2	30.18
	0100001717	08/01/19	0880914-0017 8/1		LT Int EC Teacher	0-27-101-251-152000-011-000000-2	74.02
	0100001717	08/01/19	0880914-0017 8/1		LT Int S/L	0-27-101-251-156600-011-000000-2	13.99
	0100001717	08/01/19	0880914-0017 8/1		LT Int CD Teacher	0-27-101-251-158000-011-000000-2	82.81
	0100001717	08/01/19	0880914-0017 8/1		LT Int EC Aide	0-27-101-251-159120-011-000000-2	5.34
	0100001717	08/01/19	0880914-0017 8/1		LT Int Aide	0-27-101-251-159150-011-000000-2	6.88
	0100001717	08/01/19	0880914-0017 8/1		LT Int OT	0-27-101-251-218100-011-000000-2	13.81
	0100001717	08/01/19	0880914-0017 8/1		LT Dir Spec Ed	0-27-800-251-223300-011-000000-2	61.82
	0100001717	08/01/19	0880914-0017 8/1		LT Secretary	0-27-800-251-223300-019-000000-2	4.93
	0100001717	08/01/19	0880914-0017 8/1		LT Admin	0-27-800-251-232100-011-000000-2	41.12
	0100001717	08/01/19	0880914-0017 8/1		ST Admin	0-27-800-252-232100-011-000000-2	66.00
	0100001717	08/01/19	0880914-0017 8/1		ST Maintenance	0-10-100-252-253100-019-000000-2	38.28
	0100001717	08/01/19	0880914-0017 8/1		ST Accounting	0-10-800-252-252000-019-000000-2	53.64
	0100001717	08/01/19	0880914-0017 8/1		ST EC Teacher	0-27-100-252-152000-011-000000-2	20.81
	0100001717	08/01/19	0880914-0017 8/1		ST S/L	0-27-100-252-156600-011-000000-2	171.02
	0100001717	08/01/19	0880914-0017 8/1		ST CD Teacher	0-27-100-252-159300-011-000000-2	635.82
	0100001717	08/01/19	0880914-0017 8/1		ST CD Aide	0-27-100-252-159300-011-000000-2	375.93
	0100001717	08/01/19	0880914-0017 8/1		ST Specialty Teacher	0-27-100-252-159300-011-000000-2	56.14
	0100001717	08/01/19	0880914-0017 8/1		ST OT	0-27-100-252-218100-011-000000-2	96.71
	0100001717	08/01/19	0880914-0017 8/1		ST Int EC Teacher	0-27-101-252-152000-011-000000-2	131.56
	0100001717	08/01/19	0880914-0017 8/1		ST Int S/L	0-27-101-252-156600-011-000000-2	24.87
	0100001717	08/01/19	0880914-0017 8/1		ST Int CD Teacher	0-27-101-252-158000-011-000000-2	147.19
	0100001717	08/01/19	0880914-0017 8/1		ST Int EC Aide	0-27-101-252-159120-011-000000-2	9.50
	0100001717	08/01/19	0880914-0017 8/1		ST Int Aide	0-27-101-252-159150-011-000000-2	12.23
	0100001717	08/01/19	0880914-0017 8/1		ST Int OT	0-27-101-252-218100-011-000000-2	24.55
	0100001717	08/01/19	0880914-0017 8/1		ST Dir Spec Ed	0-27-800-252-223300-011-000000-2	109.87
	0100001717	08/01/19	0880914-0017 8/1		ST Secretary	0-27-800-252-223300-019-000000-2	8.76
	0100001717	08/01/19	0880914-0017 8/1		LT SW	0-27-100-251-212100-011-000000-2	20.78
	0100001717	08/01/19	0880914-0017 8/1		LT Nurse	0-27-100-252-212100-011-000000-2	36.92
	0100001717	08/01/19	0880914-0017 8/1		LT Nurse	0-27-100-251-214400-011-000000-2	17.41
	0100001717	08/01/19	0880914-0017 8/1		LT FT	0-27-100-252-214400-011-000000-2	30.93
	0100001717	08/01/19	0880914-0017 8/1		ST FT	0-27-100-252-218200-011-000000-2	22.91
	0100001717	08/01/19	0880914-0017 8/1		LT Technology	0-10-100-251-295000-019-000000-2	40.70
	0100001717	08/01/19	0880914-0017 8/1		ST Technology	0-10-100-252-295000-019-000000-2	2.74
	0100001717	08/01/19	0880914-0017 8/1		LT EC Teacher	0-27-100-251-152000-011-000000-2	4.87
	0100001717	08/01/19	0880914-0017 8/1		LT S/L	0-27-100-251-156600-011-000000-2	11.72
	0100001717	08/01/19	0880914-0017 8/1		LT CD Teacher	0-27-100-251-158000-011-000000-2	96.27
	0100001717	08/01/19	0880914-0017 8/1		LT CD Aide	0-27-100-251-159150-011-000000-2	357.80
	0100001717	08/01/19	0880914-0017 8/1		LT Specialty Teacher	0-27-100-251-159300-011-000000-2	211.54
	0100001717	08/01/19	0880914-0017 8/1		LT OT	0-27-100-251-218100-011-000000-2	31.58
	0100001717	08/01/19	0880914-0017 8/1				54.44
					Check Total		3,279.95

