



School District of Beloit

**BOARD OF EDUCATION
PURPLE PACKET – December 9, 2016**

1. Events List for December 11 – December 17, 2016
2. Events List for December 18 – January 3, 2017
3. Monthly Fund Development Report
4. Monthly Contract Report
5. Notice of Meeting
 - (E)Quality Committee Meeting, Monday, December 12, 2016, 4:00 p.m., Board Room
 - Curriculum Committee Meeting, Tuesday, December 13, 2016, 4:30 p.m., Room 210
 - Finance Committee Meeting, Tuesday, December 13, 2016, 5:15 p.m., Superintendent's Office, Room 106
 - Policy & Personnel Committee Meeting, Tuesday, December 13, 2016, 5:45 p.m., Superintendent's Office, Room 106
 - Special Board Meeting Finance Committee Meeting, Tuesday, December 13, 2016, 6:45 p.m., Superintendent's Office, Room 106
 - Insurance Committee Meeting, Thursday, December 15, 2016, 4:00 p.m., Room 106

NOTES/UNDER SEPARATE COVER

- Links to school newsletters can be found on the Board of Education website on the lower right hand side.

FUTURE BOARD MEETINGS

Special Board Meeting, Tuesday, December 20, 2016, TBD, Superintendent's Office, Room 106
Special Policy & Personnel Committee Meeting, Tuesday, December 20, 2016, Superintendent's Office, Room 106
Board Business Meeting, Tuesday, December 20, 2016, 7:00 p.m., Board Room

SCHOOL EVENTS AND ACTIVITIES WEEK OF DECEMBER 11, 2016

Monday, December 12

Swimming, Aldrich Girls @ Janesville Edison, 4:30 p.m.

Basketball, Fruzen Boys @ Fruzen, 4:30 p.m.

Tuesday, December 13

Todd Winter Concert, 1st grade, 5:30 p.m.; 3rd grade, 6:30 p.m.

Family Cooking Class, Merrill, 4-5:30 p.m.

Hockey, Girls Varsity vs. Sun Prairie @ Janesville Ice Skating Center, 7 p.m.

Hockey, Boys Varsity, vs. Madison West @ Madison Ice Arena, 8 p.m.



Wednesday, December 14

Wrestling, JV @ Hononegah 4 p.m.

Basketball, Fruzen Boys @ Fruzen, 4:30 p.m.

Thursday, December 15

Todd Chili and Caroling Night, 5:15 p.m.

Hackett Winter Sing, People's Church, 340 W. Grand Ave, 5 p.m.

McNeel Winter Choir Concert, 6-7 p.m.

Merrill staff, turkey donation to school food pantry

Basketball, Boys at Sun Prairie:

Freshman, 5:15 p.m., @ Heights Upper Heights Middle School; JV @ SPHS, 5:45 p.m.;

Varsity, 7:30 p.m. @ SPHS

Wrestling @ Madison East: JV 6:30 p.m.; Varsity 7 p.m.

Hockey, Boys @ Sun Prairie, 7 p.m.

Friday, December 16

Todd School Crafting Day, 8 a.m. – 2 p.m.



Converse Winter Sing, 9:30 a.m.

Gaston Kids Night Out, 5:30-9 p.m.

Swimming, Boys vs. Madison East @ BMHS, Varsity and JV, 5:30 p.m.

Basketball, Girls @ Janesville Craig

Freshmen, 5:45 p.m.; JB 5:45 p.m.; Varsity, 7:30 p.m.

Saturday, December 17

Swimming, Boys Invitationl @ BMHS, 10 a.m.

Basketball, Boys @ Janesville Craig

Freshman, 5:45 p.m.; JV, 5:45 p.m.; Varsity, 7:30 p.m.

Hockey, Girls, vs. Cedarburg at Ozaukee Ice Arena

Varsity, 6 p.m.; JV, 8 p.m.

SCHOOL EVENTS AND ACTIVITIES WEEK OF DECEMBER 18, 2016



Sunday, December 18

BMHS Winter Band Concert, 7-8:30 p.m.

Monday, December 19

BMHS Winter Band Concert, 7-8:30 p.m.

Todd Drama Club performance, 6 p.m.

BMHS Jazz Band presents "Holiday Big Band Bash" featuring Jass at Lincoln Center Orchestra trumpeter Kenny Rampton 6:30-9pm Grand Avenue Pub

Tuesday, December 20

PTO, Hackett, 6 p.m.

Converse, PBIS Bubblegum Chew Polar Express/Pajama Day

Fruzen Choir Concert, 6-6:30 p.m.

BMHS Winter Orchestra Concert, 7-8:30 p.m.

School Board, 7 p.m., Kolak

Hockey, Boys vs. Middleton @ Edwards Ice Arena

JV, 5:15 p.m.; Varsity, 7 p.m.

Basketball, Boys @ Janesville Parker

Freshman, 5:45 p.m.; JV, 5:45 p.m.; Varsity, 7:30 p.m.

Basketball, Aldrich Boys @ Aldrich

Wrestling vs. Janesville Parker @ BMHS

JV, 6:15 p.m.; Varsity, 7 p.m.

Swimming, Aldrich Girls @ BMHS, 4:30 p.m.

Thursday, December 23

Todd Winter Festival Celebrations in classrooms, 1:30-2:45 p.m.

Basketball, Boys @ Verona

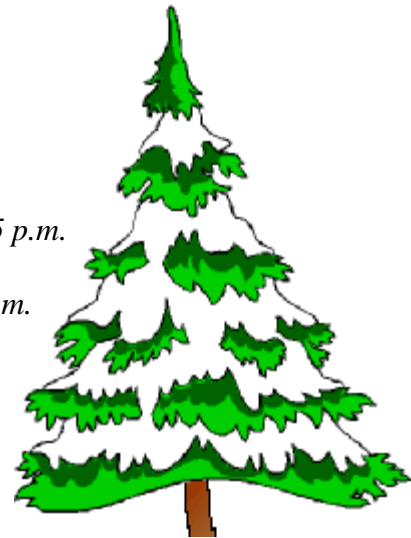
Freshman, 5:30 p.m.; JV, 5:45 p.m.; Varsity, 7:30 p.m.

Hockey, Boys Varsity vs. Janesville Bluebirds @ Janesville

Ice Skating Center, 7 p.m.

Holiday Break, December 23-January 3

No school



Tuesday, December 27-28

Basketball, Boys Varsity Tournament @ BMHS

Teams: BMHS, Milwaukee Juneau Complex, Muskego, West Allis Nathan Hale

Hockey, Girls Varsity Tournament @ Fond du Lac Blue Line Ice Center

Teams: BMHS, Appleton West, Chippewa Falls, Eau Claire North, [The Rock County Fury](#), Xavier

December - 2016 - Committee Report

Grant Activity 7/1/16 - 6/30/17

Program	Funding Source	Amount Requested	School/ Contact	Date Submitted	Renewal/ New	Status	Purpose	Date Awarded	Award Amount	Date Declined
Transition Improvement Grant (TIG)	Wis Department of Public Instruction	\$2,000	BMHS Carole Campbell	10/18/2016	New	Awarded	The Transition Improvement Grant (TIG) supports students with disabilities success in employment as they transition from high school to employment. Gregg Schneider will use funds for training costs such as travel, subs, materials.	12/1/2016	\$2,000	
Vernier Technology Awards	Vernier Software and Technology	\$5,500	BMHS Carole Campbell	12/16/2016	New	Submitted	Jeff Patterson, AP Physics teachers, was nominated to apply for \$1,000 prize, \$3,000 in Vernier products and up to \$1,500 towards expenses to attend the NSTA National Conference on Science Education.			
NEA Read Across America Library Grant	NEA Foundation	\$1,000	Aldrich Joe Vrydaghs	11/28/2016	New	Submitted	Cyntha Slavish, reading specialist, will use funds to purchase books for lower level students in fourth and fifth grade. Books will be lower level/high interest. Will be notified by 12/16/16.			
Exxon Mobil Educational Alliance	Exxon Mobil	\$500	Robinson Sam Carter	11/11/2016	New	Awarded	Robinson received the grant that will be used for math or science instruction.	11/11/2016	\$500	
Meemic - 4th Quarter	Meemic	\$500	Merrill Betsy Schroeder	12/1/2016	New	Submitted	Kim Woodkey applied for funds that will be awarded through Office Depot. Will be notified by 2/15/17.			
Let's Play Grant	KaBOOM!	\$15,000	Cunningham Jennifer Fanning	TBD	New	Pending	Cunningham Intermediate School is pursuing grant funds for their playground; external matching funding is also being pursued.			
Beyond Paper & Pencils Teacher Mini Grants	Stateline Community Foundation	\$672	BMHS Carole Campbell	11/8/2016	New	Awarded	Cody Klintworth applied funds for the Loads to Success laundry program. Funds will be used for laundry bags, soap and general repair..	11/8/2016	\$672	
Beyond Paper & Pencils Teacher Mini Grants	Stateline Community Foundation	\$228	Hackett Marcia Schwengels	11/10/2016	New	Awarded	Joann Ruch will use funds for Rekenrek racks.	11/10/2016	\$228	
Beyond Paper & Pencils Teacher Mini Grants	Stateline Community Foundation	\$200	Merrill Betsy Schroeder	10/14/2016	New	Submitted	Kimberlie Woodkey requested 8 Rekenreks for use in the K-3 math classes.			
Beyond Paper & Pencils Teacher Mini Grants	Stateline Community Foundation	\$200	Merrill Betsy Schroeder	10/23/2016	New	Submitted	Maura Heiss, speech and language therapist, requested the Expanding Expressions Tool.			
Beyond Paper & Pencils Teacher Mini Grants	Stateline Community Foundation	\$132	Hackett Marcia Schwengels	10/14/2016	New	Submitted 1	Devin Post requested funds for math manipulatives, pocket charts, and dry erase markers for her first grade classroom that will support increased number sense.			

