



thinkingbeyondnow

# **ORGANIZATIONAL & BUSINESS MEETING**

**APRIL 26, 2016**

School District of Beloit  
we are tomorrow



1633 Keeler Avenue  
Beloit, Wisconsin 53511  
(608) 361-4000  
FAX (608) 361-4122

**Board of Education**

Shannon Scharmer, President  
Nora Gard, Vice President  
John Winkelmann, Treasurer  
Dennis Baskin, Clerk  
John Acomb, Member  
Lisa Anderson-Levy, Member  
Laurie Endres, Member

**Superintendent**

Dr. Tom Johnson

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination against students based on their membership in any protected class.

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination in employment based on a person's membership in a protected class.

The mission of the School District of Beloit, committed to excellence and strengthened and enriched by diversity, is to prepare each student to compete, contribute and thrive as an admirable citizen in a rapidly changing world by engaging students in a wide variety of high quality, relevant programs in partnership with families, schools and the stateline community.

Dr. Tom Johnson, Superintendent  
Kolak Education Center, The Roosevelt Building  
1633 Keeler Avenue, Beloit, WI 53511  
Office: (608) 361-4016  
FAX: (608) 361-4122  
E-mail: [thjohnso@sdb.k12.wi.us](mailto:thjohnso@sdb.k12.wi.us)  
District Web Site: [www.sdb.k12.wi.us](http://www.sdb.k12.wi.us)



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# NOTICE OF MEETING

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**SCHOOL DISTRICT OF BELOIT  
BOARD OF EDUCATION**

**SPECIAL BOARD ORGANIZATIONAL MEETING**

Tuesday, April 26, 2016 – 7:00 p.m.  
Kolak Education Center • The Roosevelt Building  
Boardroom  
1633 Keeler Avenue  
Beloit, WI 53511

- I. Seating of Members – Oath of Office (repeated)
- II. Election of Officers – Superintendent Presiding
  - A. Election of President
    - New President Presiding for Remainder of Meeting--
  - B. Election of Vice-President
  - C. Election of Secretary
  - D. Election of Treasurer
  - E. Election of Clerk
- III. Board President Appointments
  - A. Appointment of CESA 2 Representative
  - B. Committee Appointments
  - C. Agency Appointments
- IV. Adjournment

Posted: April 22, 2016



**School District of Beloit  
Board of Education Report**

**April 26, 2016**

***I. BASIC INFORMATION***

**Topic or Concern:** Appointment of CESA #2 Board Representative

**Your Name and Title:** TBD, Board President

**Others assisting you in the presentation:** n/a

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

The School District of Beloit Board of Education must submit the name of their authorized representative to the Annual CESA 2 Agency Convention, which will be held this year on May 17, 2016.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Please see attached information.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

To comply with State Statute 116.02(1)(a)

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Board of Education approves the CESA 2 Representative as appointed by the Board President.

**BUDGET LOCATION:**

**FISCAL IMPACT:**

*Date:* March 8, 2016

*To:* CESA Administrators  
CESA Board of Control Chairpersons  
School Board Clerks

*From:* Tony Evers, PhD  
State Superintendent

*Subject:* Appointment of 2016 CESA Convention Representatives

The purpose of this notice is (1) to emphasize to each school board its statutory duty to appoint a member as its representative for the purpose of determining the composition of the board of control and (2) to cause a convention to be convened in accordance with s. 116.02, Wis. Stats.

Section 116.02(1)(c), Wis. Stats., calls for the state superintendent to cause the convening of a convention annually on the day that the board of control holds its organizational meeting under s. 116.02(1)(a), Wis. Stats., composed of representatives from each school board in the agency.

CESA administrators shall send a notice of the convention to each school district in the CESA. The chairperson of the board of control will call the convention to order and have the roll call of the official representative delegates. The first order of business is to elect a convention chairperson from the delegates.

The convention shall proceed as directed in s. 116.02(2)(1)(c), Wis. Stats.:

The state superintendent shall cause to convene annually on the day that the board of control holds its annual organizational meeting under par. (a) a convention composed of the representative from each school board in the agency. There shall be no more than one representative from each union high school district.

**FORM FOR NOTIFYING SCHOOL BOARD OF  
COOPERATIVE EDUCATIONAL SERVICE AGENCY CONVENTION**

TO: District Clerks and Administrators of School Districts in Cooperative Educational Service Agency No. 2, State of Wisconsin

RE: In compliance with State Superintendent of Public Instruction Tony Evers' request that the chairperson of the Cooperative Educational Service Agency indicate to you the date, hour, and place at which a convention of school district board representatives will be convened, the following information is submitted:

That Nancy Thompson is the Chairperson of Cooperative Educational Service Agency No. 2. That said Chairperson has determined that such convention will begin at 7 o'clock in the evening in the conference room of the Cooperative Educational Service Agency No. 2, 1221 Innovation Drive, in the City, Town, or Village of Whitewater on Tuesday, May 17<sup>th</sup>, 2016.

That arrangements have been made for such convention at the time and place indicated above, and

That you are requested to inform the member representative of your school board of the time and place of said convention.

Signed: Nancy Thompson  
Chairperson, CESA Board of Control

Date: 03-14-16



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# AGENDA – BOARD OF EDUCATION

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## ***BUSINESS MEETING***

Tuesday, April 26, 2016 - 7:15 p.m. OR Immediately following  
the Organizational Meeting, whichever is later  
Kolak Education Center • The Roosevelt Building - Board Room  
1633 Keeler Avenue  
Beloit, WI 53511

- I. CALL TO ORDER BY THE PRESIDENT
- II. APPROVAL OF AGENDA
- III. PLEDGE OF ALLEGIANCE
- IV. ANNOUNCEMENTS/RECOGNITIONS
  - A. Announcements
  - B. Recognitions
    - 1. Recognition of Girls Hockey Co-op Team..... 1
    - 2. Recognition of Outstanding District Staff ..... 2
    - 3. Recognition of Retiring Board Members ..... 3
  - C. Citizens or Delegations – Areas of Interest Not Included on Agenda. **Citizens may speak on business/action items as these items are called by the Board President.**
- V. SUPERINTENDENT'S REPORTS TO THE BOARD
  - A. Academic Career Planning (A. Bonds/R. Rewey)..... 4-23
  - B. Equity Plan Update (D. Williams) ..... 25-35
- VI. REPORTS TO THE BOARD
  - A. Student Board Member Report
  - B. (E)Quality Committee Report
    - 1. Report and Minutes from April 11, 2016 Meeting..... 36-37
  - C. Committee Reports
    - 1. Finance/Transportation and Property Committee
      - a) Minutes of April 12, 2016 Meeting ..... 38-39
    - 2. Curriculum & Instruction
      - a) Minutes of April 12, 2016 Meeting ..... 40
    - 3. Policy & Personnel
      - a) Minutes of March 22, 2016 Special Meeting ..... 41
      - b) Minutes of April 12, 2016 Meeting ..... 42-44
- VII. CONSENT LIST

Please note that all items listed with an (\*) will be enacted by in one motion. There will be no separate discussion of the items unless a Board member or citizen so requests, in which event the items will be removed from the general order of business and considered in their normal sequence on the agenda. .... 45

VIII. APPROVAL OF MINUTES OF PREVIOUS MEETINGS:

A. *Special Board Meeting – March 22, 2016 .....	46-47
B. *Board Business Meeting – March 22, 2016 .....	48-49
C. *Special Board Meeting – March 29, 2016 .....	50-52
D. *Special Board Meeting – April 12, 2016.....	53-55
E. *Special Board Meeting – April 19, 2016.....	56-57

IX. BUSINESS/ACTION ITEMS

A. *Approval of February Financial Summary .....	58-68
B. Internet Services Provider (ISP) Request for Proposal Award.....	69-70
C. Approval of P.O. Over \$25,000 .....	71-74
D. Youth Options for Second Semester 2016-2017 .....	75-79
E. Policy 461 Technical Excellence Higher Education Scholarships (Second Reading) ..	80-82
F. Policy 530 Professional Educator Policies – Deletion (Second Reading) .....	83-84
G. Equity, Recruitment & Retention Plan .....	85-96
H. Personnel Recommendations	
1. Personnel Recommendations (Exhibit A) General Employment .....	97-98

X. DISCUSSION ITEMS

- A. Items of interest for consideration at future meetings
- B. Announcement of future Board Meeting dates
  - 1. Committee Meetings: May 10 (Fruzen)
    - a) Finance, Transportation & Property
    - b) Curriculum & Instruction
    - c) Policy & Personnel
  - 2. Business Meeting: May 24 (Kolak)

XI. ADJOURNMENT

Shannon Scharmer, President  
Dr. Tom Johnson, Superintendent

*You can watch this meeting live on Charter PEG channel 96 or digital channel 991. Meetings are rebroadcast throughout the month on Mondays and Wednesdays at 7:00 p.m. and everyday at 8:00 a.m. and 1:00 p.m. You can also watch the rebroadcast at your convenience on our Board of Education website:*  
<https://ws3.sdb.k12.wi.us/sites/SchoolBoard/default.aspx>.





# School District of Beloit Board of Education Report

April 26, 2016

## ***I. BASIC INFORMATION***

**Topic or Concern:** Girls Hockey Co-op Team

**Which strategy in the Strategic Plan does this support?** Strategy 2 - Marketing

**Your Name and Title:** Melissa Badger, Communications Coordinator

**Others assisting you in the presentation:** Dave Soddy, Girls Hockey Coach

**My report is for:** Information

## ***II. TOPICAL INFORMATION***

### **A. What is the purpose of presenting this to the Board of Education?**

To recognize the accomplishments of our student athletes.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

The Rock County Fury Girls Hockey Co-op Team enjoyed a successful season, resulting in a well-earned trip to State Competition. In addition to this athletic achievement, the team also earned a WIAA Sportsmanship award. The multi-school program was selected by event management and staff for its sportsmanship in relation to its support. The Fury was backed by four bands and 23 buses, which significantly contributed to a record attendance for the girls' semifinal session. The team includes girls from Beloit Memorial, Beloit Turner, Janesville Craig, Janesville Parker, Milton and Monroe. The team is coached by Dave Soddy, assisted by: Jason Jerome, Justin Weiskie, Rob Stenson.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

N/A

### **D. What are your conclusions?**

**MOTION:** N/A

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:**

**FISCAL IMPACT:** N/A



# School District of Beloit Board of Education Report

April 26, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Recognition of Outstanding District Staff

**Which strategy in the Strategic Plan does this support?** Strategy 2 - Marketing

**Your Name and Title:** Melissa Badger, Communications Coordinator

**Others assisting you in the presentation:** Carole Campbell, Interim BMHS Principal

**My report is for:** Information

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education?**

To recognize outstanding district staff.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Principals are able to choose their outstanding staff to be recognized at their designated board meeting, based on excellence in 1 or more of the following categories: Excellence in the Classroom, Bridge Builder, Ambassador, Extra-Mile, Leadership, Professional Development, Heart of the School and Teamwork. At this meeting, we will recognize: Judy Wilson, Dawn Skrzypchak and Alyssa Boutelle.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

N/A

### **D. What are your conclusions?**

**MOTION:** N/A

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:**

**FISCAL IMPACT:** N/A



# School District of Beloit Board of Education Report

April 26, 2016

## ***I. BASIC INFORMATION***

**Topic or Concern:** Recognition of Retiring Board Members

**Which strategy in the Strategic Plan does this support?** Strategy 2 - Marketing

**Your Name and Title:** Melissa Badger, Communications Coordinator

**Others assisting you in the presentation:** Other Board Members

**My report is for:** Information

## ***II. TOPICAL INFORMATION***

### **A. What is the purpose of presenting this to the Board of Education?**

To recognize the work and dedication of retiring board members.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

We have three board members retiring this month and we would like to honor these individuals for their hard work, professionalism, commitment and dedication to the students in the School District of Beloit. Laurie Endres has served for one year; John Acomb has served for 9 years; and John Winkelmann has served for 22 years.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

N/A

### **D. What are your conclusions?**

**MOTION:** N/A

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:**

**FISCAL IMPACT:** N/A



## School District of Beloit Board of Education Report

April 26, 2016

### *I. BASIC INFORMATION*

**Topic or Concern:** Academic Career Planning

**Which strategy in the Strategic Plan does this support?**

**Your Name and Title:** Dr. Tom Johnson, Superintendent

**Others assisting you in the presentation:** Ryan Rewey, Director, Career & Technical Education

**My report is for:** Information

### *II. TOPICAL INFORMATION*

#### **A. What is the purpose of presenting this to the Board of Education?**

To provide the Board of Education and community information on Academic Career Planning and the process the district has undergone to prepare for the implementation of ACP's. We will also share information about the district's participation in the DPI led ACP pilot program.

#### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Academic and Career Planning, or ACP, is a student-driven, adult-supported process in which students create and cultivate their own unique and information-based visions for post-secondary success, obtained through self-exploration, career exploration, and the development of career management and planning skills. Please see the attached documents for further information about this presentation.

#### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

This report is for information only.

#### **D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** NA

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** NA

**Long Term Committed Funds?** No

**BUDGET LOCATION:** NA

**FISCAL IMPACT:** NA

# What is Academic and Career Planning?



# Decisions



# What is an ACP?

- Academic and Career Plans are student-driven planning and monitoring tools that help students create programs of study that are aligned with high school graduation requirements, personal interests, and individually-defined career goals.
- An ACP can refer to both a process that helps students engage in career development activities and a product that is created and maintained for the student's academic, career, and personal advancement.
- ACPs are developed collaboratively by students, parents, and school staff, including teachers and counselors, and are dynamic documents that are updated as students' personal, educational and career goals change.

# A Shift

4-Year Plan (Traditional)	ACP (Now)
Product-based	Process-based
HS Graduation = End point	HS Graduation = Check point
4-year plan of courses	Navigational tool for students from grade 6-12 and beyond
Student “on own” for its development	Student-driven with collaboration (mentor and parents)
Career development is only the school counselor’s job	Career development is a systematic, <b>whole-school responsibility</b>



# Wisconsin Statute 115.28(59)

- Ensure that, beginning in the 2017-18 school year, every school board is providing academic and career planning services to pupils enrolled in grades 6 to 12 in the school district.
- Procure, install, and maintain information technology, including computer software, to be used statewide by school districts to provide academic and career planning services to pupils in grades 6 to 12.
- Provide guidance, training, and technical assistance to school districts and school district staff, including teachers and counselors, on how to implement model academic and career plans, including training and technical assistance that is necessary to implement the information technology under par.

# ACP Pilot School District

- **The purposes of the Process Pilot include:**
- Assessing the level of district needs and supportive services.
- Testing/revising initial versions of professional development and guidance resources.
- Gathering best practices and strategies.
- Developing a network of lead school districts throughout the state, and
- Collecting, evaluating and developing potential outcome metrics to be used in assessing ACP effectiveness.

# Beloit ACP Goals 2015-2016

- ACP Basic Information
- The Purpose of ACP's
- Developing an Implementation Process
- [REACH Website](#)
- [Scope and Sequence](#)
- Professional Development



## ACP Timeline (DPI)

- 2013-2014: Advisory council created, Administrative rule development, Software system research.
- 2014-2015: ACP guidance, training, support materials development, Software System procurement, Administrative rule input, and review.
- 2015-2016: ACP Process Pilot, ACP Guidance Training, Technical assistance, Materials revision.
- 2016-2017: ACP Early Implementation Refinement Process, ACP Guidance Training, Technical Assistance and Materials Refinement.
- 2017-2018: Statewide Implementation of ACP process, ACP Process Monitoring, Evaluation, Improvement and Enhancements.
- 2018 and Beyond: ACP Process Updates and Annual Training.

# Value of ACP



# Each Student's ACP process

- Who am I? (**KNOW**)
- What do I want to do? (**EXPLORE**)
- How do get I there? (**PLAN**)
- Let's GO! (**GO**)



# ACP Process Components

- **KNOW**

- Self awareness & exploration activities
  - What are my strengths & interests?
- Individual goal-setting
  - SMART Goals

# ACP Process Components

- **EXPLORE**

- Career awareness assessment
- Career research & postsecondary training options
- Connect a student's middle and high school instructional activities with the education and preparation needed to successfully enter a particular field of interest



# ACP Process Components

- **PLAN**
  - Work-based learning opportunities
    - What's the difference between them?
  - Extra-curricular and community-based learning experiences
  - Financial plan to cover cost of postsecondary plan
    - FAFSA, Scholarships, Cost/Benefit Analysis

# ACP Process Components

- **GO**
  - Adapt/Modify regularly
    - Intentional Sequence of Courses
    - Personal Goals
    - Career Goals
  - ACP Conferencing

# Career Exploration

- Career Interest Inventories
- Career Cluster Exploration
- Career Pathway Exploration
- Career Research

# ACP Key Points

- ACP is based on the STUDENT'S interests, abilities, values, and goals.
- ACP provides students and parents with the information needed to make INFORMED CHOICES for education, training, and careers.
- ACP is a CULTURE SHIFT; the purpose of education is not just to get everyone into college; but, rather to allow students and their families to choose the best opportunities available to achieve personal education and career goals.

# ACP Key Points

- ACP HONORS ALL POST-SECONDARY ROUTES to achieve goals, including military, apprenticeship, certification, technical college, and university recognizing that people often move in and out of different routes throughout their lives as needed.
- Schools Districts are ALREADY DOING SOME OF THE ACTIVITIES RELATED TO ACP such as conferencing, career exploration, career interest inventories, intentional course sequencing, etc.
- ACP requires EVERYONE TO SUPPORT STUDENTS in the process, including academic teachers, administrators, community members and parents.
- ACP DOES NOT REPLACE THE IEP OR PTP. ACP can be used to support and supplement the IEP and PTP.

# Conclusion

Academic and Career Planning in Wisconsin is meant to fully engage students in the processes of planning their future so that they are able to adapt to changing situations, address unforeseen challenges, leverage emerging opportunities, and apply new lessons and insights as they occur.

# Questions?









# School District of Beloit Board of Education Report

April 26, 2016

## ***I. BASIC INFORMATION***

**Topic or Concern:** Equity Plan Update

**Which strategy in the Strategic Plan does this support?** Strategy 2 Marketing, Strategy 3 Student Engagement, Strategy 6 Family Engagement

**Your Name and Title:** Dr. Darrell Williams, Assistant Superintendent, Administration, Operations & Equity

**Others assisting you in the presentation:**

**My report is for:** Information

## ***II. TOPICAL INFORMATION***

### **A. What is the purpose of presenting this to the Board of Education?**

To share updates on the district's progress on the equity plan as well as implementation of recommendations from the Ad Hoc Diversity Committee work.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

See attached information.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Not applicable.