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SYBLE HOPP SCHOOL

Vendor Detail Report

Report Date 09/11/19 02:30 PM

Check Date 08/01/19 - 08/31/19

Vendor UNUM LIFE INSURANCE COMPANY OF AMER: 116335

Check Date	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
							3,279.95
Vendor Total							3,279.95

Check Date 08/01/19 - 08/31/19

Vendor Detail Report

FVVEN10A

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank PCard Only	0100001722	08/08/19	PCARD 7/19		Mop Frames, Dust/Wet Mops, Door Mats	0-10-100-324-253300-019-000000-2	162.28
	0100001722	08/08/19	PCARD 7/19		Display Ports to Connect PC to Displays	0-10-100-321-295000-019-000000-2	819.25
	0100001722	08/08/19	PCARD 7/19		Crayon Rocks OT/PT	0-27-100-411-218100-019-000000-2	10.99
	0100001722	08/08/19	PCARD 7/19		Wire Puzzle Rack OT/PT	0-27-100-411-218100-019-000000-2	12.49
	0100001722	08/08/19	PCARD 7/19		Instructional Materials OT/PT	0-27-100-411-218100-019-000000-2	191.92
	0100001722	08/08/19	PCARD 7/19		Rubber Stamp OT/PT	0-27-100-411-218100-019-000000-2	8.99
	0100001722	08/08/19	PCARD 7/19		Sales Tax Credit ARK Order	0-27-100-411-218100-019-000000-2	-3.52
	0100001722	08/08/19	PCARD 7/19		Vibrating Pencil/Butter Grip OT/PT Use	0-27-100-411-218100-019-000000-2	67.48
	0100001722	08/08/19	PCARD 7/19		Magazines & CD's Music Dept	0-27-100-411-158000-019-000000-2	144.95
	0100001722	08/08/19	PCARD 7/19		Masonry Bits & Screws	0-10-100-411-253300-019-000000-2	49.84
	0100001722	08/08/19	PCARD 7/19		Speech Evaluation Forms	0-27-101-411-156600-019-000000-2	44.00
	0100001722	08/08/19	PCARD 7/19		Math Instructional Materials	0-27-101-411-158000-019-000000-2	79.98
	0100001722	08/08/19	PCARD 7/19		Classroom Sensory Items J Boylan	0-27-101-411-158000-019-000000-2	115.55
	0100001722	08/08/19	PCARD 7/19		Instructional Materials	0-27-110-411-152000-317-000000-2	25.95
	0100001722	08/08/19	PCARD 7/19		Instructional Materials S Siebens	0-27-110-411-152000-317-000000-2	147.92
	0100001722	08/08/19	PCARD 7/19		A-Z File Folders-Office	0-27-800-411-232100-019-000000-2	9.48
	0100001722	08/08/19	PCARD 7/19		ASCD Membership S Johnson	0-27-800-941-223300-019-000000-2	49.00
	0100001722	08/08/19	PCARD 7/19		WCAS Membership 19-20 Johnson	0-27-800-941-223300-019-000000-2	400.00
	0100001722	08/08/19	PCARD 7/19		WASDA Voting Member Dues 7/19-6/20	0-27-800-941-232100-019-000000-2	1,105.00
	0100001722	08/08/19	PCARD 7/19		K Pahlow WASPA Membership 7/19-6/20	0-27-800-941-232100-019-000000-2	225.00
	0100001722	08/08/19	PCARD 7/19		Lunch Trays & Teaspoons for Kitchen	0-50-800-411-257100-000-000000-2	828.61
	0100001722	08/08/19	PCARD 7/19		Sales Tax Credit Webstaurant Order	0-50-800-411-257100-000-000000-2	-43.20
	0100001722	08/08/19	PCARD 7/19		C Maricque WASBO Dues 19-20	0-10-800-941-252000-019-000000-2	480.00
	0100001722	08/08/19	PCARD 7/19		Adobe Acrobat Pro License	0-10-800-360-252000-019-000000-2	494.84
	0100001722	08/08/19	PCARD 7/19		Recovery Couch Nurse Office	0-27-100-416-214400-019-000000-2	392.00
	0100001722	08/08/19	PCARD 7/19		Wall Mount for 86" Monitor in Gym	0-27-800-440-232100-019-000000-2	146.07
	0100001722	08/08/19	PCARD 7/19		86" Display Monitor for Gym	0-27-800-440-232100-019-000000-2	3,540.61
	0100001722	08/08/19	PCARD 7/19		Conference Table Chairs/Pahlow/Johnson	0-27-800-440-232100-019-000000-2	839.88
	0100001722	08/08/19	PCARD 7/19		Letter & Legal Laminating Pouches	0-27-100-411-156600-019-000000-2	576.34
	0100001722	08/08/19	PCARD 7/19		Vocabulary Materials	0-27-100-411-156600-019-000000-2	81.40
	0100001722	08/08/19	PCARD 7/19		Speech Instructional Materials	0-27-100-411-156600-019-000000-2	104.50
	0100001722	08/08/19	PCARD 7/19		Sticky Back Fastener Coins- Speech Use	0-27-100-411-156600-019-000000-2	97.86