Big Beloit Book Drive	Hendricks Family Foundation	\$8,000	KEC Angie Montpas	10/27/2016	New	Submitted	The Big Beloit Book Drive is a partnership between the SDB, Turtle Creek Book Store, McDonalds on State Street, Beloit Literacy Council, ABC Literacy Task Force, and friends and families of the SDB. Each student in grades 4K through grade 3 will receive one free book.			
Educator Effectiveness	Wis Dept of Public Instruction	\$47,520	KEC Angie Montpas	10/2/2016	New	Submitted	Funds will be used to support the Wisconsin Educator Effectiveness Program by paying for licenses through Teachscape, as well as training and support.			
DonorsChoose	Various	\$397 of donated items	Merrill Betsy Schroeder	9/1/2016	New	Awarded	Kathy Schulta's request was for a variety of playground balls for increased outdoor activity, and for hand fidgets for classroom concentration.	9/6/2016	\$397 in materials	
AT & T	AT & T Foundation	\$5,000	Carole Campbell BMHS	8/10/2016	New	Awarded	The funds available will help support the Link Crew student leadership program with tshirts and supplies. The Link Crew leaders work with freshman on a daily and weekly basis, as well as Freshman orientation.	9/9/2016	\$5,000	
Citizen Power Challenge Grant	American Federation of Teachers and Albert Shanker Institute	\$500	Merrill Betsy Schroeder	8/12/2016	New	Submitted	Rachelle Elliott, reading specialist at Merrill, applied for this grant to go towards tailored books and resource collections regarding bullying and accepting differences.			
Meemic Back to School	Meemic Foundation	3 @ \$100 (\$300)	Hackett Marcia Schwengels	4/18/2016	New	Awarded	JoAnne Ruch, Sarah Hoenig and Lori Hall will each receive \$100 worth of classroom supplies from Quill	9/1/2016	3 @ \$100 = \$300 in materials	
Meemic - 3rd Qtr	Meemic Foundation	\$500	Merrill Betsy Schroeder	9/25/2016	New	Not Awarded	The funds will allow Sharyl Fuerstenberg's to purchase 17 balance balls and 3 rocking chairs to allow for those who need options for seating. Awarded by 11/15/16.		0	11/15/2016
Meemic - 3rd Qtr	Meemic Foundation	\$490.00	Merrill Betsy Schroeder	9/27/2016	New	Not Awarded	Nicole Davidson would use funds to provide uniforms for her classroom to improve attendance as studies have shown. Awarded by 11/15/16.		0	11/15/2016
Meemic - 3rd Qtr	Meemic Foundation	\$500	Hackett Marcia Schwengels	8/22/2016	New	Not Awarded	Janay Banks-Wilson will use the requested uniforms to facilitate Empowerment Mondays for selected students who would benefit. Awarded by 11/15/16		0	11/15/2016
Meemic - 3rd Qtr	Meemic Foundation	\$400	Merrill Betsy Schroeder	9/2/2016	New	Not Awarded	Maura Heiss, special education teacher, applied for the Expanding Expressions Tool to enlarge the scope of literacy and oral vocabulary of their students. Awards announced 11/15/16		0	11/15/2016
Meemic - 3rd Qtr	Meemic Foundation	\$497	Merrill Betsy Schroeder	8/25/2016	New	Not Awarded	Rachelle Elliott, reading specialist at Merrill, is applying for for Bullying Hurts Character education books. Awards announced 11/15/16		0	11/15/2016
Meemic - 3rd Qtr	Meemic Foundation	\$480	Merrill Betsy Schroeder	7/15/2016	New	Not Awarded 2	Kathy Schulta's request for a Multi Language Translation System will allow for parents who need the translating, to be engaged in their child's education. Awards announced 11/15/16.		0	11/15/2016

Meemic Classroom Enrichment	Meemic Foundation	\$100	Merrill Betsy Schroeder	9/21/2016	New	Awarded	Kim Woodkey would request 3 large Rekenreks (math manipulatives) that will help building number sense. To be announced 11/15/2016.	11/1/2016	\$100.00	
Meemic Classroom Enrichment	Meemic Foundation	\$100	Hackett Marcia Schwengels	8/5/2016	New	Awarded	Devin Post would like to receive funds from Lakeshore Learning to apply for a futon to allow for students a special place during reading time. Awards announced 11/15/16.	11/1/2016	\$100.00	
Meemic Classroom Enrichment	Meemic Foundation	\$100	Hackett Marcia Schwengels	8/5/2016	New	Awarded	Janay Banks-Wilson will receive funds from Lakeshore Learning	11/1/2016	\$100.00	
Meemic Classroom Enrichment	Meemic Foundation	\$100	Hackett Marcia Schwengels	8/6/2016	New	Not Awarded	Elise Grunder, 4K teacher, would like to receive \$100 of toys from Lakeshore Learning to provide more variety in student centers. Awards announced 11/15/16.		0	11/15/2016
Meemic Classroom Enrichment	Meemic Foundation	\$100	McNeel Tony Bosco	8/2/2016	New	Awarded	Darsha Olsen will receive \$100 worth of organizational supplies from Lakeshore Learning. To be announced 11/15/2016.	11/1/2016	\$100.00	
Meemic - 2nd Qtr	Meemic Foundation	\$500	McNeel Tony Bosco	6/23/2016	New	Not Awarded	Darsha Olsen (science teacher) will use grant funds to support a Science Club Implementation with tshirts, transportation for field trip with admissions, and fees for science bowl. Announced 8/15/16		0	8/15/12016
Meemic Back to School	Meemic Foundation	\$100	McNeel Tony Bosco	6/14/2016	New	Not Awarded	Darsha Olsen will choose office supplies such as markers, colored pencils, glue, etc. for students to produce STEAM displays. Notified by 8/1/16		0	8/1/2016
Peer Review Mentor	Wis Dept of Public Instruction	\$25,000	Curriculum Angie Montpas	6/30/2016	New	Awarded	Funds will be used for stipends for 15 mentors, subs for teacher release time, and CESA 2 contracted services	11/14/2016	\$25,000	
Meemic - 2nd Qtr	Meemic Foundation	\$497	Hackett Marcia Schwengels	6/10/2016	New	Not Awarded	Jessica Brink will use grant funds to increase phonological awareness and literacy through the purchase of Hear Builder Subscriptions for kindergarten students.		0	8/15/2016
Prior Year Pending Applications (2015-2016)										

\$25,000	KaBOOM!	\$15,000 (for a \$40,000 project)	Merrill	Due June	New	Submitted	Merrill is in dire need of an additional playground that will specifically address the needs of their younger students. Projects through KaBOOM! can be from \$24,000 to \$40,000. Grants will be for \$15,000, so a match from \$9,000-\$25,000 is required. Merrill is committed to fundraise and/or pursue other grant sources to match the difference. There may be a possibility of a higher award. The grant only covers the playground equipment; it will not cover land/space prep, or supervision of the project.			
Total Submitted Proposals		\$117,113						Total Awarded	\$34,497	