### **D. What are your conclusions?**

Not applicable.

**MOTION:** Not applicable.

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:** Not applicable.

**FISCAL IMPACT:** Not applicable.

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
Speaking at events (such as orientation) and written materials for the same are not always in Spanish as well as English.	Anecdotal - Personal parental experiences.	Increased Spanish translation in presentations and information materials.  1) Slides are in both English and Spanish 2) A separate event in all Spanish when necessary or needed. 3) Copies of speeches or slides available in printable form for the events.	1) Written material will be in both English and Spanish 2) Appropriate bilingual personnel will be represented at future events 3) Purchased communication devised for translation purposes (Feb. 2016) (Feb. 2016)
Social Media not always bilingual.	Anecdotal - Personal parental experiences.	1) Every post will be posted in English and Spanish.	1) District media will be communicated in both English and Spanish
Student mental health issues - depression, bullying, self-esteem.	At Risk Report about Safety/ Violence - Bullying/Harassment Sad or Hopeless >30%, 1 of 8 attempting suicide. Drugs/Alcohol/Gangs  ALL THE LEVELS REPORTED <sup>1</sup> ON THESE SHOULD BE RED FLAGS.	Programs such as "Project Semicolon" <sup>2</sup> or "Tell Me about Your Day Bracelets" <sup>3</sup>  Continue or expand the Mental Health Clinic. Encourage greater awareness of its services.	1) Partnerships with several agencies have been formed: Community Action (Mentoring and support) Target Schools (Merrill, Aldrich) (Began Jan. 25)  Save our Sons (Tuesdays) Started Jan. 12, 2016 (Mentoring/Empowerment)  League of United Latin American Citizens (Adult and Student Council) Started Jan. 19, 2016.  Participated in Even Start event with Latino Families (Feb. 2016)

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
<p>Student acceptance and involvement can be improved.</p> <p>After School Programs for High School - Limited at this time outside of sports and clubs. We feel that the kids that are in the most need of activities to do after school do not get involved in sports and clubs. This could be due to grades, lack of self-esteem, it being looked at as "uncool", etc. But these kids may be the ones that are going home to an empty or unsafe house and need a "safe place" to be for a couple more hours.</p>	<p>Anecdotal - It was brought to our attention by the student representative that she witnessed each day, kids that would gather in the High School after school and then get shooed out.</p> <p>From At Risk Report - Percentage of students who strongly agree or agree that students have lots of chances to get involved in sports, clubs and other activities outside of class.</p> <p>2013 composite over 84% AND percentage of student s who strongly agree or agree that there are lots of chances to be part of class discussions or activities.</p> <p>2013 composite over 75% - HOWEVER, does this mean that 15 to 25% don't find a fit?</p>	<p>Expand after school programming, by partnering with businesses, organizations and reaching out to corporations and agencies to help staff it. (e.g. Boy's and Girl's club, The Castle, ABC.) All staff would still need to go through background checks and other needed training.</p>	<p>2) Expanding Community Action Mentoring at BMHS (December 2015)</p> <p>3) Implemented ACT PREP on Saturdays from 9:30 - 11:30 a.m. for African American and Latino Students (Started on Dec. 5th)</p> <p>4) Implemented the African American and Latino Tutoring Program (Started on December 7th)</p> <p>5) Implementing the Student Leadership Initiative at BMHS (Started December 7th)</p> <p>Merrill Acad/Rec Program (200 Students)</p>
<p>School/Parent Communication Policy and Practice are not always in sync.</p> <p>Tracking missing assignment/failing students (different practices for each school and or each teacher.)</p>	<p>Anecdotal (E)Quality Committee minutes of 2-9-15 <i>Group 1 Goal:</i> <sup>4</sup></p>	<p>Better efforts to update Skyward</p> <p>Strive for greater and earlier teacher/parent communication, especially when assignments are not turned in or student is failing to master the work.</p>	<p>1) Will ensure Skyward is updated with timely information</p> <p>2) Will conduct professional development with schools to increase consistency in monitoring and communicating student progress</p>

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
<p>Gaps in Parent/School Relations</p> <p>Engagement and being supportive of our community members, particularly parents is weak.</p> <p>Parental involvement is weak in our schools and what students are expected to learn is too often NOT clear to their parents.</p> <p>When 43% Disagree or Strongly Disagree that student expectations are clear, this should be a RED</p> <p>FLAG about how we are doing in involving parents in schooling our children, and is at least somewhat AT ODDS with reported communication with parents.</p> <p>School Images can be improved in our community.</p>	<p>(E)Quality Committee minutes of 2-9-15</p> <p><i>Group 1 Goal:</i> <sup>4</sup> lists many areas to address and from the All Staff Survey parent involvement is strong in this school. Question #31 26% Agree or Strongly Agree vs. 43% Disagree or Strongly Disagree<sup>5</sup> and</p> <p>I communicate with parents often about their child's progress #30 over 80% Agree or Strongly Agree. <sup>6</sup> and what students are expected to learn is clear to their parents #32 43% Disagree or Strongly Disagree. <sup>7</sup></p> <p>I believe that this school has a good image in the community. <sup>8</sup> With 20% neutral and 23% disagree or strongly disagree there is an image problem - what is this based on?</p>	<p>Teacher Home Visits <sup>10,11</sup> and/or Liaisons/Navigators to make visits with parents (and help them navigate the school system) and gather information and share it with teachers</p>	<p>1) Conducted two community meetings to communicate district initiatives</p> <p>2) The Equity Coordinator conducts monthly sessions with parents on a variety of educational topics. These efforts will be ongoing.</p> <p>Oct 15 (Planning)</p> <p>Nov 15 (Communicating with district personnel)</p> <p>Dec 15 (LULAC Meeting)</p> <p>Jan 16 (Truancy)</p> <p>3) Will discuss ongoing progress of district goals and initiative at Henderson Church (December 12th)</p> <p>4) Will meet with the NAACP to discuss educational issues and concerns (December 15th) Parent Walks - Started Jan. 11-22, 2016</p> <p>Parent Walks Scheduled (Feb 16-26, 2016)</p> <p>Parent Day (March 12, 2016)</p> <p>Parent Day (March 12, 2016)</p> <p>LULAC Official Pinning Ceremony 4-30-16)</p> <p>LGBT Inclusion Meeting/Action team (4-21-16)</p> <p>Beloit/Elkhorn Student Meeting (4-19-16)</p>

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
Gaps in Student/School Relations Perceptions by STUDENTS that teachers care about them and that STUDENTS have a VOICE or SAY in ACTIVITIES AND RULES is too low.	Percentage of students who strongly agree or agree that their teachers really care about them and give them a lot of encouragement. 2013 composite below 50% - At Risk Report <sup>1</sup>	Teacher Home Visits <sup>10,11</sup> and/or Liaisons/Navigators to make visits with parents (and help them navigate the school system) and gather information and share it with teachers	Implementing through the Minority Excellence Organization: --Student Leadership Initiative --Save Our Sons (Mentoring/Empowerment) --League of United Latin American Citizens (Adult and Student Council)  A Day Without Latinos (Feb. 18, 2016) led by student LULAC Council.  MEO led Flood Flint with Freshwater (Feb 9-19, 2016) JD Logistics
Perceptions by TEACHERS/STAFF that STUDENTS respect them is too low.	Percentage of students who strongly agree or agree that students have lots of changes to help decide things like class activities and rules. 2013 composite below 50% - At Risk Report <sup>1</sup>		Implementing: --Save Our Sons (Mentoring/Empowerment) --League of United Latin American Citizens (Adult and Student Council)  *Ongoing professional development on Equity and Culturally Relevant Teaching Practices in the classrooms Dr. Adolf Brown facilitated PD (Feb 12, 2016)
Home School Liaison Hackett Grant	P5 Documentation, Hackett Liaison, Attendance Reports, Skyward Access Numbers and Data	Hire Home School Liaisons to address truancy, ensure frequent contact for parents who do not or cannot access Skyward, improve connections between home and school	1) Exploring alternate truancy plan in progress (Policy recommendations for review by Jan. 16)

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
Skyward training for parents done at some schools for Open House	Number of access by parents in Skyward	Train parents at workshop, conference nights, PTA, summer orientation	Parent Day at the Boys and Girls Club (March 12, 2016) Will ensure Skyward Training at all schools during Open House/Parent Conferences
Internet access needed for Skyward and homework		Develop list of internet access centers Example: Library, McDonald's, Boys and Girls Club, Merrill Center, churches	Parent Day at the Boys and Girls Club (March 12, 2016)
No District wide or school wide homework policy	Board homework policy  Administrators at each level/school	Each school should develop consistent homework policy - school wide or by grade level Use homework hotlines, school websites, homework agendas	Implementing
Report Cards Elementary - given to student and parents return signed envelope  Intermediate - mailed  High School - Skyward	Administrators/Skyward	Intermediate parents should return a slip indicating they have seen the report card  Home School Liaisons/Teachers/Counselors to contact those not returned Fan out phone calls to parents to let them know when report cards are available	1) A call will be made to parents to announce the arrival of report cards.
After school programs more focused at Elementary schools  Knights table for athletes	School site plans	Tutoring programs and after school tutoring and study groups/hall - especially for math and language arts	1) Beloit College Students 2) Implemented African American/Latino Tutoring 3) Merrill Acad/Rec Program (200 students)
Summer school focused only on academics not attracting students who need it most	Summer school reports	Allow student to take one fun course and one academic course in an area recommended by his/her teacher	1) In progress (Update in April, 2016 by Dr. Bonds)

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
Mentor Programs --Lunch and Learn --Lunch Buddies --One on One --ABC Supply tutors/ Merrill School	Students have a role model	Community organized volunteers/adopt a school Organizations --Black Male Role Model Group --BAREA --Companies --Churches --Beloit College --UW Whitewater (i.e. fraternities, sororities, etc.)	1) Partnerships with several agencies have been formed: --Community Action (Mentoring) --Save Our Sons (Mentoring/ Empowerment --League of United Latin American Citizens (Adult and Student Council) --Community Action at Aldrich (March 14, 2016)
PTA, PTSO, Home and School, Minority Parent Organization	Parent involvement directly correlates to student achievement	Encourage schools/community to reinvigorate these groups	Existing programs but need more involvement (Jan. 2016) Discussion of formal PTO, etc. (Feb 18, 2016)
Porter Scholar Program	Apply as Juniors through counselors	Better recruitment effort through counselors, social media and websites	1) Ongoing at BMHS
Transition from 5th to 6th Middle School Counselors and Students visited 5th graders, 5th grade visit to Middle Schools summer/school orientation	Students develop confidence and level of comfort	5th grade parents and student orientation day at their location - no need for transportation due to new grade configuration Offer summer school transition class, same could be done for 8th grade transitioning to BMHS	Started March 2016 and with additional focus on Tech ED) Intermediate to High School
Parent individual or school level surveys  P-5 requirement, site teams	Survey results and actions taken to resolve issues  Comparison to previous years	Required for each site to be given beginning of 2nd semester so results can be analyzed and  acted on before the next school year	Implementing
Text adoption by staff and approved by Board	Not always culturally relevant to all	Look at images used, topics, inclusion of all cultures, races, ethnicities & genders	1) Will review the process

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
Parents unaware of curriculum goals & standards for each grade	State standards first introduced well and communicated, on some report cards	Each grade or area should give out benchmarks/goals	Printed documents will be given to parents by Dr. Bonds (April, 2016)
School websites	Often out of date, newsletters posted, not used for continuous communication	Staff directory should be included, monthly calendar, code of conduct summary sheet, staff email and school phone numbers listed	1) Conducted meeting with webmasters (Nov 13, 15) In process of updating at each school site (Dec 9)
Implementation of the Code of Conduct & Zero Tolerance  Police Intervention	Disproportionate # of minority students are affected by Zero Tolerance Policies. 2014-2015 school yr. 69 students were expelled up from 58 in previous yr. Johnson as stating, "There is a wide body of research that has discounted zero tolerance for a litany of disciplinary infractions as not effective. In addition, zero tolerance has been shown to cause racial disproportionality, negative educational outcomes, elevated dropouts and increasing rates of suspensions and expulsions."	Complete review of code of conduct. Reexamination of zero tolerance policy. Reduce need for police intervention. Explore wrap around services to be restructured in school suspensions. These include conflict mediation (peer & staff) training, restorative justice (with parent, student and referring school personnel), youth court, parenting courses, out of school behavioral services or any other interventions to address the problem. Recognize those who are displaying good behavior ex: PBIS recognitions. Hearing officer should be included in cultural competency training.	1) Code of Conduct policy is under review. Some revisions of the policy have been approved for the 2015-2016 school year. 2) Expulsion Policy is under review and recommendation will be forthcoming (In Process) Expulsions (9) February 16, 2016 Beloit Alternative to Student Suspension (B.A.S.S. (April 11, 2016) (Merrill Center)
Truancy Letters sent to parents, Fines, Truant Officer contacts	Attendance data 2014-2015 (up to end of December 2014) Hispanic and African American students are 27.5% of moderate or severe chronic absences.	Be sure calls are made to home if not notified by parent. Truancy letters should be sent in a timely manner. Truancy officer(s) should be used at all grade levels. Create a task force	1) In progress. A draft will be submitted for board review DEC 2015. (Submitted Dec 8, 2015 for Board review and approval)



Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
		of district officials and community members to address chronic attendance problems. Explore options other than fines for truancy. Re-evaluate staffing needs for truant officer at elementary & intermediate levels.	2) Board presentation (March 22, 2016) *Mr. Atlas
Scholarship Banquets Honor Rolls	Athletes receive a lot of recognition. Elementary students and intermediate students receive less public recognition.	Academic accomplishments need to be more widely recognized at all grade levels. Use newspapers, websites and newsletters.	Three high performing African American students will be featured in the Beloit Daily News on December 16th. McNeel (Mrs. Vaughn) (MMABSE Teacher of the Year) (May 7, 2016) MEO and ROTC Banquet (5-19-16) Stateline (5-14-16 CTE (5-16)
Counselors at all levels  Social Workers at all levels	Caseloads are too high.	Increase staff at all levels to decrease caseload and improve level of service. Determine a specific # of counselor contacts/students each at the high school.	African American Social Worker hired for BLA (Nov/Dec 15)
Mid quarter progress reports have been sent home by some schools and individual teachers.	Administrators, individual teachers, school site plans	Mid quarter reports need to be sent out to students who are failing, not meeting proficiency standards or have multiple missing assignments. Provide signature slip so parents can confirm receipt.	Ongoing report are now being communicated to include "F" reports to students and parents (Feb, 2016)
Low % of minority professional educators	Children relate more easily to those they can identify with.	Increase efforts to hire more minority teachers. Use inservice/retired minority teachers to recruit.	1) started recruitment of teachers at HBCU, etc.  Revised Equity, Recruitment and Retention Plan (in progress Feb, 2016)

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
			2) Beloit Recruitment Fair (Jan 11, 2016) 96 Professionals Attended  Grow Your Own Jazz Event (April 8, 2016) Recruitment Begins (Ongoing)
Career Center staff hired	No apparent start up	Expedite a startup. Enabling students to see a reason for education and career path for a promising future.	CTE/Hillas at BMHS YMCA Teen Achievers Program (Feb 2016)
CESA Parent advocate	No formal advocate program or referral to CESA advocate	Connect with CESA or other agencies for parent advocacy training for volunteers	Implementing
Elementary Conferences Scheduled  6-8 unscheduled - go from room to room at McNeel & Cunningham BMHS Unscheduled - All educators located in gym	Anecdotal from parents  The conference process for 6-8 is time consuming and frustrating at some intermediate sites. Many times parents are not able to conference with all of their children's teachers in the time allotted, especially when they have more than one child.	If 6-8 teachers were all located in one area like the high school, Aldrich and Fruzen, parents would be able to see which teachers are available and it would cut out the unnecessary travel time back and forth to classes to check availability. This would increase parent teacher contacts.	Communicated with principals about this issue (Jan. 21, 2016)
Roy Chapman Andrews and Beloit Learning Academy often unable to attend or unaware of events at BMHS	Site Calendars Parent/Board member from sites Event Registration and attendance list.	BMHS, Beloit Learning Academy and Roy Chapman Andrews Academy administrators need to coordinate their calendars so there are no  conflicting events to allow students to be involved in fairs and other BMHS activities. Parents at RCAA/BLA need to be made aware that their children can participate in these activities.	Communication enhanced and participation in recent events have occurred and should continue in the future at BMHS (Dec 8th) RCAA Access to BMHS (April 18, 2016)

Current Practice	Data - What data can be used to measure this? What does the data show?	Proposed practices/strategies to address this:	District Action 2015-2016
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**Recommendation #1:**

The Beloit Board of Education must articulate a broad vision that converts a district-wide commitment to diversity into a concrete achievable plan to recruit and retain a diverse body of high quality faculty and administrators. This must then be integrated with the district's larger strategic plans while also reflecting the diversity of the student body. Further, the board must affirm its commitment and intent to assess successes in order to ensure that the district reaches and maintains the visionary goal it sets. The goals, assessment criteria, and progress toward goals must be shared with community members through board meetings at regular intervals.

**Recommendations #2:**

The Beloit Board of Education and the district administration must articulate the importance of producing and maintaining an organizational climate that is inclusive, respectful, and effective in allowing employees to work to their highest potential. This goes hand-in-hand with acknowledging the importance of a diverse workforce. In order to establish baseline and other data sets about climate, it is crucial that periodic (at least annual) climate and exit surveys be administered to ALL employees. These data must then be used to both assess and improve the climate on an ongoing basis.



# NOTICE OF MEETING

## SCHOOL DISTRICT OF BELOIT

### (E)Quality Committee

**Date:** Monday, April 11, 2016

**Time:** 4:00 p.m.

**Location:** KOLAK EDUCATION CENTER – Room 210  
The Roosevelt Building  
1633 Keeler Avenue  
Beloit, WI 53511

#### AGENDA

- I. Call to Order
- II. Review of previous minutes –Motion: Dr. Lisa Anderson-Levy; Second: Jasmine Carbajal
- III. Recruitment Plan update
  - Visits to HBCUs in Atlanta, UT-San Antonio, Texas A&M Jackson State, Nashville Area Teacher Fair
  - People were interested some signed Contingent Contracts (which will allow Dr. Williams to discuss with the board hiring the people that are interested in working here)
  - Made a great connection with BESOS at Texas A&M (bilingual teaching student organization)
  - Looking to further the relationship with Jackson State and their Education Department- Dr. Williams will be following up with their Dean
  - New Hire Summary- Dr. Williams mentioned that this is monthly report that is generated. Currently seeing an increase in the diversity of staff compared to years passed. Ideally our staff will reflect our student population more.