SYBLE HOPP SCHOOL

Report Date 09/11/19 02:30 PM

FNVEN10A

Vendor Detail Report

Check Date 08/01/19 - 08/31/19

Vendor	Check Key	Check Date	Invoice No	Po No	Description	Account No	Amount
US Bank FCard Only	0100001722	08/08/19	PCARD 7/19		Veicro Coins/Sticky Back Hook & Loop-Spe	0-27-100-411-156600-019-000000-2	123.20
	0100001722	08/08/19	PCARD 7/19		Testing Materials for Speech	0-27-100-411-156600-019-000000-2	592.20
	0100001722	08/08/19	PCARD 7/19		Floor Marker Set Gym Class Use	0-27-100-411-158000-019-000000-2	41.45
					Check Total		11,962.31
					Vendor Total		11,962.31
VDH ELECTRIC INC	0100001725	08/13/19	21877		Replaced/Added Receptacles in Classrooms	0-10-100-324-253300-019-000000-2	277.90
					Check Total		277.90
WALKING AND WHEELING	0100001752	08/27/19	21951		Installed 80" TV & Brackets	0-10-100-324-253300-019-000000-2	332.16
					Check Total		332.16
					Vendor Total		610.06
WI DEPT OF JUSTICE	0100001753	08/27/19	3749		Rifton Supine Stander	0-27-110-449-152000-317-000000-2	2,740.00
					Check Total		2,740.00
					Vendor Total		2,740.00
WISCONSIN PUBLIC SERVICE	0100001721	08/01/19	G2841 7/19		July Background Checks	0-27-800-310-231700-019-000000-2	35.00
	0100001721	08/01/19			Check Total		35.00
					Vendor Total		35.00
WISCONSIN PUBLIC SERVICE	0100001721	08/01/19	2733921674-00000		Duplex Utilities Usage	0-27-100-999-158000-019-000000-2	162.19
	0100001721	08/01/19	2733921674-00000		Garage Utilities Usage	0-10-100-336-253300-019-000000-2	30.49
	0100001721	08/01/19	2733921674-00000		Syble Hopp Electricity Usage	0-10-100-336-253300-019-000000-2	5,029.21
	0100001721	08/01/19	2733921674-00000		Syble Hopp Gas Usage	0-10-100-331-253300-019-000000-2	173.85
					Check Total		5,395.74
					Vendor Total		5,395.74
					Grand Total		98,501.04