School District of Beloit
Current Contracts

Company	Contract Info	Term	Term End
IronTech (Hendricks)	Tenant-Lease Space for BMHS REACH Program	month to month beginning 5/16/16	month to
Wegner CPAs	Audit Services	For Year Ended June 30, 2016	6/30/2017
Boys & Girls Club	Before & After School Programs at Various Schools	Annual Renewal	6/7/2017
R&R Insurance	Insurance Agent	Annual Renewal	6/30/2017
Blackhawk Technical College	Service Agreement	Annual Renewal	6/30/2017
Richardson School	Tuition Services and Support for Special Needs Students	Individual contracts each year for students that attend	06/30/2017
Beloit Health System	Independent Contractor Agreement (Tammy Flanders)	12/2014 until termination by either party	none
BMO	Procurement Cards	1/25/05 until termination by either party	none
Beloit Health System	School Based Clinic	11/20/14 until termination by either party	none
Resonate Marketing	Social Media Campaign Development & Management	2013 until termination by either party	none
Teaching Strategies LLC	Online Subscription Service Agreement	1 year beginning 8/10/15	9/30/2017
WI Dept of Agriculture	AmeriCorps Farm to School Host Site	8/15/15 to 8/14/16	8/14/2017
Wellness Connectors	Benefit Service Agreement	9/1/15 to 8/31/16	8/31/2016
Central Christian Church	Joint Use Green Space Agreement	1 year beginning 9/1/15 with 1 year auto renewals available	9/1/2016
Family Services of Southern WI/Northern IL	Youth 2 Youth 4 Change	10/1/15 to 9/30/16	9/30/2017
Services	Long Term & Short Term Disability	10/1/14 to 10/1/16	10/1/2016
Zywave Inc	HR Connection Portal for Online Benefit Enrollment	1 year beginning 11/17/2014 with auto 1 year renewal	11/17/2016
Beloit Auction & Realty	Sell Royce Building	7/13/16 to 11/30/16	11/30/2016
Guenther Electric	Electrical Contractors	2 years beginning 12/1/14	12/1/2016
WiscNet	Internet Service Provider	1 year beginning 2016	2017
SWITS	Language Interpreter Service Agreement	1 year beginning 1/2016	January, 2017
WorldStrides	Student Travel Management Services	1/15/16 to 1/15/17	1/15/2017
Restat Optum	Prescriptions	4/1/14 to 3/31/17	3/31/2017
Roy Chapman Andrews Academy	Charter School	3 years beginning 4/13/2013 with up to 3 years of renewals	4/13/2017
Kelmann Restoration	Emergency Restoration Services	1 year beginning 4/22/16 with auto renewals	4/22/2017
Ohiopyle Prints Inc	Royalty Agreement	1 year beginning 5/5/16 with auto renewals	5/5/2017
Classmunity	Software Service Agreement	1 year beginning 5/15/16	5/15/2017
Soliant Health	Client Services Agreement	9/26/16 to 6/7/17	6/7/2017
WI Family Ties	Parent Peer Specialist Services	6/10/15 to 6/10/17	6/10/2017
Second Harvest/Caritas	School Based Pantry at Merrill	1 year beginning 6/27/16	6/27/2017

School District of Beloit
Current Contracts

Company	Contract Info	Term	Term End
CESA 2	Administration, Deaf Hard Hearing, Educational Audiology, Professional Resource Center, Transition Advisory Network, Transition MECCA, Van Delivery Services	2016-2017 school year	6/30/2017
Laurie Medina/Mike Holland	Administrative Hearing and Expulsion Officer	6/30/17	6/30/2017
Tricor/Jeff Klett	Benefits Consultant	7/1/16 to 6/30/17	6/30/2017
Head Start	Collaborative Programming at Hackett & Merrill	8/15/16 to 6/30/17	6/30/2017
Beloit Turner School	Girls Soccer Co-Op	3/24/15 to 6/30/17	6/30/2017
Ink Smart	Landlord-Rent Out 1008 Liberty Avenue	7/1/13 to 6/30/17	6/30/2017
Beloit Health System	Staff Wellness Clinic	up to 3 years	6/30/2017
Brother Dutton	Tenant-Lease Space for 4K Program	2015-2016 and 2016-2017 school years	6/30/2017
Blackboard	Website Manager	7/1/16 to 6/30/17	6/30/2017
OfficePro	Paper	8/1/14 to 7/31/17 with 2 optional 1 year renewals	7/31/2017
Beloit Health System	Sign Advertising Partnership	8/1/14 to 7/31/17	7/31/2017
First National Bank & Trust Co	Sign Advertising Partnership	8/1/14 to 7/31/17	7/31/2017
Gilbank Construction	Sign Advertising Partnership	8/1/14 to 7/31/17	7/31/2017
JP Cullen & Sons Inc.	Sign Advertising Partnership	8/1/14 to 7/31/17	7/31/2017
Mid-States Concrete Industries	Sign Advertising Partnership	8/1/14 to 7/31/17	7/31/2017
Tricor	Sign Advertising Partnership	8/1/14 to 7/31/17	7/31/2017
OfficeMax/OfficeDepot	Supplies	8/1/14 to 7/31/17 with 2 optional 1 year renewals	7/31/2017
HCC	Medical Stop Loss Reinsurance Carrier for Health Insurance	9/1/16 to 8/31/17	8/31/2017
Emery	Insurance Consultant	3 years beginning 12/10/14	12/10/2017
Blackhawk Bank	Banking Services	7/1/15 to 6/30/18	6/30/2018
ABM	Custodial/Maintenance	7/1/13 to 6/30/18	6/30/2018
Aramark	Food Service	7/1/13 to 6/30/18	6/30/2018
Beloit Turner/Blackhawk/ Clinton/Janesville/ Milton/ Monroe School Districts	Girls Hockey Co-Op	8/24/16 to 6/30/18	6/30/2018
City of Beloit	School Resource Officers	8/1/14 to 6/30/18	6/30/2018
TC Networks	Technology Services	7/1/13 to 6/30/18	6/30/2018
Daktronics	Scoreboard Service Agreement	8/12/15 to 8/11/18	8/11/2018
American Fidelity	Voluntary Benefits	11/1/15 to 8/31/2018	8/31/2018
City of Beloit	Trash & Recycle Collection	10/28/13 to 10/26/18	10/26/2018
Church	Parking Lot Use	11/1/13 to 10/31/18	10/31/2018
City of Beloit	School Crossing Guards	7/1/16 to 6/30/19	6/30/2019
City of Beloit	Truancy Intervention Coordinator	7/1/16 to 6/30/19	6/30/2019

School District of Beloit
Current Contracts

Company	Contract Info	Term	Term End
Apple	Equipment Lease	4 years beginning 5/17/13 - Last payment made 7/2016	7/1/2019
Culvers	Sign Advertising Partnership	8/1/14 to 7/31/19	7/31/2019
Pepsi	Beverage Services & Sign Advertising Partnership	9/1/14 to 8/31/19	8/31/2019
Delta Dental	Dental Insurance	9/1/16 to 8/31/19	8/31/2019
Hendricks	Tenant-Lease Space at Eclipse for Auto Program	12/1/14 to 8/31/19	8/31/2019
Prairie States	Third Party Administrator/Self Funded Insurance	9/9/16 to 8/31/19	8/31/2019
Ricoh	Printing Equipment & Services	Amended contract 4/27/16 & expires 5/14/20	5/14/2020
Central Christian Church	Joint Use Driveway Agreement	5 years beginning 9/1/15	9/1/2020
Durham	Student Transportation Services	5 school years from 2016-2017 to 2020-2021	7/31/2021
Beloit Health System	Easement Agreement	10 years beginning 8/28/2014	8/28/2024
ChartHouse Energy	Solar Panels at Hackett	12/1/13 to 11/31/33 (original contract) - New unsigned contract in review	11/31/2033
McKinstry	Guaranteed Energy Savings Agreement	4/5/2012 until 20 years after completion	20 years after completion



NOTICE OF MEETING

SCHOOL DISTRICT OF BELOIT (E)Quality Committee

Date: Monday, December 12, 2016
Time: 4:00 p.m.
Location: KOLAK EDUCATION CENTER –Boardroom
The Roosevelt Building
1633 Keeler Avenue
Beloit, WI 53511

AGENDA

- I. Call to Order
- II. Review of previous minutes
- III. MLK Breakfast update
- IV. Parent/Teacher/Student recognition Gala update
- V. School District of Beloit Family Affair – Parental Event update
- VI. Announcements
- VII. Mindfulness presentation
- VIII. Feedback
- IX. Adjournment

Posted: December 9, 2016



NOTICE OF MEETING

SCHOOL DISTRICT OF БЕЛОIT BOARD OF EDUCATION

CURRICULUM AND INSTRUCTION COMMITTEE

Date: Tuesday, December 13, 2016
Time: 4:30 p.m.
Location: Kolak Education Center—The Roosevelt Building
Room 210
1633 Keeler Avenue
Beloit, WI 53511
Committee Members: Kris Klobucar, Committee Chair
Pam Charles, Vice Chair
Dennis Baskin, Member

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of November 2016 Meeting Minutes
4. Data Reports (no reports this month)
5. Achievement Gap Efforts (addressed in the following presentation)
 - Professional Development Presentation (20 minutes)
6. Students on the Move Ad Hoc Committee Update (10 minutes)
7. Future Agenda Items:
 - Disciplinary Literacy (to be determined)
 - Literacy Plan (to be determined)
 - Math Plan (to be determined)
 - Bilingual Plan (to be determined)
8. Adjournment

It is anticipated that other Board members may attend this committee meeting.