-Equity Plan update- The plan is being presented to the board for first read.

It will include looking at our restructuring our hiring process

"Win/win but most of all for our students"- Dr. Williams

IV. Grow Your Own update-

Jazz Event was a wonderful event. Sold over \$1200 worth of tickets at the door alone.

V. Expulsion Plan –Update

Goes before the board for first reading. It will include "more options" and mental health will be addressed.

**Discussion** -around Hiring, Juvenile Justice,

**Announcements:**

STEAM Festival at McNeel April 13 from 5:00pm-7:00pm

Youth Service Day at McNeel April 29

Child Find Day at Boys& Girls Club April 13<sup>th</sup>

Boys and Girls Club will get 10% of the proceeds from Buffalo Wild Wings

Summer Sign up has began at Boys and Girls Club

April 23<sup>rd</sup> Earth Day event at Big Hills Park

April 28<sup>th</sup> Stand Against Racism 12:00pm-2: 30pm at First National Bank

April 27<sup>th</sup> Sexual Assault Recovery Denim Day

-Wear denim in solidarity

VI. Adjournment motion: M. de Christianson Second: D. Wilson

**FINANCE/TRANSPORTATION AND PROPERTY COMMITTEE**  
**SCHOOL DISTRICT OF BELOIT**

**April 12, 2016**

**1. CALL TO ORDER**

The meeting was called to order by Chair, John Winkelmann at 6:32 p.m. in Room 111 at McNeel Intermediate School.

Members present: Dennis Baskin, Laurie Endres and John Winkelmann. Others present: Anthony Bonds, Janelle Marotz, Jamie Merath, Cindy McKillips, Emily Pelz, Pam Weise, Darrell Williams and Tom Johnson.

**2. APPROVAL OF THE AGENDA**

Baskin moved approval of the agenda. Seconded by Endres, motion carried.

**3. APPROVAL OF MARCH MINUTES**

Baskin moved approval of the minutes. Seconded by Endres, motion carried.

**4. REVIEW OF MARCH PO'S BETWEEN \$15,000-\$25,000**

Members reviewed purchase orders in March between \$15,000-\$25,000.

**5. WORKER'S COMPENSATION REVIEW**

Janelle Marotz, Assistant Superintendent of Business Services along with Cindy McKillips, Benefits Coordinator presented a report to provide a worker's compensation review including our worker's compensation profile, results compared to benchmarks and our active injury management and safety culture practices for the purposes of reducing employee injuries.

Marotz indicated that over the past several years over \$37,000 has been saved. McKillips thanked Scharmer for serving on the safety committee for several years. Members asked questions about specific statistics.

**6. INTERNAL CONTROL REVIEW**

Janelle Marotz, Assistant Superintendent of Business Services along with Jamie Merath, Finance Director explained to the Board of Education the steps that the district takes to strengthen internal controls through the use of checks and balances which include the use of fiscal administrators to ensure that fiscal policies are followed which include our finance director and assistant superintendents of business services and other department or building level administrators whom approve expenditures and collect revenues. Johnson indicated that the controls the district has fiscally using our technology and Skyward financial system are way ahead of others in our area and beyond. He thanked Marotz and Merath for their work and meticulous record keeping.

**7. INTERNET SERVICES PROVIDER (ISP) REQUEST FOR PROPOSAL AWARD**

Janelle Marotz recommended to the Board of Education to approve a one year award for internet services to WiscNet.

Baskin moved to recommend to the full Board of Education the renewal of WiscNet for the purpose of internet services for a one (1) year contract term. Seconded by Endres, motion carried.

**8. APPROVAL OF PO OVER \$25,000**

Janelle Marotz, Assistant Superintendent of Business Services presented the purchase orders greater than \$25,000.

Endres moved to recommend to the full Board of Education the purchase of 65 desktop computers from PDS for a total of \$30,875 and the purchase of 57 laptops and a laptop cart from CDW-G for a total of \$33,865. Seconded by Baskin, motion carried.

**7. WAIVER OF RENTAL FEES – JAMARR ELLIOTT**

Baskin moved approval of the request by Jamarr Elliott to waive the rental fees of BMHS on May 14, 2016, for a Mother's Day Mother/Child Dance. Seconded by Endres, motion carried.

**8. WAIVER OF RENTAL FEES – WISCONSIN BIKE FEDERATION**

Baskin moved approval of the request by the Wisconsin Bike Federation for the use of Fruzen School on August 28, 2016. Seconded by Endres, motion carried.

**9. FUTURE ITEMS FOR DISCUSSION**

Baskin requested a full financial review for new board members.

**10. ADJOURNMENT**

The meeting was adjourned at 6:53 p.m.

**School District of Beloit**  
**CURRICULUM AND INSTRUCTION COMMITTEE MEETING**

**Tuesday, April 12, 2016**  
**McNeel Intermediate School—Room 111**

**MINUTES**

**1. Call to Order**

The Curriculum and Instruction Committee Meeting was called to order by John Acomb at 4:07 p.m.

Committee members present: John Acomb, Lisa Anderson-Levy, and Nora Gard

Also present: Karin Lange, Janelle Marotz, Angie Montpas, Emily Pelz, Ryan Rewey, Angela Snow

**2. Approval of Agenda**

*Gard moved to approve the agenda. Anderson-Levy seconded the motion. Motion carried 3-0.*

**3. Approval of March 2016 Minutes**

*Gard moved to approve the minutes. Anderson-Levy seconded the motion. Motion carried 3-0.*

**4. Monthly Fund Development Report**

Janelle Marotz updated the Committee on grants that have been submitted and awarded.

*For information.*

**5. Youth Options for First Semester 2016-17**

Angela Snow presented initial numbers for first semester of the 2016-2017 school year. Only five students were denied due to matched courses at BMHS, and only one student denied due to low GPA.

*For information.*

**6. Academic Career Planning**

Ryan Rewey presented this program, of which Beloit is a pilot school district. It involves student driven planning for grades 6 through 12, developed with parents, staff and mentors. It is a dynamic program, changing as students change, where high school graduation is seen as a checkpoint, not an endpoint.

*For information.*

**7. Future Agenda Items:**

- Truancy at 4K-3 (May)
- Summer School Reshaping (May)
- Instructional Technology (May)
- Achievement Gap Reduction (to be determined)
- ELT's into Parent Communication (to be determined)
- BLA Work Study Program update (to be determined)
- BMHS Student Scheduling (to be determined)
- Report Cards and Grading (to be determined)
- Expanding Grant Opportunities Beyond DPI (to be determined)
- Graduation Requirements (to be determined)
- Monthly Fund Development Reports (ongoing as needed)
- Data Reports (ongoing as needed)

**8. Adjournment**

The meeting was adjourned at 5:04 p.m.

*Respectfully Submitted by Sara McGlasson-Maynard*



**POLICY AND PERSONNEL COMMITTEE  
SCHOOL DISTRICT OF BELOIT  
March 22, 2016**

**1. CALL TO ORDER**

The Policy and Personnel Committee was called to order by Nora Gard at 4:58 p.m. at the Kolak Education Center, Room 106.

Members present: Dennis Baskin, Nora Gard and John Winkelmann. Others present: Anthony Bonds, Janelle Marotz, Darrell Williams and Tom Johnson.

**2. APPROVAL OF THE AGENDA**

Baskin moved approval of the agenda. Seconded by Winkelmann. Motion carried.

**3. PERSONNEL RECOMMENDATIONS**

Committee members reviewed the revised personnel recommendations – Exhibit A. Winkelmann moved to recommend the revised personnel recommendations – Exhibit A to the full Board of Education for approval. Seconded by Baskin. Motion carried.

**5. FUTURE ITEMS FOR DISCUSSION**

No items were requested for future meetings.

**6. ADJOURNMENT**

Meeting adjourned at 5:05 p.m.

**POLICY AND PERSONNEL COMMITTEE  
SCHOOL DISTRICT OF BELOIT**

**April 12, 2016**

**1. CALL TO ORDER**

The Policy and Personnel Committee was called to order by Nora Gard, Chair at 5:06 p.m. at McNeel Intermediate School, Room 111.

Members present: Dennis Baskin, Nora Gard and John Winkelmann. Member absent: Others present: John Acomb, Lisa Anderson-Levy, Laurie Endres, Shannon Scharmer, Anthony Bonds, Janelle Marotz, Emily Pelz, Pam Wiese, Darrell Williams and Tom Johnson.

**2. APPROVAL OF THE AGENDA**

Baskin moved approval of the agenda. Seconded by Winkelmann. Motion carried.

**3. APPROVAL OF MARCH COMMITTEE MINUTES**

Winkelmann moved approval of the March 8 and March 22, 2016 committee minutes. Seconded by Baskin. Motion carried.

**4. POLICIES FOR FIRST READING**

Dr. Williams, Assistant Superintendent for Administration, Operations and Equity, presented the revisions for the Expulsion Hearing Procedures policy. He stated that the revisions will provide for more alternatives to students especially with mental health services. Winkelmann asked about the use of a panel versus a hearing officer. He also asked about the section crossed out regarding repeated refusal to obey. Dr. Williams indicated that those items should no longer be crossed out. Baskin asked whether panels versus officers is the better way to go and what is more common in school districts in Wisconsin. He also requested Dr. Johnson's and Ms. Pelz' opinion. Johnson suggested getting additional information from districts in Wisconsin. Acomb asked if the panel discussion is done in open or closed session. Johnson indicated the key for the panel is to be versed in the law and policy. Anderson-Levy cautioned about using terminology of objectivity. Baskin requested the cost to run the current model with the administrative hearing officer and expulsion officer and Anderson-Levy also requested projected cost for using a panel process instead. Medina explained the history of the hearing process over the years in the school district and how it has evolved. Endres requested that if an advocate or community counselor is making a case on behalf of the student that information should be included with the information the board receives. Acomb raised concern with too many adults in the room being uncomfortable for some students or parents. Gard indicated that she was wondering how the code of conduct fit into this process as well as the restorative justice.

Baskin moved to recommend tabling Policy 447.3 RULE 2 Expulsion Hearing Procedures for first reading. Seconded by Winkelmann. Motion carried.

## **5. POLICIES FOR SECOND READING**

Winkelmann moved to recommend the revisions of Policy 461 Technical Excellence Higher Education Scholarship to the full Board of Education for final reading. Seconded by Baskin. Motion carried.

Winkelmann moved to recommend the deletion of Policy 530 Professional Educator Policies to the full Board of Education for final reading. Seconded by Baskin. Motion carried.

## **6. PERSONNEL RECOMMENDATIONS**

Dr. Wiese reviewed the revised personnel recommendations for consideration.

Baskin moved to recommend to the full Board of Education approval of the revised Personnel Actions, Exhibit A. Seconded by Winkelmann. Motion carried.

## **7. JOB DESCRIPTIONS**

Johnson brought forward the job descriptions for the Executive Director of Business Services and Director of Human Resources. Dr. Johnson explained that these positions currently are very difficult to fill in Wisconsin districts and throughout the country. Members asked about requirements versus desirable qualifications. Johnson explained that the pool of candidates is very slim or very young in experience. Scharmer asked what the salary range would be for these positions. Johnson indicated he would like to find a candidate and then discuss salary based on qualifications and experience. Baskin stated there should be consistency citing that the assistant superintendent positions had a range when posted.

Winkelmann moved approval of the job description for the Executive Director of Business Services for posting with the suggested modifications and salary range added. Seconded by Baskin. Motion carried.

Baskin requested that a salary range be added to the posting for the Human Resources position as well. Members reviewed various qualifications and responsibilities requesting that diversity and inclusivity in the community, updating and reviewing job descriptions as well as the other changes suggested to the Business Services job description.

Winkelmann moved the corrected job description for the Director of Human Resources with the additional revisions including salary range. Seconded by Baskin. Motion carried.

## **8. EQUITY, RECRUITMENT, & RETENTION PLAN**

Dr. Williams presented the Equity, Recruitment and Retention Plan to the Board of Education. He shared information regarding recent recruiting efforts. Members discussed increasing starting pay so that recruitment is successful, using caution in starting pay compared to current employee salaries, suggested working with community organizations to assist district recruits family members or significant others moving into Beloit to be successful, looking at incentives such as loan repayments. Williams indicated that he did recruit ten individuals who signed contingency contracts.

Acomb reminded board members that the diversity committee suggested joint recruiting trips with community partners to bring entire families to the area. Anderson-Levy suggested that when selecting the interviewing committee to select staff from more than one building and to be cautious in having parents serve on the interviewing committee.

Winkelmann moved to recommend the Equity, Recruitment and Retention Plan with revisions to the full Board of Education. Seconded by Basin. Motion carried.

## **9. LABOR LIAISON UPDATES**

Dr. Wiese had no new updates.

## **10. LEGISLATIVE UPDATE**

Acomb updated members on several items including legislature on locker room privacy and terrorist threats being a felony and including bomb threats to schools. The governor just signed a bill that will provide loan forgiveness for those taking positions in rural communities and staying for a certain number of years. Bills that did not pass, at this time, included restricting referenda, reporting crime that didn't occur on school district property, and conceal carry permits in public buildings such as schools. He also stated that 55 of 71 referendums passed in Wisconsin at Tuesday's election. The Common School Library Fund Aid has just been announced today with the district receiving \$303,374.

## **11. FUTURE ITEMS FOR DISCUSSION**

Ongoing policy review and revisions.

## **12. ADJOURNMENT**

The meeting adjourned at 6:32 p.m.



## School District of Beloit Board of Education Report

### I. BASIC INFORMATION

**Topic or Concern:** Consent List

**Your Name and Title:** Shannon Scharmer, President, Board of Education

**Others assisting you in the presentation:**

**My report is for:** Action

### II. TOPICAL INFORMATION

#### A. What is the purpose of presenting this to the Board of Education?

To facilitate Board action.

#### B. What information must the Board of Education have to understand the topic/concern and provide any requested action?

Consent List items are noted with an asterisk (\*). Statement of action requested is included in the normal sequence in the agenda packet.

#### C. If you are seeking Board of Education action, what is the rationale for your recommendation?

All items listed with an asterisk (\*) will be enacted by one motion. There will be no separate discussion of the items unless a Board member or citizen so requests, in which event the items will be removed from the General Order of Business and considered in their normal sequence on the agenda.

#### D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)

**MOTION:** The Board of Education of the School District of Beloit approves the items on the Consent List.

**FISCAL:** Any fiscal impact is noted on the individual agenda pages.

**SPECIAL MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT OF BELOIT  
March 22, 2016**

The Board of Education held a special board meeting on March 22, 2016 at Aldrich Intermediate School in Room 110. Vice President Gard called the meeting to order at 5:05 p.m.

Members Present: John Acomb, Lisa Anderson-Levy, Dennis Baskin, Laurie Endres, Nora Gard, Shannon Scharmer(5:22), and John Winkelmann. Also present: Anthony Bonds, Janelle Marotz, Darrell Williams and Tom Johnson.

Baskin moved approval of the agenda. Seconded by Acomb. Motion carried unanimously of the members present.

Acomb moved to convene the Board of Education into closed session pursuant to section 19.85(1)(a) of the Wisconsin Statutes relative to deliberating concerning a case which may be the subject of any judicial or quasi-judicial trial or hearing. Seconded by Baskin. Motion carried on a roll call vote 6-0.

Winkelmann moved to reconvene to open session. Seconded by Baskin. Motion carried unanimously of the members present.

Scharmer began chairing the meeting.

Acomb moved approval of the Hearing Officer's order of expulsion for L.L. Seconded by Baskin. Motion carried on a roll call vote 7-0.

Chris Behrens, Band Director, along with jazz band students, requested financial assistance from board members for the Essentially Ellington Competition in New York. The band is returning in May for the fifth year in a row, sixth year in total. Winkelmann moved approval of financial support for the BMHS Jazz Band's trip to the Essentially Ellington Competition and Festival in the amount of \$10,000. Seconded by Acomb. Members shared their comments of support. Motion carried unanimously of the members present.

Janelle Marotz, Assistant Superintendent of Business Services, along with Thomas McCawley, Vice President for Beloit Health Systems presented utilization of the student clinic and the health systems offer to open up the student clinic to all students and their siblings. Members also discussed moving medical services from BMHS to the staff health clinic beginning September 1, 2016. Members discussed how students would leave BMHS to receive services at the clinic, if students with no insurance would receive service, and the board beginning a conversation in the future about birth control for students. Others shared their thoughts on distractions and hot buttons; while some had concerns with the low volume on the medical side of usage. Questions were also raised about the fiscal impact, staff communications, and union support.

Baskin called for the question. Seconded by Acomb. Motion carried unanimously of the members present. Winkelmann moved approval of moving the medical services for BMHS students to the employee wellness clinic and approval of expanding medical services to all students in the district. Seconded by Baskin. Motion carried 6-0, with Endres abstaining.

Winkelmann moved to reconvene the Board of Education into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes relative to deliberating or negotiating the purchasing of public properties, whenever competitive or bargaining reasons require a closed session. Seconded by Baskin. Motion carried on a roll call vote 6-0, Gard had stepped out of the meeting.

Winkelmann moved to reconvene to open session. Seconded by Baskin. Motion carried unanimously of the members present.

Winkelmann acknowledged an offer on the Morgan Property and moved the posting of a special board meeting on March 29th in order to give the public notice that there has been an offer made on the Morgan Property. Seconded by Acomb. Motion carried unanimously of the members present.

Winkelmann moved to reconvene the Board of Education into closed session pursuant to Section 19.85(1)(g) of the Wisconsin Statutes relative to conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and Section 19.85(1)(c) of the Wisconsin Statutes relative to considering employment data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Seconded by Gard. Motion carried on a roll call vote 7-0.

Acomb moved to reconvene to open session. Seconded by Gard. Motion carried unanimously of the members present.

Baskin moved to appoint Dr. Pam Wiese to the position of Interim Assistant Superintendent of Human Resources effective immediately through the end of the school year. Seconded by Acomb. Motion carried unanimously of the members present.

The meeting adjourned at 7:05 p.m.

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Michelle Shope, Board Secretary

Approved at the Regular Business Meeting on April 26, 2016

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, President

**REGULAR MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT OF BELOIT  
March 22, 2016**

The Board of Education held its regular meeting on March 22, 2016 at the Kolak Education Center in the Board Room. President Scharmer called the meeting to order at 7:12 p.m.

Members Present: John Acomb, Lisa Anderson-Levy, Dennis Baskin, Laurie Endres, Nora Gard, Shannon Scharmer, and John Winkelmann. Others Present: Tom Johnson, Superintendent.

Baskin moved approval of the agenda. Seconded by Gard. Motion carried unanimously of the members present. Acomb led the group in the pledge of allegiance and Endres gave the announcements for March.

