

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Thursday, February 23, 2023

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

Excused: H. Mathes, P. Hopkins

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

Action Item: Call to Order

1. T. Hansen called the meeting to order at 4:01 PM.
2. Open Forum – None
3. Action Item: Approval of Minutes  
**Motion made by J. Wieland, seconded by K. Lukens, that the minutes of the January 19, 2023 meeting be approved. MOTION CARRIED UNANIMOUSLY.**
4. Action Item: Approval of Agenda  
**Motion made by B. Clancy, seconded by K. Lukens, that the agenda for the February 23, 2023 meeting be approved. MOTION CARRIED UNANIMOUSLY.**
5. Action Item: Donations  
A.Schmidt reviewed the various donations from community organizations and vision screening provided by the De Pere Lions Club.  
**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  
Disbursements for January 1, 2023 thru January 31, 2023 were presented. Large payment to Miron Construction for the renovation/addition and retainage.  
**Motion made by K. Lukens, seconded by J. Wieland, that the payment of bills be approved. MOTION CARRIED UNANIMOUSLY.**
7. Action Item: Resignations  
K. Pahlow reported that Emily Marcus will not be returning from a medical leave.  
**Motion made by L. Franke, seconded by J. Wieland, that the Board approve the resignation of Emily Marcus, BCCDEB teacher. MOTION CARRIED UNANIMOUSLY.**
8. Action Item: Hiring  
K. Pahlow presented the new staffing positions that have been filled.  
**Motion made by B. Clancy, seconded by L. Franke, that the Board approve Brianna Healy as an Instructional Aide and Joe Klicka as the Summer Programming Coordinator for Camp SOAR and Jayme Vertz as the Summer Programming Coordinator for Family Engagement and Outings for the summer of 2023. MOTION CARRIED UNANIMOUSLY.**
9. Action Item: RFB for Project #2567 – Air Cooled Condensing Unit Replacement at Syble Hopp School.  
C. Maricque presented the winning bid for the air conditioning replacement project that we will fund with ARPA funds. This project will be completed during the summer months.  
**Motion made by B. Clancy, seconded by L. Franke, that August Winter & Sons to be awarded their bid of \$89,892 for Project #2567 – Air Cooled Condensing Unit Replacement at Syble Hopp School.**
10. Discussion Item: Construction and Renovation Project Update  
K. Pahlow announced that we are nearing completion of the new addition and renovation project. Just a few outstanding items that will be completed within the next couple of

weeks. C. Maricque presented a Capital Expansion Summary for review.

11. Discussion Item: Administrator's Report

K. Pahlow will be setting a date for a casual Open House for community members and donors to come and tour the new addition and renovations. K. Pahlow thanked the Hansen's and S. Johnson for their involvement in promoting the Give BIG Green Bay campaign. Syble Hopp raised just over \$30,000 from the 24-hour event. K. Pahlow is looking for one more board member. If you know of someone, please let her know. She and L. Franke are working on a BCCDEB Member job description and will bring it to the Board in March for approval. Due to the recent snow days, administration will be looking into the instructional hours that will need to be made up to be compliant.

A. Schmidt along with three Hopp teachers, attended a PAEs Lab in Appleton. This is a vocational based assessment tool designed to evaluate skills needed for vocational training, placement and independent living.

S. Johnson will be touring visitors from other school districts who wish to build programs like ours in their districts. Planning for next school year has already begun with updates to the class list and intake process.

C. Maricque reported that the dehumidification project has been pushed back into April. Installation of a new unit will take place this summer.

12. Discussion Item: Parent Organization Report

T. Hansen reported that they have been searching for new members to replace parents who are coming off the board. The Golf Outing is scheduled for July 8<sup>th</sup>. Planning for this event is going well. On February 11<sup>th</sup> over 30 Community Agencies and Service Providers held an Open House at Hopp. 50 families attended this event. Dan Walsh, attorney at law, spoke on the importance of special needs trusts and guardianship with 30 families in attendance as well.

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.

**Motion made by L. Franke, seconded by K. Lukens, that the Board move into Executive Session at 4:33 PM. MOTION CARRIED UNANIMOUSLY.**

**Motion made by J. Wieland, seconded by B. Clancy, that the Board move back into Executive Session at 5:25 PM. MOTION CARRIED UNANIMOUSLY.**

14. ACTION ITEM: Job Description

**Motion made by K. Lukens, seconded by J. Wieland, that the Board approve the BCCDEB Business Manager job description. MOTION CARRIED UNANIMOUSLY.**

15. Action Item: Adjournment

**Motion made by L. Franke, seconded by K. Lukens, that the February 23, 2023 Brown County Children with Disabilities Education Board meeting be adjourned at 5:27 PM. MOTION CARRIED UNANIMOUSLY.**