Posted: December 9, 2016

School District of Beloit
CURRICULUM AND INSTRUCTION COMMITTEE MEETING

Tuesday, November 8, 2016
Kolak Education Center—Room 210

MINUTES

1. Call to Order

The Curriculum and Instruction Committee Meeting was called to order by Kris Klobucar at 4:30 p.m.

Committee members present: Kris Klobucar, Pam Charles, and Dennis Baskin

Also present: Laurie Endres, Lisa Anderson-Levy, Anthony Bonds, Dr. Tom Johnson, Dr. Darrell Williams, Jacquie Jolly, Rosamaria Laursen, Peggy Muehlenkamp, Angie Montpas, Sam Hoppe, and James Hoey

2. Approval of Agenda

Baskin moved to approve the agenda. Charles seconded the motion. Motion carried 3-0.

3. Approval of October 2016 Meeting Minutes

Pam Charles requested clarification of minutes prior to approval. Anthony Bonds clarified and the minutes were approved.

Baskin moved to approve the minutes. Charles seconded the motion. Motion carried 3-0.

4. Data Reports

• State Data:

Bonds introduced report, presented, and summarized data results. Discussion ensued about the data and the need for an increased emphasis on student achievement.

For information.

5. Achievement Gap Efforts

- Literacy Plan**
- Math Plan**
- Bilingual Plan**

Baskin moved to table for a future meeting. Charles seconded the motion. Motion carried 3-0.

6. Students on the Move Ad Hoc Committee Update

Baskin moved to table for a future meeting. Charles seconded the motion. Motion carried 3-0.

7. World History New Course Proposal

James Hoey and Sam Hoppe presented the World History new course proposal. A handout was provided outlining the current World History curriculum and standards.

Baskin moved to recommend approval to the full Board of Education. Charles seconded the motion. Motion carried 3-0.

8. Course Name Change Proposals

Course name change proposals were presented.

Charles moved to recommend approval to the full Board of Education. Baskin seconded the motion. Motion carried 3-0.

9. Future Agenda Items:

- Disciplinary Literacy (to be determined)
- Literacy Plan (to be determined)
- Math Plan (to be determined)
- Bilingual Plan (to be determined)

10. Adjournment

The meeting was adjourned at 5:29 p.m.

Respectfully Submitted by Angie Montpas



**School District of Beloit
Curriculum and Instruction
Committee Report**

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: 2016-2017 SDB Professional Development Overview

Which strategy in the Strategic Plan does this support? Strategy 4: Assessment & Instruction

Your Name and Title: Peggy Muehlenkamp, Director of Data & Assessment

Others assisting you in the presentation: Anthony Bonds, Assistant Superintendent of Teaching and Learning

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Curriculum and Instruction Committee?

To provide an overview of 2016-2017 Professional Development opportunities for School District of Beloit staff.

B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?

See attached presentation and documents.

C. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?

For information only.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Curriculum and Instruction Committee consideration and a fiscal note.)

MOTION: NA

BUDGET LOCATION: NA

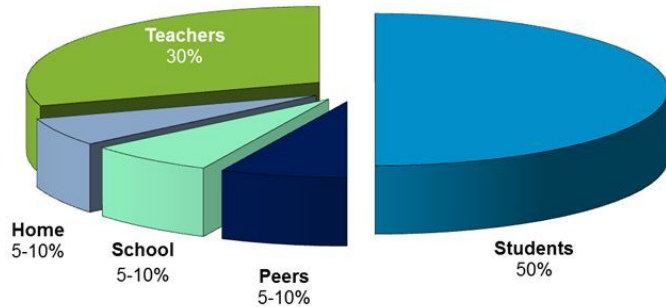
FISCAL IMPACT: NA

SDB Professional Development Overview

2016-2017 Teaching and Learning Opportunities

Peggy Muehlenkamp, Director of Data & Assessment

Influences on Student Achievement: Explained Variance



Students have the most influence on their own achievement, while teachers were the next most influential.

“It is what teachers know, do, and care about which is very powerful in this learning equation.”

Source: Hattie, J.A.C. (2003, October). Teachers make a difference: What is the research evidence?

Hattie Ranking: Teacher Effects

Effect Size*	Influence	Example/Definition
.88	Micro Teaching	<i>Mini-lessons, guided groups, small group instruction</i>
.75	Teacher Clarity	<i>Communicating and posting learning targets, provide examples, clear success criteria (i.e.rubric)</i>
.72	Teacher - Student Relationships	<i>Care, trust, cooperation, respect, and team skills are needed to create a classroom where error is welcomed.</i>
.62	Professional Development	<i>PD that impacts student achievement includes coaching over an extended time, the use of data teams, a focus on how students learn, and teachers working collaboratively</i>
.61	Not Labeling Students	<i>Know the kids and let go of the labels</i>

*Effect sizes over .40 have greatest impact on student achievement, with .70 and higher having significant gains.

2016-2017 PD Planning

*PD Definition:
“deepening teachers’
understanding about
the teaching/ learning
process and the
students they teach,”*

*- L. Darling-Hammond
and M. W. McLaughlin*

What do we, as a department, need?

- Support program implementation
 - 4K TS Gold
 - K-3 Reading Workshop
 - K-8 Guided Math
 - Math Curriculum Review
 - Next Generation Science Standards
- Support Collaboration for all grade levels/content areas

What do teachers need?

- Personalized PD (choice)
-

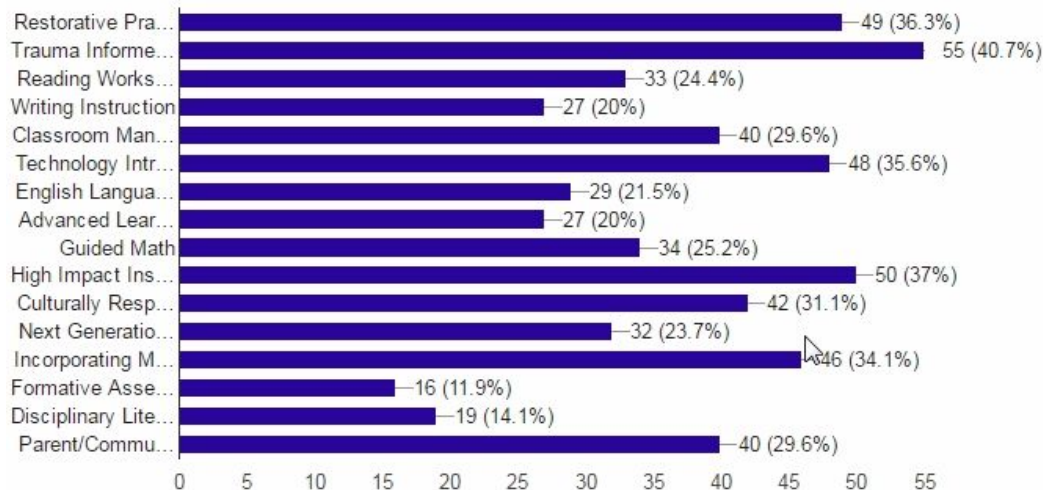
Time	November 11th	January 13th	March 10th	April 13th
7:45 - 11:15 (BMHS)	Content Area PD/PLC	Content Area PD/PLC	Content Area PD/PLC	Content Area PD/PLC
11:25 - 12:15 Equity Keynote Speaker (BMHS Auditorium)	Muhibb Dyer and Kwabena Nixon	Derrick Rogers	Equity Speaker TBD	Dipesh Navsaria, MPH, MSLIS, MD
12:15 - 1:15 - Lunch	Lunch (11:25-12:25)	Lunch (11:25-12:25)	Lunch (11:25-12:25)	Lunch (11:25-12:25)
1:15 - 2:25 (BMHS)	Breakout Session 1	Breakout Session 1	Breakout Session1	Breakout Session 1
2:25 - 2:35	Break	Break	Break	Break
2:35 - 3:45 (BMHS)	Breakout Session 2	Breakout Session 2	Breakout Session 2	Breakout Session 2