Badger along with Tony Capozziello, Culinary Arts Instructor, recognized the culinary arts contributors; Kerry Ingredients and Aramark Food Service. Winkelmann moved acceptance of the donations made by Kerry Ingredients and Aramark Food Service for the BMHS Culinary Arts Program. Seconded by Gard. Motion carried unanimously of the members present. Badger also recognized, along with Chuck Seils, Athletic Director, Mark Santas for his generous donation to the swim program. Acomb moved acceptance of the \$5,000 donation made by Mark Santas to the swim program. Seconded by Baskin. Motion carried unanimously of the members present.

Badger, along with McNeel Intermediate School Principals, then recognized outstanding staff members, Eric Jubeck and Brittany Miller. She also recognized Converse, Morgan and the Roy Chapman Andrew Academy (RCAA) for having been named Schools of Recognition by the Department of Public Instruction. RCAA has been named three years in a row and Converse is on its fifth consecutive year.

Scharmer opened up the podium for citizens to speak on items not on the agenda. No one came forward.

Johnson introduced Anthony Bonds, Assistant Superintendent for Curriculum and Instruction, who along with Rosamaria Laursen, ELL & DLI Program Manager provided an update on the district's dual language immersion program. He then introduced Dr. Williams, Assistant Superintendent, who gave an update on Equity and the (E)Quality Committee in Tasha Bell's absence.

Sharieff Atlas gave the student report to the board. Winkelmann reviewed the topics of the March Finance, Transportation and Property Committee meeting. Acomb reviewed the topics of the March Curriculum and Instruction Committee meeting. Gard reviewed the topics of the February Special and March Regular Policy and Personnel Committee meetings.

Gard moved approval of the consent list: 1) Special Board Meetings of February 23 and March 8, 2016; 2) Regular Business Meeting of February 23, 2016 and 3) Approval of January Financial Summary. Seconded by Baskin. Scharmer asked questions regarding the January summary. Motion carried unanimously of the members present.

Winkelmann moved approval of the budget adjustments as presented in the March 22, 2016 board packet. Seconded by Acomb. Motion carried unanimously of the members present.



Baskin moved approval of the revisions and layover of Policy 461 Technical Excellence Scholarship and approval of the deletion and layover of Policy 530 Professional Educator Policies for first reading. Seconded by Gard. Motion carried unanimously of the members present.

Baskin moved approval of the revisions of Policy 342.3 Advanced Learner Program, Policy 455 Student Safety, Policy 455.1 Supervision of Students, Policy 523.1 Employee Physical Examinations, the deletion of Policy 526 RULE 1 Guidelines Regarding Professional Educator Personnel Folders, and the revisions of Policy 535 Professional Educator Transfers for final reading. Seconded by Gard. Motion carried unanimously of the members present.

Winkelmann moved approval of the revised personnel recommendations, Exhibit A. Seconded by Gard. Motion carried unanimously of the members present.

Items requested for future meetings included an update on community committees on which board members serve.

Scharmer announced future meetings: committee meetings on Tuesday, April 12 at McNeel Intermediate School and the Board Business meeting on April 26, 2016 at Kolak.

The meeting adjourned at 8:41 p.m.

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Michelle Shope, Board Secretary

Approved at the regular meeting of April 26, 2016

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, President

**SPECIAL MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT OF BELOIT  
March 29, 2016**

The Board of Education held a special board meeting on March 29, 2016 at the Kolak Education Center in Room 106, Superintendent's Conference Room. Vice President Gard called the meeting to order at 5:00 p.m.

Members Present: John Acomb, Lisa Anderson-Levy, Dennis Baskin, Laurie Endres, Nora Gard, and John Winkelmann. Member excused: Shannon Scharmer. Also present: Tom Johnson.

Acomb moved approval of the agenda. Seconded by Winkelmann. Motion carried unanimously of the members present.

Gard began the meeting by explaining the purpose of the meeting was to consider the offer to purchase for the sale of the Morgan School Property and that that was the only item on the agenda for discussion. She also indicated to the audience members that after the board discussion, there would be an opportunity for community input if anyone would like to provide input or had questions.

Baskin stated that according to State Statute 120.44 Powers and Duties to Dispose and purchase property and would like to resolve that issue first before proceeding with the sale discussion. Gard stated that the item to be discussed was the sale of the Morgan Property and the agreement was on the agenda. Baskin stated that the agreement with the health system was related to the property and therefore related to the sale.

Acomb indicated that at that time, the board had given the power to the Superintendent to negotiate and move forward with the property and execute on behalf of the board.

Baskin continued to say that the agreement between the Beloit Health System and the district was not legal and therefore not valid since the board did not vote on it. Winkelmann asked what Baskin's solution might be to the issue of the agreement with the health system. Baskin felt there was an agreement the superintendent made with the neighbors and they should be heard on the matter. Baskin feels the board did not vote on the final agreement and that the agreement is not valid.

Winkelmann moved approval of the contract with Beloit Health Systems. Seconded by Acomb. Gard opened the floor to the public.

A community member addressed the board agreeing with Baskin. Matt Robson from Turtle Ridge, asked if there was a copy of the agreement. Marilyn Fassett, 1871 Vista Drive, discussed the meeting in the fall that occurred at the Morgan Property and how best to utilize the property. Members commented on her question of what happened to the input from that meeting.

Tom Ptacin, 2311 E. Ridge Road, feels it would be a huge mistake to sell the entire property. He also stated that the board ultimately would have the final vote on the agreement.

A citizen residing at 2521 E. Ridge Road, spoke regarding the lack of transparency with the Beloit Health Systems and School District contract.

Arnie Brosteun, 1870 Lee Lane, claimed that former Superintendent McNeal stated it definitely would not be sold.

Winkelmann explained the Beloit Health System contract and stated that Beloit Health System was not interested in matching the offer currently up for consideration.

Baskin stated he feels that the board is rushing into a decision and would like a second opinion on the legality of the agreement.

The public asked about the land swap portion of the agreement.

Acomb explained that the track and Morgan property were the pieces involved in the swap.

Richard Ruesch, 2600 E. Ridge Road states he is flabbergasted as to why the district would want to give up the Morgan Property.

Sandy Gold, lived in the neighborhood for 48 years, stating she is proud of the neighborhood and had the road closed creating the cul de sac to create the kind of neighborhood they all want.

Tia Johnson, 1621 Indian Road, spoke to the ethics of the situation and asked the board to slow down and take some time to plan it right.

Joel Hallberg, 1235 Eaton, asked what was the original arrangement entailed. Baskin indicated he didn't know where the original agreement went.

Judy Robson, 2411 East Ridge Road, discussed the tax base, the swap and the sale. She also stated that she feels the board is being penny wise and pound foolish.

Gard shared her thoughts on the agreement, the meeting at Morgan, the fact that the administration as well as the board has changed over the last two years. She shared some of the history of the process over the last two years.

Winkelmann summarized information from his perspective. Anderson-Levy reviewed an email with the minutes where the board approved the agreement on August 26, 2014. Superintendent Johnson read the motion from the August 26, 2014 minutes.

Danny Trail, 1870 Lee Lane claimed the board is lying to the public. He feels that the board is going to do what it wants to anyway.

Hallberg stated that the board has an obligation to the neighbors. Acomb stated that the obligation is to the entire city of Beloit, all the taxpayers, and the students of Beloit. He feels the \$600,000 is vital to the district to meet the obligations to the students and taxpayers.

Jeff Adams, 1640 Indian Road, feels there are several issues at hand. He suggested working with the city to do a request for proposal to find a use for the property that will enhance the neighborhood.

Mike Quails, East Ridge Road, stated concerns with the danger in kids crossing to Fruzen. He feels the question of legality should be answered before anything else is done.

One citizen stated that it was irresponsible to build Fruzen if there was no plan for the Morgan Property.

Acomb indicated that one cannot know what the plan of the buyer would be, but the board decided to proceed with putting the property on the market. Baskin again asked for a second opinion. Acomb indicated that he didn't see a reason for a second opinion.

Baskin moved to table the motion on the approval of the agreement with Beloit Health System. Seconded by Anderson-Levy. Motion carried 3-2-1, with Anderson-Levy, Baskin and Winkelmann voting in the affirmative; Acomb and Gard voting in the negative and Endres abstaining.

Winkelmann moved to table the consideration of the offer to purchase for the sale of Morgan School property and moved for Dr. Johnson to meet with the city to see if there is any interest in collaborating on a request for proposal on the property. Seconded by Baskin. Motion carried 5-1, with Acomb voting in the negative.

The meeting adjourned at 6:15 p.m.

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Michelle Shope, Board Secretary

Approved at the Regular Business Meeting on April 26, 2016

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, President

**SPECIAL MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT OF BELOIT  
April 12, 2016**

The Board of Education held a special board meeting on April 12, 2016 at McNeel Intermediate School in Room 111. President Scharmer called the meeting to order at 7:00 p.m.

Members Present: John Acomb, Lisa Anderson-Levy, Dennis Baskin, Laurie Endres, Nora Gard, Shannon Scharmer, and John Winkelmann. Also present: Janelle Marotz, Emily Pelz, Darrell Williams and Tom Johnson.

Baskin moved approval of the agenda. Seconded by Gard. Motion carried unanimously of the members present.

Marotz, Assistant Superintendent of Business Services, along with Kevin Callis from McKinstry provided an update on the Energy Efficiency projects for this year. They reviewed work completed, existing challenges, efficiency projects, four areas of maintenance: reactive, preventative, predictive and planned. They also reviewed recommended maintenance spending. Members commented on planning for the future, savings to date as well as over the next thirty years, funding sources in the future, and prioritizing projects.

Johnson, along with Primary Principals, explained the current practice for primary school recess. Johnson indicated that each school at the 4K and 5K level have multiple "recess" times. He also stated that typically in grades 1-3, the "recess" period is at the "lunch time". Other practices to help students with activity are "brain breaks" throughout the day. It was asked what amount of time is "adequate" recess for a student at this level. Dr. Johnson stated he has not found anything with a definitive answer at this time. Pam Charles, citizen, raised the concern on behalf of a citizen unable to attend, Kay Nightingale, who is concerned that her grandchildren are not getting enough recess time. Charles also stated that three parents raised concern during her campaign. Acomb shared information regarding one hour of activity per day. Baskin questioned why this item was even at the board level as a concern. Scharmer stated that concerns are brought to the board at times so the board can listen and redirect back to the district experts, who in this case are administrators and principals. Anderson-Levy stated that the first line of question or concern should start at the school and work up the chain. Scharmer indicated that the concern did go up to the chain. Baskin suggested tabling the discussion to let the experts determine the best course of action. Endres emphasized that taking recess time away from students should not be a punishment in the schools.

Fred Atlas, District Truancy Officer, along with Dr. Williams, Assistant Superintendent for Operations, Administration and Equity, provided an update on attendance and truancy. Atlas introduced himself and briefly described his job duties focusing on absences and truancy. Atlas stated that beginning in November 2015, the City of Beloit no longer issues citations for truancy to students, however, parents can still be cited. Truancy issues are still present and need to be addressed. He would like to see a greater focus begin at the K-3 level to work with families and address truancy where it would have a greater impact. He does perform family home visits, office visits, etc. Members asked how many people work with truancy. Atlas indicated currently it is only him, however, there is a social worker at BLA who does some work in her area. Atlas did state that his "dream team" would be to have several more people involved with attendance and truancy. Dr. Johnson stated that others in the district such as counselors, psychologists and social workers work with attendance on a regular basis, however, Atlas' sole focus is attendance/truancy.

Johnson indicated that all of the revisions from the Policy/Personnel Committee were noted on the two job descriptions and will be made prior to posting. Winkelmann moved approval of the job descriptions for the Executive Director of Business Services and the Director of Human Resources for posting with the

suggested changes. Seconded by Acomb. Baskin noted that salary needs to be considered. Motion carried unanimously of the members present.

Marotz and Johnson indicated that there is an offer to purchase Royce from Caritas. They have a plan that is larger than just a food pantry. Johnson indicated that the offer is for \$5,000 and also refreshed board members on the condition of the building. Baskin asked the market value of Royce. Acomb clarified that the items inside the building will still belong to the district and the district will be able to relocate them. Winkelmann clarified the cost to maintain the building as is, which is \$20,000 per year. Scharmer asked if Caritas would extend the time frame of their offer to enable the board to post for a future meeting and allow time for community input from the Royce area. Baskin clarified where the money for the sale of McLenegan went and Marotz indicated that it went into the general fund to offset the current year budget.

Winkelmann moved to table the sale of Royce to Caritas to allow for the public to contact any board members with questions or concerns. Seconded by Gard. Scharmer asked members to submit questions to Marotz or Johnson as well. Motion carried unanimously of the members present.

Scharmer indicated that there is a resident in Beloit who is requesting a formal easement agreement due to a slight encroachment onto the Morgan property. Johnson explained the request, the timeline and the discussion he had with the property owner. Acomb asked if the property could be appraised to determine an appropriate sale amount. Baskin moved to give the administration the authority to get an appraisal of the easement portion of the Morgan property on Parcel B. Seconded by Winkelmann. Motion carried unanimously of the members present.

Scharmer explained that the Board needed to discuss final negotiation of legal fees associated with the Beloit Daily News litigation. Audience members questioned the need for going into closed session since the case was over. Winkelmann clarified that the item to discuss has to do with bargaining strategies and therefore, falls under the statute for closed session. Baskin indicated that he wants to pay the Beloit Daily News legal fees in order to stop having pissing contests with them and offer an olive branch. He also requested that if the board were going into closed session that the newly elected candidates should be allowed to sit in on closed session since he and Anderson-Levy were offered that same courtesy last year.

Baskin moved approval of allowing the newly elected board candidates, Pam Charles, Shelly Cronin and Kris Klobucar to sit in on closed session items although they are not officially seated members of the Board until April 25, 2016. Seconded by Gard. Motion carried 6-1, with Winkelmann voting in the negative.

Winkelmann moved to convene the Board of Education into Closed Session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes relative to deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. Seconded by Gard. Motion carried 6-1, with Baskin voting in the negative.

Baskin moved to reconvene to open session. Seconded by Gard. Motion carried unanimously of the members present.

Acomb moved to allow the superintendent, the district's attorney and anyone else the Superintendent deems necessary to negotiate with the Beloit Daily News on the payment of attorney fees in the recent litigation case. Seconded by Winkelmann. Motion carried unanimously of the members present.

Winkelmann voted to reconvene the Board of Education into Closed Session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes relative to considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility for the superintendent's feedback/evaluation review. Seconded by Gard. Motion carried on a roll call vote 7-0.

Winkelmann moved to reconvene to open session. Seconded by Baskin. Motion carried unanimously of the members present.

With no further action taken, the meeting adjourned at 9:25 p.m.

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Michelle Shope, Board Secretary

Approved at the Regular Business Meeting on April 26, 2016

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, President

**SPECIAL MEETING OF THE BOARD OF EDUCATION  
SCHOOL DISTRICT OF BELOIT  
April 19, 2016**

The Board of Education held a special board meeting on April 19, 2016 at the Kolak Education Center in Room 106, Superintendent's Conference Room. President Scharmer called the meeting to order at 5:34 p.m.

Members Present: John Acomb, Lisa Anderson-Levy, Dennis Baskin, Nora Gard, and Shannon Scharmer. Member excused: Laurie Endres and John Winkelmann. Also present: newly elected members: Pam Charles, Shelly Cronin and Kris Klobucar as well as Tom Johnson, Superintendent; Anthony Bonds, Emily Pelz and Darrell Williams.

Gard moved approval of the agenda. Seconded by Baskin. Motion carried unanimously of the members present.

Baskin swore in re-elected member, Shannon Scharmer and new members Pam Charles, Shelly Cronin and Kris Klobucar.

Scharmer asked everyone present to introduce themselves and then opened up the discussion on the declaration of interest so current board members and new board members could express their interest in board member officer positions, committee positions, as well as service to community organizations. Acomb did suggest having a new board representative for the combined health committee even though it is not an ad hoc committee of the board.

Following the declaration discussion, Baskin shared his thoughts on the president candidates, their integrity being ethical leaders and stating it was time for new leadership on the Board of Education.

Charles shared her thoughts on the achievement gap and lack of focus on student achievement. She also stressed the need for more transparency and goals for the Board as well as the Superintendent. Charles also shared her thoughts on the president candidates.

Acomb shared his thoughts on the campaigning for presidency and student achievement. Anderson-Levy asked members to realize that the board members do not completely represent the community that elected them. She asked that all members remember this while serving and making decisions for district students.

Scharmer shared her thoughts on the presidency and comments made regarding her integrity as president under the former administration as well as leading the board.

Gard shared her thoughts as well including her previous experience on the board, her beliefs, as well as discussions that helped her come to the decision to run for president.

Johnson stated that the cabinet members/executive team did set goals for their departments earlier in the year and would share them with board members.

Scharmer clarified that the Board did not set goals, however, the board held social identifying workshops led by Anderson-Levy.



Anderson-Levy moved to adjourn the meeting at 7:28 p.m. Seconded by Gard. Motion carried unanimously of the members present.

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Michelle Shope, Board Secretary

Approved at the Regular Business Meeting on April 26, 2016

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, President



***I. BASIC INFORMATION***

**Topic or Concern:** Approval of February Financial Summary

**Which strategy in the Strategic Plan does this support?**

**Your Name and Title:** Janelle Marotz, Assistant Superintendent of Business Services

**Others assisting you in the presentation:**

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

Information to support legal action as required by Wisconsin Statutes.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

See attached summary or full reports online.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Comply with legal requirements and Wisconsin Statutes.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Board of Education approves the financial summary for the month of February, 2016.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:**

**Long Term Committed Funds?**

**BUDGET LOCATION:**

**FISCAL IMPACT:**

**Board Report Summary  
February 2016**

<u>Fund</u>	<u>Description</u>	<u>Revenue</u>	<u>Expense</u>	<u>Net Change</u>
Fund 10 & 27	General Fund & Special Ed	2,833,357.91	6,850,046.77	(4,016,688.86)
Fund 21	Donation	22,442.27	20,209.13	2,233.14
Fund 38 & 39	Debt Service	1,859.69	-	1,859.69
Fund 50	Food Service	437,073.21	352,517.61	84,555.60
Fund 60	Student Activities		2,186.97	(2,186.97)
	<b>Total Revenue &amp; Expense</b>	<b>\$ 3,294,733.08</b>	<b>\$ 7,224,960.48</b>	<b>\$ (3,930,227.40)</b>

This is to certify that the expenditures listed above have been incurred and that the Board of Education has audited and approved the same.