Syble Hopp Balance Sheet as of June 30, 2019

ACCOUNT DESCRIPTION	06/30/19
GENERAL FUND	
CASH	4,636,368.74
ACCOUNTS RECEIVABLE	4,925.00
PREPAID EXPENSES	106.65
TOTAL ASSETS	4,641,400.39
ACCOUNTS PAYABLE	14,027.82
CONTRACTS PAYABLE	4,144.23
TOTAL LIABILITIES	18,172.05
EQUITY ACCOUNT	4,623,228.34
TOTAL FUND BALANCE	4,623,228.34
SPECIAL EDUCATION FUND	
CASH ACCOUNT	463,767.00
RECEIVABLE	181,775.37
TOTAL ASSETS	645,542.37
PAYABLE ACCOUNT	9,186.69
CONTRACTS PAYABLE	632,780.68
OTHER DEFERRED REVENUE (SOAR REGISTRATION)	3,575.00
TOTAL LIABILITIES	645,542.37
EQUITY ACCOUNT	-
TOTAL FUND BALANCE	-
FOOD SERVICE FUND	
CASH	8,230.96
TOTAL ASSETS	8,230.96
ACCOUNTS PAYABLE	-
TOTAL LIABILITIES	-
EQUITY ACCOUNT	8,230.96
TOTAL FUND BALANCE	8,230.96
CAPITAL PROJECTS - SCY.	
CASH (BUILDING FUND)	324,304.15
RESTRICTED CASH	2,846.25
CONTRIBUTIONS	6,000.00
TOTAL ASSETS	333,150.40
CONTRIBUTIONS	6,000.00
TOTAL LIABILITIES	6,000.00
EQUITY ACCOUNT	327,150.40
TOTAL FUND BALANCE	327,150.40
DONATIONS	
CASH	295,520.09
TOTAL ASSETS	295,520.09
TOTAL LIABILITIES	-
EQUITY ACCOUNT	29,520.09
TOTAL FUND BALANCE	29,520.09

Support Information #7

Syble Hopp Revenue Summary for the Month Ended June 30, 2019

		2018-2019			
DESCRIPTION		Amended Budget	Actual Amount	Remaining Budget	COMMENTS
GENERAL FUND					
PAYMENT IN LEAU OF TAXES	3,026,614.00	3,026,614.00	-		Budgeted tax revenue was amended to reflect the increase in Casualty Insurance.
INTEREST	32,000.00	55,484.32	(23,484.32)		Interest is trending higher than expected. Budget was increased for 2019-20.
RENT (DUPLEX)	9,000.00	9,000.00	-		
MEDICAID MAC REIMBURSEMENT	15,000.00	19,228.35	(4,228.35)		
SECURITY GRANT	-	16,083.55	(16,083.55)		Grant revenue was received for installation of cameras.
MISCELLANEOUS	21,000.00	1,046.12	19,953.88		
TOTAL GENERAL FUND	3,103,614.00	3,127,456.34	(23,842.34)		
SPECIAL REVENUE FUND					
STUDENT FEES	2,500.00	2,154.35	345.65		
SOAR STUDENT REGISTRATIONS	31,250.00	16,270.00	14,980.00		
EC GRANT \$'S FROM DISTRICTS	35,060.00	37,991.00	(2,931.00)		
DISTRICT PAYMENT FROM IDEA FUNDS	181,000.00	200,596.82	(19,596.82)		Includes reimbursement from De Pere for an aide.
DISTRICT PAYMENT FOR SERVICES	-	5,787.93	(5,787.93)		Includes reimbursement from De Pere for an aide.
TUITION-SCH DISTRICT(OUT OF COUNTY)	280,900.00	260,102.24	20,797.76		All tuition payments have been received.
TRANSIT OF STATE AIDE (CESA)	5,700.00	5,255.15	444.85		
CESA 7 - REIMB SUBS	3,500.00	11,862.15	(8,362.15)		Includes the reimbursement of a long-term sub for a CESA vacancy.
HANDICAPPED AID FROM STATE	1,417,000.00	1,380,650.00	36,350.00		Five payments for special education aid have been received.
GENERAL STATE AID	1,500,000.00	1,793,754.00	(293,754.00)		
HIGH COST KIDS (STATE AND FEDERAL)	6,000.00	18,727.00	(12,727.00)		
MEDICAID REIMBURSEMENT	255,000.00	279,447.95	(24,447.95)		
TOTAL SPECIAL REVENUE FUND	3,717,910.00	4,012,598.59	(294,688.59)		
FOOD SERVICE FUND					
STUDENT LUNCH	33,000.00	29,667.80	3,332.10		
ADULT LUNCH	1,200.00	544.75	655.25		
FOOD SERVICE/STATE AID	1,000.00	869.95	130.05		
FOOD SERVICE/FED AID	27,380.00	27,869.54	(489.54)		
FED AID/COMMODITIES	6,000.00	5,230.88	769.12		
TOTAL FOOD SERVICE REVENUE FUND	68,580.00	64,183.02	4,396.98		
SENSORY COURTYARD - PLAYGROUND					
TOTAL FOOD SERVICE REVENUE FUND	-	2,261.50	2,261.50		
DONATIONS					
TOTAL DONATIONS	-	148,330.41	148,330.41		

Report Excludes General Fund transfer to Special Revenue Fund for reporting purposes.