2016-2017 District Professional Development Days

Staff Session Input

- 154 Responses to Staff Survey
- Session Topic Input
 - Pre-populated choices
 - Open-ended, add your own topics of interest

I would be interested in attending sessions on the following topics:



Call for Proposals

36 SDB Staff Presenters

3 Community Presenters

34 Sessions

November 11th Breakout Session Choices							
1:15 - 2:25	2:35 - 3:45	BMHS Room #	Workshop Title	Intended Audience	Workshop Description	Max # Attendees	Presenter(s)
	x	C204	Professional Book Chat: "The Innovator's Mindset"	ALL	This book chat will meet for multiple sessions throughout the year. After registering, please contact Dayette Lindaas to obtain a copy of the text.	15	Lyman Elliott
double session 1:15-3:35		C205	Implicit Bias Training	ALL	Managing diversity and effectively addressing the implicit bias that exists within individuals is critical to creating an inclusive classroom environment. This session will assist you in identifying and owning bias, as well as identifying and addressing bias in others. We will discuss the danger and absurdity of stereotypes and share strategies creating a classroom that is not just diverse in its makeup, but is welcoming and inclusive regardless of difference.	30	Marc Perry, Director of Community Programs, Community Action Inc.
	x	D303	How to create and run exams through Skyward	K-12	How to effectively use Skyward for summatives	30	Chad Quamme
x		IMC	Strategies for language development	ALL	Language is the basis for literacy comprehension and analysis. Facilitating language development helps students make academic gains in all areas.	50	Rosamaria Laursen
	x	IMC	Reading and Writing Workshops for the DLI Teachers, Classroom	K-5 DLI Teachers, ELL Teachers	This workshop will address some of the day to day joys and challenges of teaching Reading and Writing Workshops in the DLI classroom. Aspects of the Reading and Writing Workshops will be explored through the lens of the DLI classroom with time given to the logisticians making it all work.	50	Rosamaria Laursen / Andrea Heckner
	x	B312	PLNs - Twitter, Podcast, Google+, etc for staff professional dev.	ALL	Learn to use social media to create your own PLN (Personal Learning Network). This session will focus on Twitter, Facebook, and Google+ as professional development and instructional tools.	30	Brandy Grady/ Crystal Ballard
	x	B201	Number Sense Activities	K-5	Are you looking for activities focused around early number sense? Not sure how to help your struggling students work with numbers less than 100? I will be sharing examples of games and activities that can be easily differentiated to implement tomorrow during your Guided Math instruction!	30	Kim Woodkey

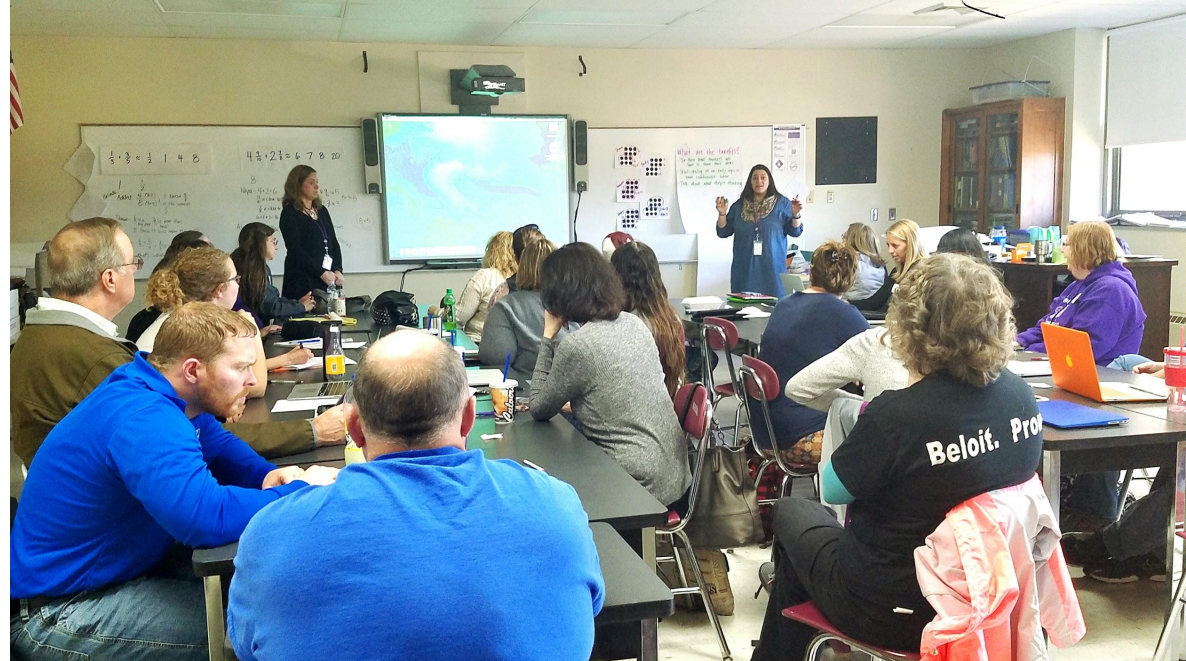
Morning: Content Area PD/Collaboration

- K-12 Vertical Teams
- Reading Workshop
 - Conferring
 - Mini-lessons
 - Book Clubs
- Guided Math
- Writing Workshop
- Curriculum Development
- Collaboration
 - Grading
 - Rubrics
 - assessments
- Science/IQWST Training
- Math: Publisher Presentations



Afternoon: Breakout Sessions

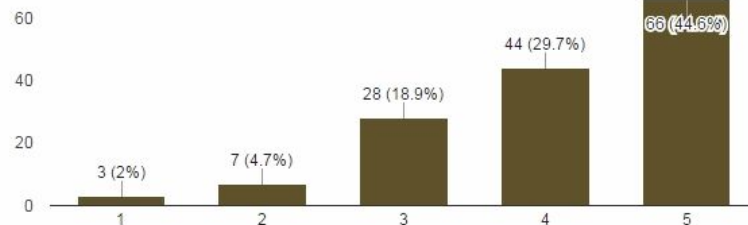
- Professional Book Chat: "The Innovator's Mindset"
- Implicit Bias Training
- Strategies for Language Development
- Google Intervention
- Trauma Informed Classrooms
- ADD/ADHD Strategies
- Gender Inclusive Schools
- Book Creator
- Intro. to Restorative Practices
- Number Sense Activities



Continued Staff Feedback & Input

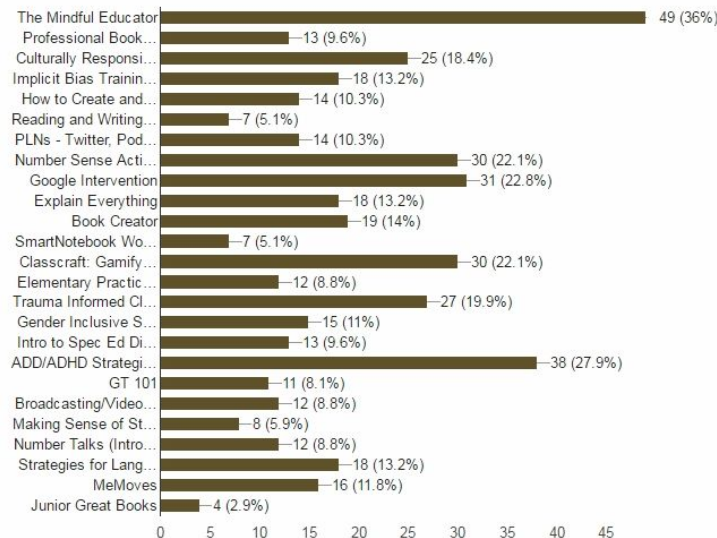
- Staff surveyed after morning and afternoon sessions
- Feedback shared with presenters
- Data used to plan future sessions

Session 2 content and strategies will be useful in my work. (148 responses)



Please select session titles that you would like to see repeated in January.
(check all that apply)

(136 responses)



"Being more mindful of how I address students and student comments that are based on gender (removing that and making the classroom neutral)."