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President

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Secretary

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	February 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
110	GENERAL OPERATI	8,432,884.00	8,432,884.00			
1--	INTERFUND TRANS	8,432,884.00	8,432,884.00			
211	PROPERTY TAXES	10,109,782.00	10,109,782.00		10,109,782.00	100.00
212	PROPERTY TAX CH		2,105.00		2,105.00	100.00
213	MOBILE HOME TAX	20,000.00	20,000.00	1,246.37	13,135.84	65.68
244	PYMTS FOR SERVI	47,000.00	47,000.00		10,797.75	22.97
262	RESALE OF OBJEC			3,179.69	40,827.75	
271	ADMISSIONS	40,781.00	40,781.00	5,760.50	41,713.86	102.29
279	OTHER SCHOOL AC	12,600.00	12,600.00	800.00	3,290.00	26.11
280	INTEREST ON INV	24,000.00	24,000.00	1,700.05	17,802.77	74.18
291	GIFTS	115,415.00	116,835.00	100.00	110,681.78	94.73
292	STUDENT FEES	153,100.00	153,100.00	2,419.55	125,079.60	81.70
293	RENTALS	11,400.00	11,400.00	3,221.28	25,115.34	220.31
297	STUDENT FINES	65.00	65.00	223.95	353.40	543.69
2--	REVENUE FROM LO	10,534,143.00	10,537,668.00	18,651.39	10,500,685.09	99.65
343	CO-CURRICULAR A	6,012.00	6,012.00		1,624.12	27.01
345	GENERAL TUITION	1,141,908.00	1,141,908.00			
347	OE SPEC ED TUIT	80,000.00	80,000.00			
348	TRANSP FEES FRO	40,000.00	40,000.00	1,982.51	12,016.32	30.04
3--	INTERDISTRICT P	1,267,920.00	1,267,920.00	1,982.51	13,640.44	1.08
516	TRANSIT OF STAT	12,000.00	12,000.00		6,584.46	54.87
517	FEDERAL AID TRA				4,000.00	
5--	INTERMEDIATE SO	12,000.00	12,000.00		10,584.46	88.20
611	HANDICAPPED AID	2,980,500.00	2,980,500.00	404,212.00	1,616,849.00	54.25
612	TRANSPORTATION	17,487.00	17,487.00		30,555.00	174.73
613	LIBRARY AID STA	234,730.00	302,806.00			
618	BILINGUAL/BICUL	155,075.00	155,075.00			
619	OTHER CATEGORIC	1,098,000.00	1,098,000.00			
621	EQUALIZATION AI	64,459,054.00	64,459,054.00		25,331,087.00	39.30
625	HIGH COST SPEC	45,000.00	45,000.00			
628	HIGH POVERTY AI	493,079.00	493,079.00			
630	SPECIAL PROJECT	409,646.00	1,063,670.00		349,477.85	32.86
650	SAGE PROGRAM RE	3,370,300.00	3,370,300.00	1,170,696.00	2,341,392.00	69.47
691	STATE TAX EXEMP	57,976.00	57,976.00			
6--	REVENUE FROM ST	73,320,847.00	74,042,947.00	1,574,908.00	29,669,360.85	40.07
711	FED HIGH COST S	115,000.00	115,000.00			
713	FEDERAL VOC ED	91,633.00	91,633.00	5,911.81	76,560.43	83.55
730	FED SPECIAL PRO	3,218,436.00	3,331,848.00	487,712.57	1,487,070.56	44.63
751	EASA TITLE I	3,137,739.00	3,151,739.00	553,444.11	1,407,364.69	44.65
780	FED REV THRU ST	950,000.00	950,000.00	46,546.54	133,403.22	14.04
799	OTHER FEDERAL R	65,000.00	65,000.00	5,816.67	45,749.77	70.38
7--	REVENUE FROM FE	7,577,808.00	7,705,220.00	1,099,431.70	3,150,148.67	40.88
861	EQUIPMENT SALES		1,444,480.00	30.00	1,418,485.00	98.20
862	LAND AND PROPER	1,791,630.00	347,150.00		347,149.40	100.00

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	February 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
8--	OTHER FINANCING	1,791,630.00	1,791,630.00	30.00	1,765,634.40	98.55
964	INSURANCE REIMB				1,492.34	
971	AIDABLE REFUND	100,000.00	167,801.00	114,195.34	155,962.54	92.94
972	PROPERTY CHARGE			2,036.98	2,036.98	
990	MISCELLANEOUS R	101,563.00	101,563.00	22,121.99	86,540.39	85.21
9--	OTHER REVENUES	201,563.00	269,364.00	138,354.31	246,032.25	91.34
---		103,138,795.00	104,059,633.00	2,833,357.91	45,356,086.16	43.59
111	TEACHER SALARY	30,866,383.00	30,873,041.00	2,314,147.15	15,308,562.32	49.59
112	ADMINISTRATOR S	3,259,376.00	3,259,376.00	325,043.76	2,138,991.52	65.63
114	ADMIN ASST SALA	1,467,834.00	1,514,297.00	81,340.18	922,362.15	60.91
115	CLERICAL SALARY	1,148,753.00	1,193,716.00	89,341.50	783,706.25	65.65
116	INSTRUCTIONAL S	944,235.00	944,039.00	79,822.58	533,266.44	56.49
117	COORDINATOR SAL	173,840.00	169,716.00	-31,538.70	47,826.11	28.18
118	PARA PROFESSION	1,828,063.00	1,827,758.00	151,889.09	977,812.72	53.50
120	CROSSING GUARD	49,100.00	49,100.00	5,195.24	26,934.93	54.86
122	MONITOR/NOON HR	13,046.00	7,718.00	284.70	1,902.75	24.65
123	INTERN SALARY	42,000.00	32,000.00	3,600.00	14,250.95	44.53
124	TUTOR SALARY	135,000.00	135,000.00	9,831.25	43,995.98	32.59
125	STUDENT WORKER	13,000.00	16,000.00	952.44	6,735.15	42.09
131	TEACHER CURRIC	2,400.00	600.00			
132	EVENT WORKER SA	30,037.00	26,184.00	3,035.00	14,475.20	55.28
133	ADDENDUM SALARY	713,831.00	767,200.00	74,013.50	459,255.58	59.86
135	TEACHER SPEC ED	200.00	600.00	31.46	445.13	74.19
136	TEACHER ADDL CL	26,000.00	27,350.00	2,762.28	16,407.33	59.99
141	TEACHER OTHER S	586,507.00	541,687.00	44,100.34	250,470.63	46.24
144	ADMIN ASST ADDL	6,320.00	7,019.00	330.52	6,148.12	87.59
145	CLERICAL ADDL/O	64,959.00	20,865.00	926.42	15,988.57	76.63
146	INST SUPPORT AD	11,000.00	11,459.00	358.90	8,146.82	71.10
148	PARA ADDL/OVTM	47,152.00	65,894.00	7,358.79	38,626.81	58.62
170	SUB TEACHER LON		7,457.00	1,988.50	7,456.88	100.00
171	SUB TEACHER	693,760.00	685,143.00	74,012.71	388,023.36	56.63
172	SUB SECURITY	25,000.00	26,530.00	5,208.66	28,460.80	107.28
174	SUB CLERICAL SA	24,560.00	24,629.00	684.74	12,741.74	51.73
175	SUB AIDE SALARY	179,700.00	179,700.00	21,318.66	95,933.95	53.39
178	SUB CROSSING GU	3,000.00	3,000.00			
179	SUB NURSING	15,000.00	15,000.00	380.93	5,002.63	33.35
181	TEMP/SEASONAL S	35,270.00	35,220.00	3,399.27	25,509.97	72.43
182	BOARD OF ED SAL	27,000.00	27,000.00	1,875.00	15,000.00	55.56
1--	SALARIES	42,432,326.00	42,494,298.00	3,271,694.87	22,194,440.79	52.23
212	EMPLOYER'S RETI	2,786,332.00	2,793,455.00	204,374.00	1,474,193.86	52.77
218	OPEB	2,856,100.00	2,859,860.00	218,862.45	1,493,694.43	52.23
220	SOCIAL SECURITY	3,141,269.00	3,148,972.00	243,090.56	1,665,184.47	52.88
230	LIFE INSURANCE	97,619.00	81,535.00	4,947.44	33,796.85	41.45
242	HEALTH INSURANC	10,319,511.00	10,352,129.00	778,593.87	5,161,489.89	49.86
243	DENTAL INSURANC	897,001.00	893,319.00	65,310.65	439,392.25	49.19
244	HRA	150,000.00	153,545.00	1,406.21	104,870.75	68.30
245	HSA	1,581,766.00	1,589,466.00	4,725.00	1,637,865.00	103.04
251	INCOME PROTECT	123,040.00	122,864.00	8,575.54	58,616.18	47.71
290	OTHER EMPLOYEE	120,000.00	136,100.00		102,954.00	75.65
291	COLLEGE CREDIT	50,000.00	50,000.00	1,250.00	21,578.27	43.16
297	EMPLOYEE PHYSIC	13,000.00	13,000.00	600.00	3,358.75	25.84
298	MEMBERSHIPS	25,500.00	25,500.00	620.00	23,434.80	91.90

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	February 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
2--	EMPLOYEE BENEFI	22,161,138.00	22,219,745.00	1,532,355.72	12,220,429.50	55.00
310	PERSONAL SERVIC	2,079,935.00	2,661,764.00	191,138.96	1,635,568.62	61.45
312	LAB SERVICES	65,000.00	65,000.00		18,320.54	28.19
313	PRESCRIPTIONS	10,000.00	10,000.00		205.53	2.06
314	GENERAL	8,500.00	8,500.00		2,102.10	24.73
320	PROPERTY SERVIC	10,513,625.00	9,866,065.00	1,212,557.89	4,162,608.01	42.19
331	GAS FOR HEAT	466,500.00	466,838.00	59,963.87	166,844.54	35.74
336	ELECTRIC OTHER	869,550.00	864,529.00	59,806.31	566,655.53	65.54
337	WATER SERVICES	45,300.00	46,262.00	2,427.20	26,768.10	57.86
338	SEWERAGE SERVIC	51,750.00	53,875.00	2,923.13	25,354.19	47.06
339	STORM WATER	25,600.00	30,932.00	2,423.00	19,716.97	63.74
341	PUPIL TRAVEL	2,089,869.00	2,028,873.00	197,589.72	1,060,891.54	52.29
342	EMPLOYEE TRAVEL	238,787.00	442,604.00	22,649.78	195,024.23	44.06
348	VEHICLE FUEL	158,100.00	171,102.00	8,488.02	61,639.40	36.02
351	ADVERTISING	19,800.00	20,533.00	999.00	15,421.90	75.11
353	POSTAGE	52,600.00	53,476.00	4,500.30	32,523.67	60.82
354	PRINTING/BINDIN	31,954.00	39,488.00	1,417.44	19,254.41	48.76
355	TELEPHONE/TELEG	59,963.00	59,963.00	2,192.20	17,264.04	28.79
358	ON-LINE COMMUNI	244,120.00	257,829.00	698.51	142,360.87	55.22
360	DATA PROCESSING	24,228.00	24,228.00	2,018.75	16,150.00	66.66
370	EDUCATIONAL SER	754,500.00	737,257.00	52,070.00	505,100.21	68.51
381	PAYMENTS TO MUN	240,886.00	240,886.00	1,763.90	11,753.03	4.88
382	PAYMENTS TO WI	3,560,674.00	3,560,674.00			
385	PAYMENT TO COUN	878.00	4,135.00		4,134.43	99.99
386	PAYMENTS TO CES	96,730.00	213,130.00	810.00	78,359.17	36.77
387	PAYMENTS TO STA	224,502.00	224,502.00	90.00	14,394.39	6.41
389	PAYMENTS TO VTA	72,000.00	72,000.00	23,492.00	41,970.62	58.29
3--	PURCHASED SERVI	22,005,351.00	22,224,445.00	1,850,019.98	8,840,386.04	39.78
411	GENERAL SUPPLIE	1,654,562.00	1,517,362.00	52,390.85	520,669.00	34.31
415	FOOD SUPPLIES	74,464.00	86,405.00	3,211.14	39,693.66	45.94
420	APPAREL	26,888.00	41,895.00	1,314.61	33,568.66	80.13
430	INSTRUCTIONAL M	775,846.00	1,429,305.00	79,521.21	557,670.88	39.02
435	INSTRUCTIONAL C	4,760.00	5,110.00		260.00	5.09
446	TOOLS AND IMPLE	550.00				
449	OTHER NON-CAPIT	201,905.00	611,167.00	7,069.70	446,851.67	73.11
452	RESALE EXPENDIT			5,999.05	30,953.48	
470	TEXTBOOKS	792,385.00	391,872.00	2,002.40	363,379.71	92.73
480	NON-INSTRUCTION	323,236.00	336,608.00		261,444.78	77.67
490	NON-INSTR NON-C	350.00	350.00			
4--	NON-CAPTIAL OBJ	3,854,946.00	4,420,074.00	151,508.96	2,254,491.84	51.01
511	PURCHASE - ADDI	78,000.00	78,000.00		75,652.04	96.99
537	BUILDING RENTAL	46,872.00	46,872.00		41,392.84	88.31
551	EQUIPMENT PURCH	278,710.00	215,016.00	4,400.00	171,645.64	79.83
553	EQUIPMENT PURCH	398,104.00	668,908.00	28,133.13	599,625.11	89.64
571	EQUIPMENT RENTA	197,124.00	191,207.00	8,557.50	65,246.22	34.12
572	VEHICLE RENTAL	200.00	200.00			
5--	CAPITAL OBJECTS	999,010.00	1,200,203.00	41,090.63	953,561.85	79.45
678	CAPITAL LEASES	1,876,745.00	1,876,745.00		1,876,743.63	100.00
688	CAPITAL LEASES	50,757.00	50,757.00		50,756.37	100.00

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	February 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
6--	DEBT RETIREMENT	1,927,502.00	1,927,502.00		1,927,500.00	100.00
711	DISTRICT LIABIL	103,355.00	103,355.00	-604.00	102,644.00	99.31
712	DISTRICT PROPER	134,646.00	134,646.00		134,646.10	100.00
713	DISTRICT WORKER	251,869.00	251,869.00		277,782.00	110.29
720	JUDGEMENTS AND	250,740.00	250,740.00		250,739.26	100.00
730	UNEMPLOYMENT CO	80,000.00	80,000.00	2,323.76	16,267.10	20.33
790	OTHER INSURANCE	10,000.00	10,000.00		10,000.00	100.00
7--	INSURANCE AND J	830,610.00	830,610.00	1,719.76	792,078.46	95.36
827	SP ED INTERFUND	8,432,884.00	8,432,884.00			
899	CO-OP TRANSFER	20,175.00	20,175.00			
8--	TRANSFERS	8,453,059.00	8,453,059.00			
940	DUES AND FEES	263,572.00	198,216.00	961.21	101,624.15	51.27
960	ADJUSTMENTS			695.64	2,195.64	
971	AIDABLE REFUND	50,000.00	50,000.00		3,621.62	7.24
972	NON-AIDABLE REF	38,606.00	38,606.00		36,180.66	93.72
990	MISCELLANEOUS				3,000.00	
999	OTHER MISCELLAN	122,675.00	120,387.00			
9--	OTHER OBJECTS	474,853.00	407,209.00	1,656.85	146,622.07	36.01
---		103,138,795.00	104,177,145.00	6,850,046.77	49,329,510.55	47.35
	Grand Revenue T	103,138,795.00	104,059,633.00	2,833,357.91	45,356,086.16	43.59
	Grand Expense T	103,138,795.00	104,177,145.00	6,850,046.77	49,329,510.55	47.35
	Grand Totals		117,512.00	4,016,688.86	3,973,424.39	3,381.29
			Loss	Loss	Loss	

Number of Accounts: 6296

\*\*\*\*\* End of report \*\*\*\*\*

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	February 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
291	GIFTS			22,442.27	123,091.63	
299	MISCELLANEOUS R				218,763.02	
2--	REVENUE FROM LO			22,442.27	341,854.65	
---				22,442.27	341,854.65	
148	PARA ADDL/OVTM				65.88	
1--	SALARIES				65.88	
212	EMPLOYER'S RETI				4.48	
220	SOCIAL SECURITY				5.04	
2--	EMPLOYEE BENEFI				9.52	
310	PERSONAL SERVIC			549.00	11,017.26	
320	PROPERTY SERVIC			96.50	456.50	
341	PUPIL TRAVEL			-349.11	7,486.43	
354	PRINTING/BINDIN				124.50	
3--	PURCHASED SERVI			296.39	19,084.69	
411	GENERAL SUPPLIE			6,420.53	20,714.27	
415	FOOD SUPPLIES			3,283.31	22,514.80	
420	APPAREL			6,187.83	34,979.91	
430	INSTRUCTIONAL M				5,043.42	
449	OTHER NON-CAPIT			1,771.07	11,870.77	
4--	NON-CAPTIAL OBJ			17,662.74	95,123.17	
551	EQUIPMENT PURCH				4,499.00	
5--	CAPITAL OBJECTS				4,499.00	
940	DUES AND FEES			2,250.00	7,167.00	
9--	OTHER OBJECTS			2,250.00	7,167.00	
---				20,209.13	125,949.26	
				Grand Revenue T	22,442.27	341,854.65
				Grand Expense T	20,209.13	125,949.26
				Grand Totals	2,233.14	215,905.39
				Profit		Profit

Number of Accounts: 293

\*\*\*\*\* End of report \*\*\*\*\*



OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	February 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
211	PROPERTY TAXES	5,477,120.00	5,477,120.00		5,477,120.00	100.00
280	INTEREST ON INV	13,000.00	13,000.00	1,859.69	3,943.51	30.33
291	GIFTS		42,500.00		42,500.00	100.00
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2--	REVENUE FROM LO	5,490,120.00	5,532,620.00	1,859.69	5,523,563.51	99.84
971	AIDABLE REFUND				30,255.44	
9--	OTHER REVENUES				30,255.44	
<hr/>						
---		5,490,120.00	5,532,620.00	1,859.69	5,553,818.95	100.38
673	LONG TERM LOANS	53,279.00	95,779.00		93,688.56	97.82
675	LONG TERM BONDS	3,343,875.00	3,343,875.00		463,875.00	13.87
678	CAPITAL LEASES	33,348.00	33,348.00		33,347.61	100.00
683	LONG TERM LOANS	7,266.00	7,266.00		5,854.92	80.58
685	LONG TERM BONDS	2,049,352.00	2,049,352.00		1,026,848.76	50.11
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6--	DEBT RETIREMENT	5,487,120.00	5,529,620.00		1,623,614.85	29.36
---		5,487,120.00	5,529,620.00		1,623,614.85	29.36
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	Grand Revenue T	5,490,120.00	5,532,620.00	1,859.69	5,553,818.95	100.38
	Grand Expense T	5,487,120.00	5,529,620.00		1,623,614.85	29.36
	Grand Totals	3,000.00	3,000.00	1,859.69	3,930,204.10	
	Profit		Profit	Profit	Profit	