Syble Hopp Expenditures Summary for the Month Ended June 30, 2019 - Unaudited

GENERAL FUND	215.00	215.00	67.64	147.36	147.36
LIBRARY MEDIA RESOURCES	167,205.00	167,205.00	170,990.81	(3,775.81)	(3,775.81)
FISCAL/FINANCE					
BUILDING OPERATION	268,363.00	268,363.00	267,744.59	618.41	618.41
DUPLEX	900.00	900.00	319.48	580.52	580.52
BUILDING MAINTENANCE	57,347.00	57,347.00	63,773.69	(6,426.69)	(6,426.69)
TELEPHONE	2,800.00	2,800.00	2,503.56	296.44	296.44
TECHNOLOGY	21,827.00	21,827.00	36,990.68	(15,163.68)	(15,163.68)
INSURANCE AND JUDGMENTS	77,846.00	77,846.00	67,986.50	9,859.50	9,859.50
COUNTY IDC AND TECH SERVICES	75,112.00	75,112.00	72,924.21	2,187.79	2,187.79
TOTAL GENERAL FUND	671,615.00	671,615.00	683,291.16	(11,676.16)	(11,676.16)
SPECIAL REVENUE					
EARLY CHILDHOOD	382,063.00	392,063.00	367,036.81	25,026.19	25,026.19
SPEECH/LANGUAGE	464,380.00	464,380.00	440,206.75	24,171.25	24,171.25
INTELLECTUAL DISABILITIES	2,032,824.00	2,032,824.00	1,956,760.62	76,063.38	76,063.38
RETIREE INSURANCE	35,000.00	35,000.00	13,611.75	21,388.25	21,388.25
EC INSTRUCTIONAL AIDES	73,185.00	73,185.00	67,365.46	5,819.54	5,819.54
ID INSTRUCTIONAL AIDES	1,125,373.00	1,125,373.00	1,112,496.55	12,876.45	12,876.45
ID SUB TEACHERS/AIDES	58,131.00	58,131.00	140,830.73	(82,699.73)	(82,699.73)

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. Due to lifting tiles, a classroom that was not budgeted also needed to have flooring replaced. Costs were incurred for shatter resistant window and door film that will be offset by the Security Grant.

Costs include the storage cage and classroom dry erase boards. The door lock system was completed in September which included one more door than budgeted. In addition, a water heater needed to be replaced that was not budgeted. Medicine cabinets came in September and desks were purchased for the OT/PT staff. The asphalt seal and repair work was paid for in October. The ADA signage was installed in March.

Excess 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 set-up computers for school. Additional keyboards and mounts for new PCs were purchased. The budget includes an amendment of \$18,127 for Casualty increases.

Savings recognized due to staff leaves.

Savings recognized in insurance selections.

Savings recognized due to employees on leave and resignation of a teacher one week prior to school starting. Additional savings were recognized in insurance selections.

Savings recognized in insurance selections. Additional substitutes have been required due to leaves and vacancies. Saving recognized in Teachers and Aides.