"He helped me reflect on daily struggles that every human (including my students) are faced with every day."

"Being aware of my own bias, in order to work on including others."

"Providing choice helps kids in trauma, also ways in which kids in trauma deal with instruction."

"Having the time to discuss current educational thoughts with a small group was inspiring."

Session Feedback

"The frustration is real! I mean that in terms of the simulations we did; how frustrating for our kiddos when it feels as though they can't keep up. I'll keep that in mind when trying to find solutions."

"They gave us things to use right away in our classrooms. Participating in number talks and watching the videos was helpful."

"Lots of different ways you can incorporate circles.. not just for restorative practices but also in curricular areas."

"Language affects your perception of the world. There may be differences between what my students perceive and what I perceive due to differences in our language proficiencies."

Ongoing Opportunities for Professional Learning

- Impactful Coaching Training
- Restorative Practices
- Non-violent Crisis Intervention
- Weekly Building Collaboration
- Literacy Coaching
- Math Coaching
- Instructional Technology Coaching
- Internal Workshops
- External Conferences/Workshops
- Curriculum Writing
- Personalized Learning



2016-2017 Elementary District PD/PLC Room Assignments

November 11th BMHS, 7:45 a.m. - 11:15 a.m.

[illegible]

2016-2017 Intermediate District PD/PLC Room Assignments

November 11, BMHS, 7:45 a.m. - 11:15 a.m.

Time	Staff Groups	Professional Development Topic	Room Number	Contact Info.	Principal Assignment
7:45-11:15	6-8 Social Studies	Curriculum Development/Collaboration	D211	Angie Montpas	Joe Vrydaghs
7:45-9:25	6-8 ELA	Transition Team Meetings	See Rooms Below	Springboard Coaches	Jennifer Fanning
9:35-11:15	6-8 ELA	6-12 Vertical Teams	IMC		
7:45-11:15	4-8 Music	K-12 Vertical Team Meeting	C102	Angie Montpas	Sheila Marshall
7:45-11:15	4-8 Art	K-12 Vertical Team Meeting	D319	Kathy Buchanan	Michelle Hendrix-Nora
7:45-11:15	World Languages	Collaboration w/H - see HS schedule	D316	Julie Horvath	BMHS
7:45-11:15	6-8 Science- (except 7&8 math teachers)	IQWST PD Verify pacing Assessments Vertical Alignment Next step with IQWST- STEM guage PLC time	B311	Darsha Olsen	Rachellee C. Brown
7:45-9:30	6th grade math teachers	PLC time	B307		
9:35- 11:15	6th grade math teachers join K-5 math	Please bring: Guided math rubric w/goals, Scissors, Ipads with QR reader on it (for Padlet), Highlighter	Caferia	J. Jolly	Anthony Bosco
7:45-11:15	7th & 8th grade math teachers join HS math teachers	Publisher Presentations: 8:00 CPM 9:00 Big Ideas 10:00 AGA Mathematics 11:00 McGraw Hill	Knight Spot	Dawn S.	Rosenda Amor
7:45-11:15	K-12 Phy/ Ed Health	K-12 phy ed standards/ curriculum Discuss district questions (see emails 10/19) Break into grade bands Expectations for after school equipment usage Track and field subs and expectations Review/ provide feedback on walkthrough tool	B313	J. Jolly	Brandye Hereford
Equity (Auditorium) 11:25-12:15 Lunch 12:15-1:15					
6-8 ELA	7:45-9:25				
4-5-6th Transition	B206				
7-8-9th Transition	B207				
10-12 PLC	B209				

2016-2017 High School District PD/PLC Room Assignments

November 11, Beloit Memorial High School, 7:45-3:45

Time	Staff Groups	Professional Development Topic	Room Number	Contact	
7:45-11:15	Social Studies	World History discussion and planning Review progress reports for failure rates at end of Term 1 Compare summative results Revision of any summatives based on data Curriculum writing as needed	D204, D208, D210, D213	James Hoey	John Kaminski
7:45-9:25	ELA	Transition Team Meetings	See rooms below	Dawn Lemirand-Poepping Amanda Sellen	Jaymee Thompson
9:35-11:15	ELA	6-12 Vertical Teams	IMC		
7:45-11:15	World Languages	Current grades and discussion about trends in data Collaboration with 8th grade teachers around Spanish 1 and the effectiveness of the curriculum with 8th grade students Connecting curriculum with integrative performance assessments - how do we get kids working with the language and not filling in blanks? Creation of more authentic assessments - rubrics and grading Grading Calibration using the rubrics	D316	Julie Horvath	Angie Montpas
7:45-11:15	Art	K-12 Vertical Team Meeting	D319/Lab	Liz Carpenter	Angie Montpas
7:45-11:15	Music	K-12 Vertical Team Meeting	C102	Chris Behrens	Angie Montpas
7:45-11:15	Family & Consumer Sciences	Community Projects and how they relate to the classroom/students, Word Wall and Vocabulary/Literacy tools- pros and cons and development	D006	Tony Capaziello	Peg Muehlenkamp
7:45-11:15	Manufacturing	Professionalism Rubric for assessing students daily work	C012	Mike Wagner	Peg Muehlenkamp
7:45-11:15	Business	Business Foundations PLC, Marketing and MOS Certifications		Mary Kaye Richardson	Peg Muehlenkamp
7:45-11:15	Science	Discuss close reading activities Review NGSS Discuss performance tasks	B312	Heidi Andre	Matt K
7:45-1:15	7- 12 Math	Publisher Presentations: 8:00 CPM 9:00 Big Ideas 10:00 AGA Mathematics 11:00 McGraw Hill	Knight Spot	Dawn S., Ryan & Deb	Rosendo Amor
7:45-11:15	K-12 Phy Ed/ Health	K-12 phy ed standards/ curriculum Discuss district questions (see emails 10/19) Break into grade bands Expectations for after school equipment usage Track and field subs and expectations Review/ provide feedback on walkthrough tool	B313	Kim Gamble	Brandeye Hereford
7:45-11:15	K - 12 Special Education	RDA: 5 Beliefs, Family Engagement, 5 Step Process, 5 Why's	D208/D210	Emily Pelz	
7:45-11:15	K - 12 Student Services	VRA Training, Discipline Areas, Work Groups	D213/D211	Emily Pelz	
7:45-11:15	K - 12 Speech & Language, OT, PT		D301	Melissa Beavers	

**Equity (Auditorium) 11:25-12:15
Lunch 12:15-1:15**

6-12 ELA	7:45-9:25
4-5-6th Transition	B206
7-8-9th Transition	B207
10-12 PLC	B209