Number of Accounts: 15

\*\*\*\*\* End of report \*\*\*\*\*

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	February 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
251	PUPIL	80,000.00	80,000.00	3,365.89	-14,609.18	-18.26
252	ADULT	12,000.00	12,000.00	190.96	2,978.38	24.82
259	OTHER FOOD SERV	25,000.00	25,000.00	3,756.45	16,396.03	65.58
280	INTEREST ON INV	2,500.00	2,500.00			
290	OTHER REVENUE			10.00	728.00	
291	GIFTS		376.00	376.00	376.00	100.00
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2--	REVENUE FROM LO	119,500.00	119,876.00	7,699.30	5,869.23	4.90
617	FOOD SERVICE AI	98,666.00	98,666.00			
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6--	REVENUE FROM ST	98,666.00	98,666.00			
714	DONATED COMMODI	225,000.00	225,000.00			
717	FOOD SERVICE AI	4,007,527.00	4,007,527.00	416,071.23	2,237,566.79	55.83
730	FED SPECIAL PRO		143,575.00	13,302.68	71,594.97	49.87
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7--	REVENUE FROM FE	4,232,527.00	4,376,102.00	429,373.91	2,309,161.76	52.77
---		4,450,693.00	4,594,644.00	437,073.21	2,315,030.99	50.39
112	ADMINISTRATOR S	14,580.00	14,580.00	1,121.54	10,093.86	69.23
122	MONITOR/NOON HR	26,200.00	26,200.00	2,411.57	13,942.66	53.22
133	ADDENDUM SALARY	1,540.00	1,540.00			
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1--	SALARIES	42,320.00	42,320.00	3,533.11	24,036.52	56.80
212	EMPLOYER'S RETI	2,911.00	2,911.00	233.17	1,619.91	55.65
218	OPEB	1,079.00	1,079.00	83.00	747.00	69.23
220	SOCIAL SECURITY	3,198.00	3,198.00	264.94	1,716.97	53.69
230	LIFE INSURANCE	24.00	24.00	1.88	16.92	70.50
242	HEALTH INSURANC	2,305.00	2,305.00	177.34	1,586.16	68.81
243	DENTAL INSURANC	183.00	183.00	14.06	126.54	69.15
245	HSA	360.00	360.00		360.00	100.00
251	INCOME PROTECT	42.00	42.00	3.26	29.34	69.86
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2--	EMPLOYEE BENEFI	10,102.00	10,102.00	777.65	6,202.84	61.40
310	PERSONAL SERVIC	3,352,649.00	3,496,224.00	328,107.81	1,470,989.09	42.07
320	PROPERTY SERVIC	604,285.00	331,434.00	3,833.78	315,001.94	95.04
336	ELECTRIC OTHER	34,650.00	30,429.00	10,995.59	29,970.00	98.49
348	VEHICLE FUEL	6,000.00	6,000.00	154.66	1,486.65	24.78
351	ADVERTISING	7,500.00	8,000.00		190.00	2.38
353	POSTAGE				9.98	
354	PRINTING/BINDIN				367.24	
387	PAYMENTS TO STA	4,000.00	4,000.00		3,661.86	91.55
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3--	PURCHASED SERVI	4,009,084.00	3,876,087.00	343,091.84	1,821,676.76	47.00
411	GENERAL SUPPLIE	19,750.00	1,542.00		1,182.18	76.67
415	FOOD SUPPLIES	225,000.00	225,000.00		780.00	0.35
449	OTHER NON-CAPIT	192,025.00	42,254.00		42,253.40	100.00
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4--	NON-CAPTIAL OBJ	436,775.00	268,796.00		44,215.58	16.45
553	EQUIPMENT PURCH		439,363.00		437,240.64	99.52
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5--	CAPITAL OBJECTS		439,363.00		437,240.64	99.52

OBJ	OBJ	2015-16 Original Budget	2015-16 Revised Budget	February 2015-16 Monthly Activity	2015-16 FYTD Activity	2015-16 FYTD %
940	DUES AND FEES	4,145.00	4,619.00	25.01	6,750.62	146.15
971	AIDABLE REFUND		5,090.00	5,090.00	5,090.00	100.00
9--	OTHER OBJECTS	4,145.00	9,709.00	5,115.01	11,840.62	121.96
---		4,502,426.00	4,646,377.00	352,517.61	2,345,212.96	50.47
	Grand Revenue T	4,450,693.00	4,594,644.00	437,073.21	2,315,030.99	50.39
	Grand Expense T	4,502,426.00	4,646,377.00	352,517.61	2,345,212.96	50.47
	Grand Totals	51,733.00	51,733.00	84,555.60	30,181.97	58.34
		Loss	Loss	Profit	Loss	

Number of Accounts: 93

\*\*\*\*\* End of report \*\*\*\*\*

		2015-16	2015-16	February 2015-16	2015-16	2015-16
OBJ	OBJ	Original Budget	Revised Budget	Monthly Activity	FYTD Activity	FYTD %
990	MISCELLANEOUS			2,186.97	-76,531.99	
9--	OTHER OBJECTS			2,186.97	-76,531.99	
---				2,186.97	-76,531.99	
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	Grand Revenue T					
	Grand Expense T			2,186.97	-76,531.99	
	Grand Totals			2,186.97	76,531.99	
				Loss	Profit	

Number of Accounts: 56

\*\*\*\*\* End of report \*\*\*\*\*



***I. BASIC INFORMATION***

**Topic or Concern:** Internet Services Provider (ISP) Request for Proposal Award

**Which strategy in the Strategic Plan does this support?** 1: We will create sustainable financing and establish financial priorities in order to ensure quality instructional programs and to support adequate, up-to-date facilities.

**Your Name and Title:** Janelle Marotz, Assistant Superintendent of Business Services

**Others assisting you in the presentation:**

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

Request the Board to approve a one (1) year award for internet services to WiscNet.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

The District recently issued a request for proposal in accordance with E-Rate and Board policy requirements. There were two (2) respondents and their bid pricing is attached. Please note that a zero score was utilized on the bid table when the bid proposal did not hold the information necessary to evaluate a specific category.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

WiscNet is recommended to provide Internet access for a one (1) year term, including an annual membership fee, which is not eligible for E-Rate funding.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

With your approval, administration will award the one year contract to WiscNet as the low bidder. The bid results are attached for your review.

**MOTION:** The Board of Education approves the renewal of WiscNet for the purpose of internet services for a one (1) year contract term.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** Existing

**Long Term Committed Funds?** No

**BUDGET LOCATION:** 813

**FISCAL IMPACT:** \$21,600 annual cost before E-Rate Discount anticipated of 85% for net anticipated cost of \$3,240  
\$1,800/month for service and an annual WiscNet membership fee of \$1,500 which is a non E-Rate eligible cost.

**ISP Service: RFP #2016-0003**

[illegible][illegible]

Column	Vendor 1	Vendor 2	Vendor 3	Vendor 4
B	5	3	0	0
D	5	0	0	0
F	0	0	0	0
H	0	5	0	0
J	5	0	0	0
L	5	0	0	0
N	5	5	0	0
Total Points	25	13	0	0
Rated on a scale of 1-5 (where 5 is highest and 1 is lowest)				



***I. BASIC INFORMATION***

**Topic or Concern:** Approval of PO Over \$25,000

**Which strategy in the Strategic Plan does this support?** 5: We will integrate technology throughout the district's instructional programming and operations to best achieve our mission and objectives.

**Your Name and Title:** Janelle Marotz, Assistant Superintendent of Business Services

**Others assisting you in the presentation:**

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

The Board approves purchase orders greater than \$25,000.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Administration recommends approval for the purchase of desktop and laptop computers.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

This purchase proposal will allow for instructional media center (IMC) computer lab updates as part of our 6 year purchasing cycle. An invite to bid was issued and the bid tabulations are attached for your review.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

This purchase will allow for the following IMC labs to have computers replaced as part of our 6 year purchasing cycle:

Todd Elementary - 30 laptops  
Converse Elementary - 27 laptops, 1 desktop  
Cunningham Intermediate - 32 desktops  
McNeel Intermediate - 32 desktops

IMC labs are used for the following purposes:

- District and state assessments
- Before/after school programs
- Class work
- Parent/family events

**MOTION:** The Board of Education approves the purchase of 65 desktop computers from PDS for a total of \$30,875 and the purchase of 57 laptops and a laptop cart from CDW-G for a total of \$33,865.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:**

**Long Term Committed Funds?** No

**BUDGET LOCATION:** 802

**FISCAL IMPACT:** \$64,740



Table 1												
Vendor		Manufacturer		Model		Meet Qualifications		Price/Unit		Total Cost		Comments
Camera Corner/ Connecting Point		HP		ProDesk 400				\$547.00		\$35555.00		
Entre Computer Solutions		HP		ProDesk 400				\$519.00		\$33735.00		
CDW-G		HP		ProDesk 400				\$505.00		\$32825.00		
PDS		HP		ProDesk 400				\$475.00		\$30875.00		
Ampro Data Services, Inc		HP		ProDesk 400				\$523.00		\$33995.00		
Dell		Dell		OptiPlex 3040				\$492.27		\$31997.55		

Table 1

[illegible]



# School District of Beloit Board of Education Report

April 26, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Youth Option for Second Semester 2016-17

**Which strategy in the Strategic Plan does this support?** Strategy 3 - Student Engagement, Strategy 4 - Assessment & Instruction

**Your Name and Title:** Angela Snow, Counselor, Beloit Memorial High School

**Others assisting you in the presentation:** None

**My report is for:** Action

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education?**

To provide information to facilitate the decision making process.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

See the attached summary of Youth Options applications and summary of program costs.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Board of Education approval is required.

### **D. What are your conclusions?**

See motion below.

**MOTION:** The Board of Education approves the Youth Options applications for the first semester 2016-17.

**I propose using** an existing budget

**Long Term Committed Funds?** No

**BUDGET LOCATION:** 805 Curriculum

**FISCAL IMPACT:** Total for accepted applications is \$43,420.00

# Youth Options Requests

First Semester

Fall 2016

Prices reflect 2016-17 tuition prices

Initials	GPA	College	Course	#	Credits	Accept/ Reject	Rationale	Cost
JP	3.9	UW Rock County	Fitness for Life	HES 127	2	Denied	80% Match	\$0
JP	3.9	UW Rock County	Introduction to Politics	POL 101	3	Accept	Not 80% Match	\$639
JP	3.9	UW Rock County	CPR	HES 123	1	Denied	80% Match	\$0
JP	3.9	UW Rock County	Intro to Economics	ECO 101	3	Accept	Not 80% Match	\$639
JP	3.9	UW Rock County	First Semester German	GER 101	4	Accept	Not 80% Match	\$852
JP	3.9	UW Rock County	Contemporary Social Problems	SOC 130	3	Accept	Not 80% Match	\$639
ID	3.5	UW Rock County	Linear Algebra	MAT 262	3	Accept	Not 80% Match	\$639
ID	3.5	UW Rock County	Problem Solving & Programming	CPS 216	4	Accept	Not 80% Match	\$852
ID	3.5	UW Rock County	Computer Science	CPS 245	4	Denied	80% Match	\$0
JP	3.9	Beloit College	Practical Approaches to Soc. Problem	SOCI 150	4	Accept	Not 80% Match	\$1,292
JP	3.9	Beloit College	Intro to Psychology	PSYC 100	4	Denied	80% Match	\$0
JP	3.9	Beloit College	Mindfulness Workshop	PSYC 127	1	Accept	Not 80% Match	\$323
JP	3.9	Beloit College	Intro to Comparative Politics	POLS 130	4	Accept	Not 80% Match	\$1,292
ID	3.5	Beloit College	Linear Algebra	Math 175	4	Accept	Not 80% Match	\$1,292
ID	3.5	Beloit College	Discrete Structures	Math 160	4	Accept	Not 80% Match	\$1,292
ID	3.5	Beloit College	Intro to Object-Oriented Program	CSC1 111	4	Accept	Not 80% Match	\$1,292
AG	3.2	Beloit College	Vector Calculus	Math 201	4	Accept	Not 80% Match	\$1,292
JM	3.9	Beloit College	Principles of Economics	ECON 199	4	Accept	Not 80% Match	\$1,292
JM	3.9	Beloit College	Intro to Historical Thinking	HIST 150	4	Accept	Not 80% Match	\$1,292
JM	3.9	Beloit College	Intro to Mathematical Thinking	Math 100	4	Accept	Not 80% Match	\$1,292
JM	3.9	Beloit College	Logic	Phil 100	4	Accept	Not 80% Match	\$1,292
JM	3.9	Beloit College	Elementary Spanish I	SPAN 100	4	Denied	80% Match	\$0
JM	3.9	Beloit College	Finite Mathematics	Math 104	4	Accept	Not 80% Match	\$1,292
JM	3.9	Beloit College	The U.S. in the 20th Century	HIST 245	4	Accept	Not 80% Match	\$1,292
JM	3.9	Beloit College	Christianity in Modern Europe	HIST 267	4	Accept	Not 80% Match	\$1,292
KA	2.8	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
BC	4.0	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
TC	2.9	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
CD	4.0	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
AG	3.2	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538

SH	3.2	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
SM	3.7	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
PM	4.0	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
CS	4.0	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
CS	4.0	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
RS	4.0	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
GT	2.5	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
MW	3.0	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
IW	3.3	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
NW	3.5	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
DW	4.0	UW Rock County	Intro to Public Speaking	CTA-103	3	Accept	Not 80% Match	\$538
TC	2.9	Blackhawk	Principles of Emergency Services	503-139	2	Accept	Not 80% Match	\$267
AG	3.2	Blackhawk	Principles of Emergency Services	503-139	2	Accept	Not 80% Match	\$267
YJ	3.9	Blackhawk	Principles of Emergency Services	503-139	2	Accept	Not 80% Match	\$267
TK	2.6	Blackhawk	Principles of Emergency Services	503-139	2	Accept	Not 80% Match	\$267
SV	1.9	Blackhawk	Principles of Emergency Services	503-139	2	Accept	Not 80% Match	\$267
BC	4.0	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
TC	2.9	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
AF	4.0	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
AG	3.2	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
SG	3.8	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
YJ	3.9	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
TK	2.6	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
CL	3.5	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
SM	3.7	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
TM	3.1	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
EM	4.0	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
DP	4.0	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
SS	3.1	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
SV	1.9	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
BW	3.2	Blackhawk	Medical Terminology	505-101	3	Accept	Not 80% Match	\$401
AM	3.5	Blackhawk	Intro to Corrections	504-910	3	Accept	Not 80% Match	\$401
AP	2.5	Blackhawk	Intro to Corrections	504-910	3	Accept	Not 80% Match	\$401
JP	4.0	Blackhawk	Intro to Corrections	504-910	3	Accept	Not 80% Match	\$401
RC	3.4	Blackhawk	Intro to Corrections	504-910	3	Accept	Not 80% Match	\$401

AS	3.2	Blackhawk	Intro to Corrections	504-910	3	Accept	Not 80% Match	\$401
NT	1.7	Blackhawk	Intro to Corrections	504-910	3	Denied	Low GPA	\$0
YV	2.5	Blackhawk	Intro to Corrections	504-910	3	Accept	Not 80% Match	\$401
MW	3.0	Blackhawk	Intro to Corrections	504-910	3	Accept	Not 80% Match	\$401
NW	3.5	Blackhawk	Intro to Corrections	504-910	3	Accept	Not 80% Match	\$401
RP	3.4	Blackhawk	Electronic Fundamentals	601-115	3	Accept	Not 80% Match	\$468
TM	3.1	Blackhawk	Nursing Assistant	543-300	3	Accept	Not 80% Match	\$401
TM	3.1	Blackhawk	Nursing Assistant-Advanced	543-302A	2	Accept	Not 80% Match	\$267
TM	3.1	Blackhawk	Personal Care Worker	543-311	1	Accept	Not 80% Match	\$134
AR	2.6	Blackhawk	Nursing Assistant	543-300	3	Accept	Not 80% Match	\$401
AR	2.6	Blackhawk	Nursing Assistant-Advanced	543-302A	2	Accept	Not 80% Match	\$267
AR	2.6	Blackhawk	Personal Care Worker	543-311	1	Accept	Not 80% Match	\$134
BW	3.2	Blackhawk	Nursing Assistant	543-300	3	Accept	Not 80% Match	\$401
BW	3.2	Blackhawk	Nursing Assistant -Advanced	543-302A	2	Accept	Not 80% Match	\$267
BW	3.2	Blackhawk	Personal Care Worker	543-311	1	Accept	Not 80% Match	\$134

**Total**      \$43,420

Prepared by Angela Snow

3/1/2016

SDB requires students to have a 2.0 minimum GPA for students to take YO course through Blackhawk TC

UW Rock County requires a 2.5 minimum GPA to take YO courses

Beloit College requires a 3.0 minimum GPA to take YO courses

## Youth Options Program Costs:

	<u>Anticipated</u>	<u>Actual</u>
<b>2016-2017</b>	<b>\$43,420</b> (1 <sup>st</sup> Semester)	Not Applicable
<b>2015-2016</b>	<b>\$111,760</b>	TO DATE: <b>\$31,120</b> (51 students)
<b>2014-2015</b>	<b>\$99,582</b>	<b>\$42,302</b> (79 students)
<b>2013-2014</b>	<b>\$89,722</b>	<b>\$44,503</b> (58 students)
<b>2012-2013</b>	<b>\$72,969</b>	<b>\$36,433</b> (53 students)
<b>2011-2012</b>	<b>\$104,366</b>	<b>\$45,743</b> (71 students)
		Please note: Local Youth Apprenticeship grants had funds available to help with tuition payments. Beloit received \$1,277.03
<b>2010-2011</b>	<b>\$107,415</b>	<b>\$46,956</b> (79 students)
<b>2009-2010</b>	<b>\$106,985</b>	<b>\$53,419</b> (73 students)
<b>2008-2009</b>	<b>\$179,619</b>	<b>\$42,940</b> (77 students)
		Please note: Local Youth Apprenticeship grants had funds available to help with tuition payments. Beloit received \$8,167.82
<b>2007-2008</b>	<b>\$106,504</b>	<b>\$46,158</b> (89 students)
<b>2006-2007</b>	<b>\$179,550</b>	<b>\$76,078</b> (139 students)
<b>2005-2006</b>	<b>\$73,930</b>	<b>\$49,818</b> (93 students)
<b>2004-2005</b>	<b>\$48,470</b>	<b>\$36,145</b> (69 students)
<b>2003-2004</b>	<b>\$53,380</b>	<b>\$42,410</b> (69 students)
<b>2002-2003</b>	<b>\$56,178</b>	<b>\$44,391</b> (95 students)
<b>2001-2002</b>	<b>\$21,310</b>	<b>\$10,574</b> (31 students)
<b>2000-2001</b>	<b>\$25,423</b>	<b>\$9,399</b> (30 students)
<b>1999-2000</b>	<b>\$20,000</b>	<b>\$5,347</b> (6 students)
<b>1998-1999</b>	<b>\$10,000</b>	<b>\$477</b> (1 student)
<b>1997-1998</b>	-	-
<b>1996-1997</b>	-	-
<b>1995-1996</b>	<b>Not Available</b>	<b>\$1,135.70</b>
<b>1994-1995</b>	-	-
<b>1993-1994</b>	-	-
<b>1992-1993</b>	-	-
<b>1991-1992</b>	-	-

The difference between anticipated and actual costs may be due to the following:

- Course is not available (college catalogs not available when students make course choices).
- Not enough students enrolled to hold course (e.g., Fire Suppression—9 enrolled/need 10 to run the course/additional students would need to pay for course themselves).
- Student only wants one course but signs up for four or five hoping that one course will match schedule.
- Student not accepted by the institution of higher learning (e.g., a student wants to take Welding, a 10 credit course at BTC, but most likely would not be accepted because of his/her age).
- Student applies for four or five courses when his/her schedule will only allow him/her to take one or two.