Syble Hopp Expenditures Summary for the Month Ended June 30, 2019 - Unaudited

EC SUB TEACHERS/AIDES	3,876.00	3,876.00	27,442.32	(23,566.32)	(23,566.32)	Additional substitutes required due to leaves. Savings will be recognized in Early Childhood teacher budget.
SPECIALTY TEACHERS	166,756.00	166,756.00	164,498.59	2,257.41	2,257.41	Staffing for duplex trending higher than expected.
DIRECTION OF SOCIAL WORK	74,369.00	74,369.00	75,901.67	(1,532.67)	(1,532.67)	
NURSING	81,350.00	81,350.00	81,074.31	275.69	275.69	
OCCUPATIONAL THERAPY	293,357.00	293,357.00	285,866.30	7,490.70	7,490.70	Savings recognized in insurance selections and contracted services.
PHYSICAL THERAPY	81,903.00	81,903.00	82,159.73	(256.73)	(256.73)	
EXCEPTIONAL ED (SUPV & COORD)	272,119.00	272,119.00	274,811.32	(2,692.32)	(2,692.32)	
GENERAL ADMINISTRATION	10,115.00	10,115.00	8,584.00	1,531.00	1,531.00	
OFFICE OF THE SUPERINTENDENT	165,285.00	165,285.00	176,245.51	(10,960.51)	(10,960.51)	Additional legal fees incurred.
VEHICLE REPAIR AND FUEL	10,000.00	10,000.00	6,228.37	3,771.63	3,771.63	
TRANSPORTATION AND BUS AIDES	759,934.00	759,934.00	674,308.33	85,625.67	85,625.67	Denmark is transporting the EC students due to the small number of students, so there will be less costs for Lammers. In addition, the Friday transportation at DePere is being paid by De Pere. Savings have been recognized in bus aides.
UNEMPLOYMENT	10,014.00	10,014.00	4,280.03	5,733.97	5,733.97	
CESA AND DISTRICT SERVICES	25,344.00	25,344.00	27,548.60	(2,204.60)	(2,204.60)	
CAMP SOAR	73,022.00	73,022.00	41,257.69	31,764.31	31,764.31	The costs include two sessions of SOAR.
TRANSIT OF AID TO DISTRICTS	66,000.00	66,000.00	57,886.00	8,114.00	8,114.00	
TOTAL SPECIAL REVENUE FUND	6,274,400.00	6,274,400.00	6,086,403.44	187,996.56	187,996.56	
FOOD SERVICES						
DIRECTOR OF FOOD SERVICES	62,080.00	62,080.00	59,064.11	3,015.89	3,015.89	
FOOD - LUNCH PROG	500.00	500.00	-	500.00	500.00	
FOOD - COMMODITY	6,000.00	6,000.00	5,230.88	769.12	769.12	
TOTAL FOOD SERVICE FUND	68,580.00	68,580.00	64,294.99	4,285.01	4,285.01	
SENSORY COURTYARD - PLAYGROUND						
PLAYGROUND EXPENDITURES	-	-	18,946.10	(18,946.10)	(18,946.10)	Costs include wheel chair accessible swings and elevated sandboxes.
DONATIONS						
DONATION EXPENDITURES	-	-	178,355.91	(178,355.91)	(178,355.91)	Costs incurred for student needs which included new classroom furniture and a climbing wall.

Report Excludes General Fund transfer to Special Revenue Fund for reporting purposes.

Support Information #8

2018-19 Transfer of Funds Request

Per DPI, the Special Education Fund (Fund 27) must have a zero fund balance and the Food Service Fund (Fund 50) cannot have a negative fund balance at the end of the school year.

Many of our revenues need to be recorded to Fund 10 and not directly to either Funds 27 or 50 which then requires a transfer at the end of the school year.

It is requested of the Board to approve the following transfer of funds for the 2018-19 school year:

Transfer <u>out</u> of Fund 10	\$2,073,804.85
Transfer <u>to</u> Fund 27 (Special Education)	\$2,073,804.85
Transfer <u>to</u> Fund 50 (Food Service)	\$ 0.00

3.09 Leaves of Absence

A Paid Leave

1. Sick Leave

- a. Starting the 2019-2020 school year, staff will earn eight (8) sick days each school year to be used for sicknesses and medical related reasons. 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 (1) day per school month. Any unearned days that were used prior to employment ending will be reimbursed by the employee.
- b. Staff will be allowed to carry up to ten (10) sick days to the next school year. Sick leave accumulation shall not exceed eighteen (18) days.
- c. Any staff member who terminates his/her employment or has his/her employment terminated for any reason, will not be compensated for unused sick days.

2. Banked Sick Leave (Renumber to #3)

- a. Sick Leave earned prior to the 2014-2015 school year will be labeled Banked Sick Leave. Staff shall no longer earn banked sick leave after the 2014-2015 school year that can be banked to be transferred to a VEBA account at retirement. Banked sick leave has been replaced by casual and sick leave days.
- b. Staff who have banked 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, banked 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 banked 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.

3. Casual Days

- a. Staff will earn ~~five~~ two (52) casual days each school year to be used for sickness or personal reasons. 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. The use of casual days for personal reasons must have prior administrative approval.
- c. 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~~ two (52) days.

4. 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.

5. 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.

6. 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, , grandchildren, father-in-law and mother-in-law, son-in-law and daughter-in-law, brother-in-law and sister-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 employee and spouse's grandparents, nieces, nephews, ~~son-in-law, daughter-in-law, brother-in-law, sister-in-law,~~ aunts or uncles.

7. 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.

8. 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.

9. 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: 4-17-2017
Revised: 10-16-2019
Revised: 8-20-2020