November 11th Breakout Session Choices

1:15 - 2:25	2:35 - 3:45	BMHS Room #	Workshop Title	Intended Audience	Workshop Description	Max # Attendees	Presenter(s)	Additional Information/Items to Bring
x		Auditorium	Keynote Speaker Follow-up Session	ALL	This session is a follow-up session to the morning Keynote presentation.	500	Muhibb Dyer and Kwabena Nixon	
x	x	C202	The Mindful Educator Introduction	ALL	Introduction to a 3 part series	30	Maggie Story	
	x	C204	Professional Book Chat: "The Innovator's Mindset"	ALL	This book chat will meet for multiple sessions throughout the year. After registering, please contact Dayette Lindaas to obtain a copy of the text.	15	Lyman Elliott	Copy of the text
	x	Knight Spot	Culturally Responsive Strategies, TRIBES, Restorative Practices,	Elementary	Provide inclusive strategies for students	45	Melody Wirgau	
double session 1:15-3:35		C205	Implicit Bias Training	ALL	Managing diversity and effectively addressing the implicit bias that exists within individuals is critical to creating an inclusive classroom environment. This session will assist you in identifying and owning your bias, as well as identifying and addressing bias in others. We will discuss the danger and absurdity of stereotypes and share strategies for creating a classroom that is not just diverse in its makeup, but is welcoming and inclusive regardless of difference.	30	Marc Perry, Director of Community Programs, Community Action Inc.	mperry@community-action.org
	x	D303	How to create and run exams through Skyward	K-12	How to effectively use Skyward for summatives	30	Chad Quamme	
x		IMC	Strategies for language development	ALL	Language is the basis for literacy comprehension and analysis. Facilitating language development helps students make academic gains in all areas.	50	Rosamaria Laursen	
	x	IMC	Reading and Writing Workshops for the DLI Classroom	K-5 DLI Teachers, ELL Teachers	This workshop will address some of the day to day joys and challenges of teaching Reading and Writing Workshops in the DLI classroom. Aspects of the Reading and Writing Workshops will be explored through the lens of the DLI classroom with time given to the logistics of making it all work.	50	Rosamaria Laursen / Andrea Heckner	
	x	B312	PLNs - Twitter, Podcast, Google+, etc for staff professional dev.	ALL	Learn to use social media to create your own PLN (Personal Learning Network). This session will focus on Twitter, Facebook, and Google+ as professional development and instructional tools.	30	Brandy Grady/ Crystal Ballard	
	x	B201	Number Sense Activities	K-5	Are you looking for activities focused around early number sense? Not sure how to help your struggling students work with numbers less than 100? I will be sharing examples of games and activities that can be easily differentiated to implement tomorrow during your Guided Math instruction!	30	Kim Woodkey	
	x	B202	Google Intervention	ALL	Has your Gmail and Google Drive gotten out of control? Do you efficiently use Google Calendar and Tasks to keep yourself organized? If not, it's intervention time. This 12 step program will help you work smarter not harder.	30	Hanna Martin	
	x	B314	Explain Everything	ALL	Explain Everything is an easy-to-use design, screencasting, and interactive whiteboard tool that lets you annotate, animate, narrate, import, and export almost anything to and from almost anywhere. This is a perfect app for teachers to create flipped lessons and for students to explain wha	30	Kelly Hogan / Melissa Carpenter	
x	x	B206	Book Creator	ALL	This session will cover the paid app Bookcreator that everyone has access to in the district. It will include tips and resources to use that cover lesson planning, pre writing, rubric building, bracket building/polling that encourages classroom competition, and publishing. Come to the session with ideas on how to tell your classroom story!	30	Britta Gagner	
x	x	B207	SmartNotebook Word-Work- Primary	K-5	Learn to use the Smartnotebook app. This session will show examples from first grade Phonics. Ideas will be given, sample lessons from the Phonics program will be shown, and time will be given to work on creating your own Phonics lessons using Smartnotebook. Please bring your ipad, Macbook, and Phonics book for your grade.	30	Amber Okray/ Melissa Rohrbeck	

	x	B211	Classcraft: Gamify your classroom	ALL	Classcraft uses technology to facilitate classroom management by borrowing the appeal of gaming to engage students as they become mages, healers, and warriors. However, students are not exploring a virtual world as gameplay is a part of your real-class social experience where student transformation happens through collaboration and establishing positive behavior habits.	30	Kurt Handrich/ Chris LaMaster	
	x	B212	Elementary Practice Circles	K-5	This session will focus on implementing circles in elementary classrooms.	30	Jen Murry	
	x	B213	Intro. to Restorative Practices	ALL	This session will provide an overview of Restorative Practices for any staff who has not been trained.	30	Jaymee Thompson/Jenna Boggs	macbook
	x	C201	Trauma Informed Classrooms	ALL	A brief introduction to the key aspects of a trauma-informed classroom with an overview of trauma's origins and effects on our students' development.	30	Lynn Hamilton	
x		C201	MeMoves	4K-3	An easy to use program that" works like magic to focus a group of busy children" - 2010 Children's Technology Review Editor's Choice Award. Learn how to access the digital version of MeMoves and how to use it in your classroom!	30	Lynn Hamilton	
x	x	D304	Gender Inclusive Schools	ALL	How can we continue to build classrooms and schools that are inclusive of all students, particularly LGBTQ students? This workshop will create shared understanding of key terminology and concepts related to gender identity and sexual orientation, provide insight into the particular experiences of transgender and gender expansive youth, and introduce simple first steps and daily practices for creating gender inclusive schools.	30	Brian Juchems	brianj@gsafewi.org G-Safe
x	x	B303	Intro to SE Disability Areas	ALL	Overview of each disability area and how they can manifest in the classroom	30	Lara Janish	
x	x	B304	ADD/ADHD Strategies	ALL	ADD / ADHD & strategies for working with students who have this diagnosis	30	Missy Beavers	
	x	B305	GT 101	ALL	Supporting Advanced Learners (GT) in your classroom.	30	Kristy Champion	
	x	B306	Broadcasting/video/touch cast	ALL	This session will provide an overview of how to use the touchcast app in the classroom or for producing a school news programs. Topics covered include recording, editing and exporting video content within the app as well as how to set up an effective studio space and use equipment like green screens and set lighting. This would be a great tool to use in a flipped classroom, for recording your own lessons for reviewing, subs, or personalized learning. Participants can learn more about creating video content in my next session on how to use Imovie and tips, tricks and tools for Youtube.	30	Brittany Miller	
	x	B311	Making Sense of State Reporting	ALL	Calling all data nerds! This session will help you better understand District/School Report Cards and how to access information available in the WiseDash Public Portal.	30	Peg Muehlenkamp	MacBook or iPad
x	x	B316	Number Talks (Introduction)	K-8	Number Talks is a way for teachers to help students make sense of mathematics. Students will develop efficient computation strategies, while communicating their understanding with reasoning and proof. Number Talks are a five- to fifteen- minute student-directed conversation that helps children to build mental math and computation strategies. This is an introductory session focusing on the basics of getting Number Talks up and running in your classroom. This is a repeat of professional development that was offered last summer.	25	Belinda McCarthy & Megan King	
x		B313	Junior Great Books (JGB)	Any currently using JGB	An overview of what Junior Great Books is and supplemental activities that are added to give extension.	30	Sara Mueller	Jacob's Ladder (if you have it), iPad, Junior Great Book Manual(s)



**School District of Beloit
Curriculum and Instruction
Committee Report**

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Students on the Move Ad Hoc Committee Update

Which strategy in the Strategic Plan does this support?

Your Name and Title: Ad Hoc Committee Members

Others assisting you in the presentation:

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Curriculum and Instruction Committee?

To provide an update to the committee.

B. What information must the Curriculum and Instruction Committee have to understand the topic/concern and provide any requested action?

See attached sub-committee notes.

C. If you are seeking Curriculum and Instruction Committee action, what is the rationale for your recommendation?

Not applicable.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Curriculum and Instruction Committee consideration and a fiscal note.)

MOTION: Not applicable.

BUDGET LOCATION: Not applicable.

FISCAL IMPACT: Not applicable.

Sub Committee Reports for November 21

Meeting Name: Full Committee
Location:KEC
Date: Nov. 21
Time: 4:30 pm
Attendees: Sarah Parsons, Ursula Etheridge, Kim Schneider, Sarah Cary, Heather Haynes, Matt Randall, Paul Jacobson, Melody Wirgau, Anthony Bonds, J. Jolly
Notetaker: J. Jolly

Topic	Notes	Next Steps/ Who is responsible?
Playground Committee Update and Report	<ul style="list-style-type: none">• No additional sub committee meeting yet.• Each member has particular assignment.• Survey was administered to principals to determine wants/needs for playground committee, above and beyond current commitments. Still waiting for 3-4 responses.• Current board member also on City Parks & Rec committee; has knowledge regarding installing playgrounds• Matt Randall- informal focus group for each playground to determine likes/dislikes; took photos; identified number of students enrolled/building• Lindsay - experience with purchasing equipment and possible grants to pursue• Bids have not been rendered yet to determine expenses, but estimates will be brought to general committee before being presented to school board Equipment Survey	Heather will extend invitation to SDB board treasurer to join subcommittee efforts
Freeplay Committee Update and Report	Notes from subcommittee	Send out Google survey to staff Responses should include: Building, Grade level, Teacher/ Admin

Outdoor Learning Committee Update and Report	No report today	
Legislative Committee Update and Report	<p>Met with Mark Spreitzer</p> <p>Trying to gain bipartisan support to move forward with support in Madison</p>	<p>Meet with a west side legislature regarding increase to 60 min of recess that can be included as instructional time...</p> <p>Consider need for board resolution as a point of support</p>
Other Topics	<p>Playworks.org</p> <p>Peaceful Playgrounds</p>	



NOTICE OF MEETING

SCHOOL DISTRICT OF BELOIT BOARD OF EDUCATION

FINANCE/TRANSPORTATION AND PROPERTY COMMITTEE

Date: Tuesday, December 13, 2016

Time: 5:15 p.m. OR Immediately Following the
Curriculum & Instruction Committee Meeting,
Whichever is Later

Location: KOLAK EDUCATION CENTER
The Roosevelt Building
Superintendent's Office, Room 106
1633 Keeler Avenue
Beloit, WI 53511

Committee Members: Shelly Cronin, Committee Chair
Dennis Baskin
Kris Klobucar

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of November Minutes (2 minutes)
4. Review of November PO's between \$15,000-\$25,000 (2 minutes)
5. Farm to School (5 minutes)
6. BMHS Kitchen Renovation (10 minutes)
7. 60 Fund Student Activity Groups (2 minutes)
8. Waiver of Rental Fees-Miss Beloit Scholarship Organization (5 minutes)
9. Future Items for Discussion
10. Adjournment

It is anticipated that other Board members may attend this committee meeting.