# School District of Beloit Board of Education Report

April 26, 2016

## ***I. BASIC INFORMATION***

**Topic or Concern:** Policy 461 Technical Excellence Scholarship (Second Reading)

**Which strategy in the Strategic Plan does this support?** Strategy 3 - Student Engagement

**Your Name and Title:** Ryan Rewey, CTE Director

**Others assisting you in the presentation:** NA

**My report is for:** Action

## ***II. TOPICAL INFORMATION***

### **A. What is the purpose of presenting this to the Board of Education?**

To update the policy to be more in line with the recommendation of the Higher Education Aids Board. (HEAB)

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

This will include the Eligibility requirements as well as the submitting a request for consideration document to make the selection process more streamlined. Please see revised policy.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

This will help with the selection process for the TES scholarship, while complying with HEAB requirements.

### **D. What are your conclusions?**

**MOTION:** The Policy and Personnel Committee recommends that the Board of Education approve the revisions of Policy 461 Technical Excellence Scholarship for final reading.

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:** NA

**FISCAL IMPACT:** NA



### Technical Excellence Higher Education Scholarship

Wisconsin's Technical Excellence Education Scholarship is a State supported program, jointly administered by the Department of Public Instruction (DPI) and the Higher Education Aids Board (HEAB). The program offers scholarship recipients scholarships for post high school education institutions in Wisconsin.

The State of Wisconsin Higher Educational Aids Board/Technical Excellence Higher Education Scholarship deadline may vary from year to year.

For the purposes of applying this policy the definition of "CTE course" is to be that definition approved by the board of the Wisconsin Technical College System (WTCS) under Carl D. Perkins Career and Technical Education Act of 2006, P.L. 190-270 "Perkins IV", which is: a secondary level course offered through the DPI-recognized program areas of Agriculture and Natural Resources Education, Business and Information Technology Education, Family and Consumer Science Education, Health Science Education, Marketing Education, or Technology and Engineering Education; such courses must be taught by a CTE instructor licensed for that specific discipline, except courses in Health Science Education may also be taught by a health education instructor and/or a science licensed instructor.

#### Qualifications for Eligibility:

The following standards must be met to qualify for the Technical Excellence Higher Education Scholarships.

- A. High school seniors are eligible to compete for the Technical Excellence Scholarship (TES) if they have met all of the first four (4) requirements below and one of the requirements listed in items 5-12 below:
  1. Be a resident of the United States who is either a U.S. citizen or ~~an alien~~ lawfully admitted for permanent residence;
  2. Be a Wisconsin resident as defined in 36.27 Wis. Stats.;
  3. Have registered with Selective Service, if 18 years of age and if applicable;
  4. In order to be eligible for academic scholarships in the District, a student must have completed four semesters of course work while enrolled in the high school, including the final two semesters or unless in an approved alternative educational program that demands residency outside of Beloit.
  5. Be a CTE Concentrator, which is a high school student who has completed at least three (3) high school CTE courses (career and technical education courses) in program area(s) leading to a degree or diploma in the student's chosen pathway. A student may be enrolled in (rather than have completed) the third course at the time of their nomination for TES.
  6. Participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development (DWD) (see [https://dwd.wisconsin.gov/youthapprenticeship/program\\_info.htm](https://dwd.wisconsin.gov/youthapprenticeship/program_info.htm))
  7. Participated in a technical High School Diploma program as certified by the Wisconsin Department of Public Instruction (DPI) (see [http://cte.dpi.wi.gov/cte\\_tehsd](http://cte.dpi.wi.gov/cte_tehsd))
  8. Participated in a Career and Technical Training pathway as defined by the Wisconsin Department of Public Instruction (DPI) (see [http://cte.dpi.wi.gov/cte\\_clustersandpaths](http://cte.dpi.wi.gov/cte_clustersandpaths))
  9. Participated in a Skills Standards Program offered by the Wisconsin Department of Public Instruction (DPI) (see [http://cte.dpi.wi.gov/cte\\_cteskills](http://cte.dpi.wi.gov/cte_cteskills))

10. Completed (or be on track to complete) an industry-recognized certification program approved under Wis. Stats. 115.367(2). (This requirement is created under 2013 Wisconsin Act 59).
11. Participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, or SkillsUSA (see [http://cte.dpi.wi.gov/cte\\_ctso](http://cte.dpi.wi.gov/cte_ctso))
12. Completed a technical training program for high school students if the program is offered by a UW System school, a Wisconsin Technical College System school, a tribal college in Wisconsin, or a private nonprofit college or university located in Wisconsin. Examples include but are not limited to:
  - a. Medical College of Wisconsin Summer Enrichment Programs
  - b. UW-Madison's Summer Science Institute at WIScience
  - c. Marquette University's K-12 Engineering Academies
  - d. MSOE summer programs for K-12 students

The program must be offered BY a Wisconsin colleges or university; programs held at these campuses but offered by others are not eligible. (Such programs are usually of shorter duration.)

B. Criteria to receive a Technical Excellence Scholarship:

1. A student must be enrolled on a full-time basis at a participating Wisconsin Technical College by September 30 of the academic year following the academic year in which s/he was designated a scholar.
2. Beginning in September 1, 2017, students must also have an academic and career plan leading to a career that would be supported by career and technical education.
3. Students are required to submit a "Student Statement of Eligibility" form to the high school counselor.
4. Ranking for eligible students is done according to a point system reflective of course work and technical education experience.
  - a. One point is given to a student for each year of activity in a Career and Technical Student Organization.
  - b. One point is given for completion of each CTE Concentrator, which is defined as at least three high school CTE courses in a program area(s) leading to a degree or diploma in the student's chosen pathway. Note: A student may be enrolled in (rather than have completed) the third course at the time of their nomination for TES.
  - c. One point is given for participation in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development.
  - d. One point is given for each completed (or on track to be completed) industry recognized certification program approved under Wis. Stats. 115.367 (2). (This is a requirement is created under 2013 Wisconsin ACT 59.)
  - e. When students emerge from the point system with tied scores, CTE grades become the tie-breaker. The grades used for this purpose are only those grades earned in CTE courses, not a student's overall grade point average.
5. If the scholarship is not claimed by August 1, the scholarship is forfeited unless a written appeal outlining extenuating circumstances is provided to the District Administrator for consideration of an alternative date.

LEGAL REF.: s.s. 36.27; 115.28 (59); 115.367 (2)

APPROVED: February 24, 2015

REVISED: April 26, 2016



# School District of Beloit Board of Education Report

April 26, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Policy Professional Educator Policies (Second Reading)

**Which strategy in the Strategic Plan does this support?** Strategy 1 – Finance & Facilities

**Your Name and Title:** Todd Cabelka, Executive Director of Human Resources

**Others assisting you in the presentation:** NA

**My report is for:** Action

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education?**

The committee makes all recommendations to the Board of Education.

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Please see attached policy for deletion.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Policy 532 covers professional educator contracts and policies, therefore, this policy can be deleted.

### **D. What are your conclusions?**

**MOTION:** The Policy and Personnel Committee recommends that the Board of Education approve the deletion of Policy 530 Professional Educator Policies for final reading.

**I propose using** N/A

**Long Term Committed Funds?** No

**BUDGET LOCATION:** NA

**FISCAL IMPACT:** NA

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## PROFESSIONAL EDUCATOR POLICIES

All provisions set forth in the employee agreement between the Board of Education and the Beloit Education Association (BEA) constitute an integral part of the written policies affecting salary and conditions of employment for professional educator covered by such agreement.

LEGAL REF.: \_\_\_\_\_ s.s. 111.70

CROSS REF.: \_\_\_\_\_ BEA Agreement

APPROVED: \_\_\_\_\_ June 24, 1980

REVISED: \_\_\_\_\_ June 14, 1994

\_\_\_\_\_ October 22, 1996 (Reprinted 3-98)



***I. BASIC INFORMATION***

**Topic or Concern:** Equity, Recruitment, & Retention Plan

**Which strategy in the Strategic Plan does this support?** Strategy 1: Finance/Facilities

**Your Name and Title:** Dr. Darrell Williams, Assistant Superintendent for Administration, Operations and Equity

**Others assisting you in the presentation:** n/a

**My report is for:** Action

***II. TOPICAL INFORMATION***

**A. What is the purpose of presenting this to the Board of Education?**

The Board of Education approves the Equity, Recruitment and Retention plan.

**B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Please see the attached Equity, Recruitment and Retention Plan.

**C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

The administration has created a current Equity, Recruitment and Retention plan in accordance with recommendations from the Ad Hoc Diversity Committee.

**D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Board of Education consideration and a fiscal note.)**

**MOTION:** The Policy and Personnel Committee recommends that the Board of Education approve the Equity, Recruitment and Retention Plan.

**Please indicate if you are using an Existing Budget, requesting Fund Balance Monies or placement on the Budget Priority List:** N/A

**Long Term Committed Funds?** N/A

**BUDGET LOCATION:** N/A

**FISCAL IMPACT:** N/A



think lead move

2016-17  
Equity, Recruitment & Retention Plan  
Human Resources/Labor Relations

March 1, 2016 (Final)



## OUR MISSION

The mission of the School District of Beloit, committed to excellence and strengthened and enriched by diversity, is to prepare each student to compete, contribute and thrive as an admirable citizen in a rapidly changing world by engaging students in a wide variety of high quality, relevant programs in partnership with families, schools and the Stateline community.

## VISION

An unwavering focus on powerful and engaging learning experiences that prepare students for college, career and life success.

## CORE BELIEFS

1. All students should graduate college and be career ready.
2. All students should have a safe, clean and secure environment that creates opportunities for learning.
3. Student engagement is critical to student success.
4. Partnerships with all stakeholders are vital to student success.
5. The School District of Beloit will be fiscally sound and maximize resources for student success.
6. The School District of Beloit will honor diversity and create equity across the district.
7. The School District of Beloit will identify, recruit, retain and develop the best employees.

## PURPOSE

The 2016-17 Equity, Recruitment and Retention Plan serves as the blueprint for hiring and retaining employees in the School District of Beloit. This is the first phase of a multi-year development process to recruit, develop and retain highly qualified staff at all levels within our schools and across the district.

Core Belief #6: The School District of Beloit will honor diversity and create equity across the district.

Core Belief #7: The School District of Beloit will identify, recruit, retain and develop the best employees.

A key element to student the School District of Beloit is dedicated to recruiting the best employee. Human capital or the “quality of the individual” is paramount to impacting student achievement. Together with social capital (the quality of the group) and decisional capital (expertise in judgment and decision-making), these will have a large impact on performance of employees; teachers, specifically. (Hargreaves, A. and Fullan, M., 2012).

## THE SCHOOL DISTRICT OF BELOIT EMPLOYEE

The School District of Beloit is committed to employing the best candidates for our students. The School District of Beloit expects each employee to possess the following qualities:

- ✓ Life-long learner
- ✓ High expectations for students and themselves
- ✓ Open to change
- ✓ Has a positive attitude and work ethic
- ✓ Sense of responsibility and focused
- ✓ Driven and focused on student achievement
- ✓ Team player and helpful to others
- ✓ Collaborative
- ✓ Values diversity

## WE ARE BELOIT PROUD! HIRING PROCESS

## RECRUITMENT

The School District of Beloit has formalized relationships with colleges and universities. We have strengthened these partnerships and will continue to systemize the pipeline of well-prepared future employees and students.

## **HARD TO FILL POSITIONS**

We actively pursue all avenues to recruit and retain employees for all positions. ~~The following positions~~ Recognizing that some positions are “hard to fill” and the School District of Beloit is taking measures to recruit highly qualified candidates to these positions. There are many reasons that attribute to the difficulty in filling these positions. These include: lack of quality candidates, lack of candidates with the appropriate qualifications, competition with other districts and business settings, and limited enrollment in the preparation programs for the type of candidates needed.

## **EMPLOYEE RECRUITMENT AND SELECTION PROCEDURES**

Consistent with the Board of Education’s commitment to partner with our community and provide an environment where students are nurtured, educated and challenged, the District has developed written employment procedures that govern the hiring of staff in the District. The purpose of these procedures is to provide a fair and consistent framework for screening, interviewing and selecting candidates. The desired outcome is to hire a highly effective and diverse field of employees who are effective leaders, teachers and role models for our students. The Board of education is committed to providing a policy of equal employment opportunity for all applicants and employees. It is our policy to seek and employ the best qualified personnel in all positions, to activities in a nondiscriminatory manner without regard to race, color, religion, age, sex, national origin, disability, ancestry, marital status, sexual orientation, gender status, gender identity, gender expression, genetic information, military service, arrest or conviction records, or any other basis prohibited by local, state or federal law.

### **I. RECRUITMENT AND HIRING OF PRINCIPALS, ASSISTANT PRINCIPALS AND OTHER ADMINISTRATORS/DIRECTORS**

#### **A. Responsibilities of Human Resources Department, Superintendent and/or Hiring Administrators**

These individuals will establish critical competencies and qualities that demonstrate whether the applicants have the skills, abilities and talents needed to be successful. The Superintendent or Assistant Superintendent will be the Hiring Administrator for Principals and other Administrators. For Assistant Principals, the Hiring Administrator will be the Principals and will submit a minimum of two recommendations to the Superintendent or Assistant Superintendent for final consideration. Competencies for hiring Principals, Assistant Principals and other administrators will include:

1. Leadership in Human Resources – recruit, select, develop and evaluate staff with instructional improvement strategies.
2. Leadership in Instruction – develop and foster school community improvement.
3. Personal Behavior – exhibit and model ethical and respectful professionalism.
4. Intentional and Collaborative Culture – establish and foster a climate of trust and collaboration.
5. School Management – create an environment of continuous improvement, looking to achieve goals of high standards.
6. Other characteristics and qualities: solicit input from staff, administrators, community and students.

#### **B. Human Resources Department will work with the Hiring Administrator to:**

1. Prepare the position of vacancy announcement based on and including:
  - a) Job Description;
  - b) Competencies;
  - c) Application process and deadline.
2. Position vacancy announcement will be posted on the District website and on the Wisconsin Education Career Access Network (WECAN). Notification of postings may also be sent to placement offices of public and private universities and colleges, organizations, newspapers, websites, including placement at HBCUs and HLCUs as appropriate.



3. Human Resources Department and Hiring Administrator will create a rubric to identify specific competencies and qualifications in order to consistently measure applications. The results of the rubrics will be used to screen candidates to determine which applicants will be phone/telecommunication software interviewed and/or brought in for an on-site interview.

**C. Applications**

1. Application must be completed based on requirements established:
  - a) Complete applications including attached resume and personal statement or philosophy;
  - b) Completion of established competencies-based questions;
  - c) At least two (2) letters of reference from previous employment or references.

**D. Screening of Applicants**

1. All completed applications received before the deadline will be reviewed (depending on job title), by either the Superintendent, Assistant Superintendent, Hiring Administrator, Human Resources and/or any other determined designee.
2. Applicants will be rated on the rubric based on qualifications, credentials, competencies and information that accompanies each completed application.
3. Ideally 2-6 candidates will be selected for interviews.

**E. Selection of the Interviewing Committee**

1. Hiring Administrator will select potential interviewing committee members, consisting of a group of 5 to 9 staff, administrators, board members, teachers, parents, students and/or community members, as applicable. Note: District members should not all be from the same building.
2. Interviewing Committee will be advised of the tentative schedule and required/preferred qualifications.
3. Copies of each applicant's WECAN application and resume shall be made available for review by Interviewing Committee members.
4. Interviewing Committee will be educated about improper or discriminatory interviewing questions by consulting materials on the Human resources web page.

**F. Development of Interview Questions/Rubric**

1. The Hiring Administrator in conjunction with Human Resources, Superintendent, Assistant Superintendent and/or designees shall initially develop job-related and competencies based questions; this includes behavior based questions such as role playing and scenario-based questions to assess if candidate has demonstrated the identified competencies.
2. The Hiring Administrator will develop a rubric for the preferred and required competencies and set the timeline/details for interviews and notify the committee and candidates.
3. Each interview and rubric will feature at least one question on the importance of diversity in education.

**G. Interview Candidates**

1. The committee will interview candidates, asking the same questions in the same order of each candidate. Any committee member may ask follow-up questions to clarify a candidate's responses. Phone/telecommunication software interviews may be conducted by the Hiring Administrator (and designee) for candidates outside the geographical area.
2. Each committee member will rate candidates on the rubric.
3. Each committee member will make written notations of an individual candidate's answers and evaluate their skills, knowledge, and experience during or immediately following each interview and complete the rubric, if applicable.

#### **H. Interviewing Committee's Outcome**

1. When all the interview have been completed, the committee will discuss each candidate's strengths and weaknesses and rubric ratings.
2. Based on the completed rubrics and information, the candidates will be ranked.
3. If no one candidate emerges from the process, a second interview may be scheduled or the position may be re-posted at a later time.

#### **I. References and Background Check**

1. Hiring Administrator or Human Resources will contact a minimum of two references including a past supervisor on the top candidate.
2. Human Resources will perform a criminal history background check on the selected candidate.
3. If anything of concern is found, the information will be shared with the Hiring Administrator for further evaluation.

***NOTE: Interview committees and Hiring Administrators may recommend and contribute to the hiring process; however, the Superintendent or the Assistant Superintendent is the ultimate decision maker with any hiring recommendation. Interview committees and Hiring Administrators will recommend 2-3 candidates for final consideration by the Superintendent of the Assistant Superintendent.***

#### **J. Superintendent Selection**

1. The Superintendent will evaluate the information on candidates and make a decision regarding recommending the final candidate to the Board of Education for approval.
2. Hiring Administrator notifies the candidate that he/she will be recommended to the Board for that position. Conditional appointment letter will be forwarded by Human Resources.
3. After Board approval, Human Resources will set up start date and employee benefits orientation. If the recommendation is not approved, the Superintendent will work with the Hiring Administrator to determine if an alternate candidate should be recommended or if the position should be re-posted.

## **II. TEACHERS AND OTHER FACULTY/STAFF**

#### **A. Position Posting**

1. For new positions, approval from the Board of education is necessary prior to posting.
2. For existing positions, the Principal, in conjunction with the Superintendent or Assistant Superintendent may revise job duties or restructure position responsibilities.
3. Human Resources will work with the Principal/Hiring Administrator to prepare the position of vacancy announcement based on and including:
  - a) Job description;
  - b) Competencies;
  - c) Application procedure and deadline.
4. Position vacancy announcement will be posted on the District website and on the Wisconsin Education Career Access Network (WECAN). Posting may also be sent to placement offices of public and private universities and colleges, organizations, websites, newspapers, including placement offices at HBCUs and HCLUs as appropriate.
5. Human Resources and Hiring Administrator will create a rubric to identify specific competencies and qualifications in order to consistently measure applications.

**B. Applications**

1. Applications should be submitted on WECAN including:
  - a) Cover letter & resume
  - b) College transcripts
  - c) A completed application form
  - d) At least two (2) letters of reference from previous employment or references from cooperating teachers or college professors, supervisors of students
  - e) Completion of required questions if included.

**C. Screening of Applicants**

1. All completed applications received before the deadline will be reviewed by the Hiring Administrator and/or determined designee.
2. Applicants will be rated on the rubric based on qualifications, credentials, job knowledge, competencies and information that accompanies each completed application.
3. Depending on the number of qualified candidates, phone/telecommunication software interviews may be conducted by the Hiring Administrator (and designee) to screen applicants. This process will include a series of competency-aligned questions pertaining to their specific and general experience.
4. Ideally 2-6 candidates will be selected for interviews.

**D. Selection of the Interviewing Committee**

1. Hiring Administrator will select potential committee members, between 5 and 7 members that include appropriate representation of targeted group members. The composition of all committees may include parents, teachers, administrators, students, members of the community and other appropriate persons.
2. Interviewing Committee will be advised of the tentative schedule and required/preferred qualifications.
3. Interviewing Committee will be educated about improper or discriminatory interviewing questions by consulting materials on the Human Resources web page.

**E. Interview Questions**

1. The Hiring Administrator and/or designee shall develop job-related and competency based questions. This should include demonstrated skills, behavior based questions, or scenario type role-playing to assess the candidate based on determined competencies and preferred qualifications.
2. The Hiring Administrator may develop a rubric to evaluate candidates.
3. Each interview and rubric will feature at least one question on the importance of diversity in education.

**F. Interview of Candidates**

1. The Hiring Administrator will select the date, place and times of interviews and notify the committee and candidates. Phone/telecommunication software interviews may be conducted by the Hiring Administrator for candidates outside the geographical area.
2. The committee will interview candidates, asking the same questions in the same order of each candidate. Any committee member may ask follow-up questions to clarify a candidate's response.
3. Each committee member will make written notations of an individual candidate's answers during or immediately following each interview and complete the rubric, if applicable.

## **G. Outcome**

1. After interviews have been completed, the committee will discuss each candidate's strengths, weaknesses, based on competencies and preferred qualifications established prior to the interview.
2. Selection of the top candidate(s) will be based on an evaluation of the interviews, areas of strengths and growth and rubric evaluations, if applicable. The interview committee will:
  - a) Determine and rank the top candidates.
  - b) If no one candidate emerges, a second interview may be scheduled or the position may be re-posted at a later time.

## **H. Background Check**

1. Hiring Administrator or Human Resources will contact a minimum of two (2) references including a past supervisor.
2. Human Resources will perform a criminal history background check. If anything of concern is found, the information will be shared with the Hiring Administrator for further evaluation.

***NOTE: All interview teams will submit their top 2-3 candidates to the Superintendent or Assistant Superintendent for final consideration. The Superintendent or Assistant Superintendent is the ultimate decision maker with regard to the recommendation for hire.***

## **I. Superintendent Selection**

1. The Superintendent will evaluate the information on candidates and make a decision regarding recommendation of a final candidate to the Board of Education for approval.
2. Human Resources will notify the candidate that he/she will be conditionally recommended to the Board for that position.
3. After Board approval, Human resources will set up start date and employee benefits orientation. If the recommendation is not approved, the Superintendent or Assistant Superintendent will work with the Hiring Administrator to determine if an alternate candidate should be recommended or if the position should be re-posted.

# **III. CLASSIFIED AND SUPPORT STAFF**

## **A. Position Posting**

1. For new positions, approval from the Board of education is necessary prior to posting.
2. For existing positions, the Hiring Administrator and/or Human Resources may revise job duties or restructure position responsibilities.
3. Human Resources will work with the Hiring Administrator to determine if position will be only posted internally.
4. Human Resources will prepare the position vacancy announcement based on and including:
  - a) Job Description;
  - b) Competencies;
  - c) Application procedure and deadline
5. Internal vacancies will be posted on District website and/or emailed to staff a minimum of five days before deadline. Interested staff should submit written interest to the Hiring Administrator before deadlines.
6. External postings will be announced on the district website and on the Wisconsin Education Career Access Network (WECAN). Postings may be sent to placement offices of public and private universities and colleges, organizations, newspapers, websites, including placement offices at HBCU's and HLCUs as appropriate.

**B. Applications**

1. Internal applicants will be considered by the Hiring Administrators based upon knowledge, skills and abilities in accordance with the essential job duties of the position.
2. External applicants should submit an application through WECAN.

**C. Screening of Applicants**

1. All completed applications received before the deadline will be reviewed by the Hiring Administrator and/or designee.
2. Applicants will be screened based on required credentials, experience, job knowledge and competencies.
3. The Hiring Administrator may develop a rubric to evaluate candidates. The results of the rubrics will be used to screen candidates to determine which applicants will be phone/telecommunication software interviewed and/or brought in for an on-site interview.

**D. Selection of the Interviewing Committee**

1. Hiring Administrator will select potential committee members – a group of 3-5 staff who work with this position.
2. Hiring Administrator will review the required/preferred qualifications with the committee.
3. Interviewing committee will be educated about improper or discriminatory interviewing questions by consulting materials on the Human Resources web page.

**E. Candidate Questions and Interview**

1. The Hiring Administrator and/or designee will develop interviewing questions based on the essential duties of the position and preferred qualifications and qualities. Phone or telecommunication software interviews may be conducted by the Hiring Administrator (and/or designee) for candidates outside the geographical area.
2. Each interview and rubric will feature at least one question on the importance of diversity in education.
3. Interviewing committee will be educated about improper or discriminatory interviewing questions by consulting materials on the Human Resources web page.
4. The Hiring Administrator will select the date, place and times of interviews and notify the committee and candidates. Ideally 2-6 candidates will be selected for interviews.
5. The committee will interview all applicants, asking the same questions in the same order of each candidate. Any committee member may ask follow-up questions to clarify a candidate's response.
6. Each committee member will make written notations of an individual candidate's answers during or immediately following each interview and complete the rubric, if applicable.

**F. Outcome**

1. When all the interviews have been completed, the committee will discuss each candidate's strengths and weaknesses based on competencies established prior to the interview.
2. Selection of the top candidate(s) will be based on an evaluation of the interviews and summary of strengths and areas of growth for each candidate, the interview committee will:
  - a) *Determine the ranking of candidates;*
  - b) *If no one candidate meets the required qualifications and competencies, a second interview may be scheduled or the position may be re-posted at a later time.*

**NOTE: All interview teams will submit their top 2-3 candidates to the Superintendent or Assistant Superintendent for final consideration. The Superintendent or Assistant Superintendent is the ultimate decision maker with regard to the recommendation for hire.**

#### **G. Background and Reference Check**

1. Hiring Administrator or Human Resources will contact a minimum of two references including a past supervisor.
2. Human Resources will perform a criminal history background check. If any concerns are found, they will be shared with Hiring Administrator for further evaluation.

#### **H. Recommendation to the Superintendent**

1. Hiring Administrator will provide information on the final candidates and their recommendation.
2. Human Resources will advise Superintendent or assistant Superintendent of the contingent hire/acceptance and confirm employment recommendation (signature on form) so that this can be included on the Personnel Transactions Report to the Board.
3. After Board determination, Human Resources will set up start date and employee benefits orientation.

### **IV. CO-CURRICULAR STAFF/VACANCIES**

When a co-curricular vacancy is determined through expansion, resignation or termination, an applicant's eligibility for assignment to an interscholastic athletic or co-curricular activity position will be governed by the following:

#### **A. Position Posting**

1. For new positions, approval from the Board of Education is necessary prior to posting.
2. For existing positions, the Athletic Director (AD) and/or Hiring Administrator (e.g., Principal and/or designee), will review the responsibilities and required skills and experience necessary for the co-curricular position.
3. Positions will be posted through the district's website and/or on an internet recruiting website such as WECAN. They may also be sent to placement offices of public and private universities and colleges, organizations, websites, newspapers, including HBCUs and HCLUs placement offices as appropriate.

#### **B. Applications**

1. Internal applicants will be considered by the AD and/or Hiring Administrator based upon knowledge, skills and abilities in accordance with the essential job duties of the position.
2. External candidates should submit an application through WECAN.

#### **C. Screening of Applicants**

1. All completed applications received before the deadline will be reviewed by the AD and/or Hiring Administrator.
2. Applicants will be rated on qualifications, credentials, competencies and information that accompany each completed application.
3. The Hiring Administrator may develop a rubric to evaluate candidates.

#### **D. Selection of the Interview Committee**

1. For Head Coach of athletic teams, the AD will determine a hiring committee. This committee may include the hiring administrator, other sport/activity head coaches, and JV or assistant coaches.
2. For Assistant Head Coach of athletic teams, the AD and Head Coach will determine a hiring committee. This committee may include the Hiring Administrator, other sport/activity head coaches, and JV or assistant coaches.
3. Interviewing Committee will be educated about improper or discriminatory interviewing questions by consulting materials on the Human Resources web page.

#### **E. Interview Questions**

1. The AD and/or Principal in conjunction with Human Resources and/or designees will develop interviewing questions based on the essential duties of the position and preferred qualifications and qualities.
2. Each interview and rubric will feature at least one question on the importance of diversity in education.
3. Interviewing committee will be educated about improper or discriminatory interviewing questions by consulting materials on the Human Resources web page.

#### **F. Interviews**

1. The AD or Hiring Administrator will select the date, place and times of interviews and notify the committee and candidates. Phone or telecommunication software interviews may be conducted by the Hiring Administrator (and/or designee) for candidates outside the geographical area.
2. The committee will interview all applicants, asking the same questions in the same order of each candidate. Any committee member may ask follow-up questions to clarify a candidate's response.
3. Each committee member will make written notations of an individual candidate's answers during or immediately following each interview and complete the rubric, if applicable.

#### **G. Outcome**

1. After interviews have been completed, the committee will discuss each candidate's strengths, weaknesses based on competencies and preferred qualifications established prior to the interview.
2. Selection of the top candidate(s) will be based on an evaluation of the interviews, areas of strengths and growth and rubric evaluations, if applicable. The interview committee will:
  - a) Determine and rank the top candidates.
  - b) If no one candidate emerges, a second interview may be scheduled or the position may be re-posted at a later time.

***NOTE: The Hiring Administrator will submit their top 2-3 candidates to the Superintendent or Assistant Superintendent for final consideration. The Superintendent or Assistant Superintendent is the ultimate decision maker with regard to the recommendation for hire.***

#### **H. Background and Reference Check**

1. Hiring Administrator or Human Resources will contact a minimum of two references including a past supervisor.
2. Human Resources will perform a criminal history background check. If any concerns are found, they will be shared with Hiring Administrator for further evaluation.

#### **I. Non-Sport Co-Curricular Position Vacancies**

These positions will be posted primarily internally. These are appointed positions and the Principal or designee will be the Hiring Administrator. The application process for these internal positions will be determined by the Hiring Administrator and specified on the internal posting. Consideration for assignment will be based on experience, qualifications and competencies of applicants. The Hiring Administrator or designee will make recommendation to the Superintendent or Assistant Superintendent for assignments.

### **V. GENERAL NOTIFICATION AND OFFERS OF EMPLOYMENT FOR ALL POSITIONS**

- A. The Hiring Administrator and/or Human Resources Office will notify unsuccessful candidates contacted for interviews.
- B. All inquiries concerning the hiring policy and procedure will be referred to the Human Resources Office.

- C. Candidates that are related to staff members may be employed by the Board provided the candidate recommended for hire is not placed in a position in which s/he would be directly supervised by the relative staff member.
- D. All of the applicable employment forms must be completed by the candidate and approved by the Human Resources Office prior to recommending to the Board that such candidate be hired.
- E. All offers of employment are subject to the candidate's successful completion of a physical examination and criminal records check and all candidate hires are subject to the recommendation of the Superintendent and approval by the Board of Education.
- F. All interview teams will submit their top 2-3 candidates to the Superintendent or Assistant Superintendent for final consideration. The Superintendent or Assistant Superintendent is the ultimate decision maker with regard to the recommendation for hire.
- G. All hiring practices will reflect the School District of Beloit Equity and Diversity goals.
- H. All interview teams will be diverse.
- I. ALL vacancy postings that require approval of the position must be in line with budgetary constraints.

**LEGAL REFERENCE:** s.s. 19.59, 111.31-111.395, 118.19, 118.192, 118.21, 118.22, 121.02(1)(a)  
 PI 8.01(2)(a), and PI 34 Wisconsin Administrative Code  
 Title VII of the Civil Rights Act of 1964, as amended  
 Americans with Disabilities Act of 1990, as amended  
 Americans with Disabilities Amendments Act of 2008, as amended  
 No Child Left Behind Act of 2001







# School District of Beloit Board of Education Report

April 26, 2016

## *I. BASIC INFORMATION*

**Topic or Concern:** Employment actions - exhibit A - April 26, 2016

**Which strategy in the Strategic Plan does this support?** Strategy 1 - Finance & Facilities, Strategy 2 - Marketing, Strategy 3 - Student Engagement, Strategy 4 - Assessment & Instruction, Strategy 5 - Technology, Strategy 6 - Family Engagement, Strategy 7 - Character

**Your Name and Title:** Dr. Pamela Wiese, Assistant Superintendent Human Resources

**Others assisting you in the presentation:** Dr. Thomas Johnson, Superintendent

**My report is for:** Action

## *II. TOPICAL INFORMATION*

### **A. What is the purpose of presenting this to the Board of Education Committee?**

Employment recommendation

### **B. What information must the Board of Education have to understand the topic/concern and provide any requested action?**

Information to support legal action as required by Wisconsin Statutes.

### **C. If you are seeking Board of Education action, what is the rationale for your recommendation?**

Comply with legal requirements and Wisconsin Statutes.

### **D. What are your conclusions?**

Employment to meet needs of district to ensure quality education to all students within the district's budgetary guidelines.

**MOTION:** Approval for employment recommendations.

**I propose using** an existing budget

**Long Term Committed Funds?** Yes, indefinite

**BUDGET LOCATION:** all areas

**FISCAL IMPACT:** As indicated on report sheet.

# Employment Recommendation Report page 1

4.26.16

April, 2016

Name	Location	Position	Effective Date	FTE	Notes	Salary
<b>NEW EMPLOYMENT</b>						
<b>RECALL-REHIRE - was on one-year in 2015-2016</b>						
<b>Professional Educators</b>						
Christopher LaBrie	Memorial	Business Ed	8/25/2016	100%	1-year hire	tbd (based on 2015-16 salary)
Dustin Slusser	Aldrich/Fruzen	Tech Ed PLTW	8/25/2016	100%	permanent hire	tbd (based on 2015-16 salary)
<b>LEAVE OF ABSENCE</b>						
<b>Professional Educators</b>						
Melissa Heim	Memorial	Special Ed	2016-2017	100%	career exploration	
<b>RETIREMENTS / RESIGNATIONS / LAYOFFS</b>						<b>Years/Months of Service</b>
<b>Administrators</b>						
Janelle Marotz	Kolak	Asst Superintendent Business Services	6/30/2016	100%	resignation	5 years
<b>Professional Educators</b>						
Cally Baroni	Aldrich	Grade 6	6/10/2016	100%	resignation	2 years
Renee Brewster	Cunningham	Special Ed	6/10/2016	100%	resignation	27 years
Ardith Castellanos	Hackett	ESL	6/10/2016	100%	resignation	11 years
Stephanie Dachelet	Converse/Hackett	School Psychologist	6/10/2016	100%	resignation	5 years
Mary Farrell	Gaston	School Counselor	3/24/2016	100%	resignation	5 years
Arthur Gurholt	Memorial	Math	6/10/2016	100%	resignation	28 years
Jamie Gurholt	Memorial	French	6/10/2016	100%	resignation	26 years
Christine Oldenburger	Memorial	Math	6/10/2016	100%	retirement	13 years
Devin Schuyler	Todd	Art	6/10/2016	100%	resignation	1 year
Melissa Suttle	McNeel	Grade 8 Math	6/10/2016	100%	resignation	13 years
<b>Other Professional Support</b>						
<b>Support Staff</b>						
Veronica Adams	Gaston	4K Para	6/9/2016	100%	retirement	18 years
Effie Garrett	Convase	Special Ed Para	6/9/2016	100%	retirement	11 years
Roxanne Griffin	Gaston	4K Para	6/9/2016	100%	retirement	21 years
Kathleen Prins	Gaston	4K Para	6/9/2016	100%	retirement	18 years
Michael Walker	Memorial	In-School Support	4/15/2016	100%	resignation	2 years
Marcia Woelfel	Kolak	Student Services Secretary	8/5/2016	100%	retirement	40 years

*22*

Thomas Johnson, Superintendent

*Janelle Marotz*

Janelle Marotz, Asst Superintendent Business Svcs

*Pam Wiese*

Pam Wiese, Interim Asst Superintendent HR