Posted: December 9, 2016

FINANCE/TRANSPORTATION AND PROPERTY COMMITTEE
SCHOOL DISTRICT OF BELOIT

November 8, 2016

1. CALL TO ORDER

The meeting was called to order by Cronin, Committee Chair at 6:29 p.m. in Room 106, the Superintendent's Conference Room, at the Kolak Education Center.

Members present: Dennis Baskin, Shelly Cronin and Kris Klobucar. Others present: Lisa Anderson-Levy, Anthony Bonds, Pam Charles, Laurie Endres, Nora Gard, Jamie Merath, Emily Pelz, Deetra Sallis, Darrell Williams and Tom Johnson.

2. APPROVAL OF THE AGENDA

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

3. APPROVAL OF OCTOBER MINUTES

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

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

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

5. 60 FUND STUDENT ACTIVITY GROUPS

Merath, reviewed the two additional activity groups for BMHS, DECA and FBLA.

Klobucar moved to recommend that the Board of Education approve the student activity groups for the 2016-17 school year as presented in the November 4th purple packet. Seconded by Baskin, motion carried.

6. WAIVER OF RENTAL FEES – DANCE PARENTS ASSOCIATION

Merath explained that the rental request should have stated Fruzen, not Aldrich. Baskin moved approval of the request by the Dance Parents Association to waive the rental fees of Fruzen on December 16 and 17, 2016. Seconded by Klobucar, motion carried.

7. WAIVER OF RENTAL FEES – PETUNIA CITY SQUARES

Baskin moved approval of the request by the Petunia City Squares to waive the rental fees of Aldrich on February 12, 2017. Seconded by Klobucar, motion carried.

8. WAIVER OF RENTAL FEES – BELOIT BULLS

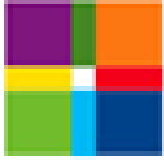
Baskin moved approval of the request by the Beloit Bulls to waive the rental fees of an intermediate school during the week from November 2016 through May, 2017. Seconded by Klobucar, motion carried.

9. FUTURE ITEMS FOR DISCUSSION

Items requested included: Farm to School, putting list of contracts into the packet to keep better track on them.

10. ADJOURNMENT

The meeting was adjourned at 6:36 p.m.



**School District of Beloit
Finance, Transportation & Property
Committee Report**

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Review of November PO's between \$15,000 - \$25,000

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

Your Name and Title: Jamie Merath, Executive Director of Business Services

Others assisting you in the presentation:

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?

To inform the Board of Education of any purchase orders made in November ranging from \$15,000 - \$25,000.

B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?

Please see the attached list of purchase orders made in November ranging from \$15,000-\$25,000.

C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?

N/A

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)

MOTION: N/A

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:

November PO Report - Purchase Orders Between \$15,000 - \$25,000

<i>PO Date</i>	<i>Vendor</i>	<i>Detail</i>	<i>Location</i>	<i>Acct</i>	<i>Amount</i>
11/18/2016	Heinemann	Reading Workshop Teacher Materials	District	10E805-470-120000-000	\$17,386.62
11/29/2016	Sundance Publishing	Units of Study Books for Grade 1 Reading	District	10E805-430-110000-000	\$15,628.80



**School District of Beloit
Finance, Transportation & Property
Committee Report**

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Farm to School

Which strategy in the Strategic Plan does this support?

Your Name and Title: Jennifer Paepke, Director of Student Engagement

My report is for: Information

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Finance, Transportation and Property Committee?

Administration will update the Finance, Transportation and Property Committee in regards to the Farm to School program.

B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?

The District has partnered with AmeriCorps to promote Farm to School within our school buildings. Attached is a presentation that explains and highlights the Farm to School program.

C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?

No action required

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)

MOTION: Information only

BUDGET LOCATION:

FISCAL IMPACT: N/A



Beloit Farm to School

School Board Presentation

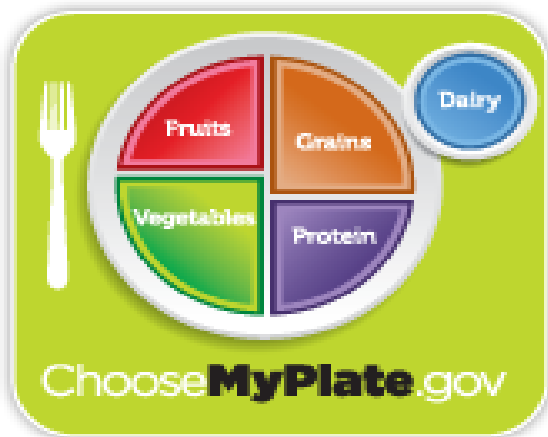


What is Farm to School?

Nutrition Education

School Gardens

Local Food



What makes the F2S program successful?

School staff support

Parent support

Community support

Community events to raise awareness of program



Beloit Farm to School Goals & Objectives

- ❖ Provide education to children, parents, and community members about benefits of gardening, healthy eating, and eating locally
- ❖ Develop and maintain school garden efforts for hands-on educational opportunities
- ❖ Increase community awareness of Farm to School in Beloit
- ❖ Maintain F2S Task Force by meeting quarterly
- ❖ Foster communication, collaboration, and share resources between schools, families, and community

Farm to School in Wisconsin



OF WISCONSIN SCHOOL DISTRICTS

surveyed by USDA say they participate in farm to school activities.



AT LEAST

236

SCHOOL GARDENS ARE
GROWING IN WISCONSIN



THAT'S
277
DISTRICTS



WITH
1,401
SCHOOLS

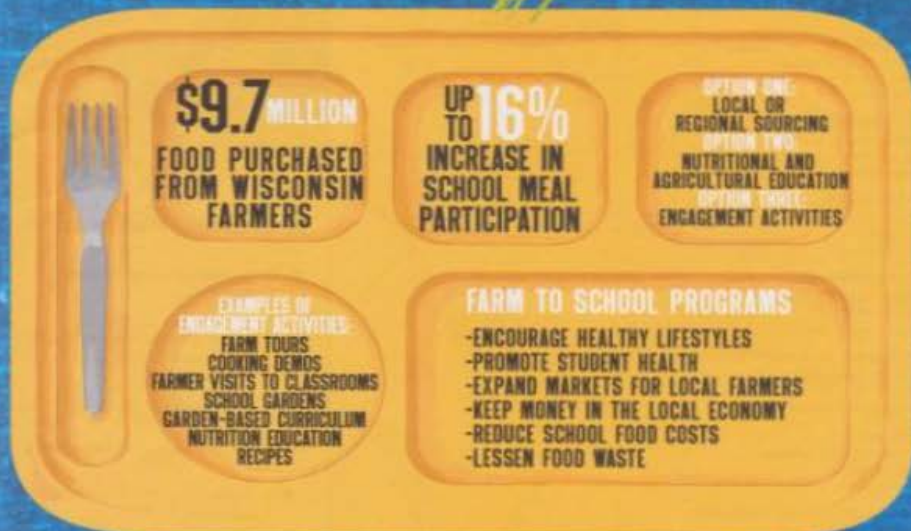


AND
565,559
STUDENTS

Another 13% of districts surveyed plan to start farm to school activities in the future.

(Note: of the 775 school districts in Wisconsin, 73% completed the USDA Farm to School Census.)

LAST YEAR, 42,173 U.S. FARM TO SCHOOL PROGRAMS INVESTED \$598 MILLION IN THEIR LOCAL COMMUNITIES.
SINCE 2002, WISCONSIN'S FARM TO SCHOOL PROGRAMS HAVE BEEN GROWING STEADILY WITH IMPRESSIVE RESULTS. HERE IS HOW WE DID IN 2015....



The USDA's 2nd Farm to School Census (2015) reported that in Beloit...

- ❖ 2 schools participated in Farm to School activities with students in pre-k through 5th grade.
- ❖ The only benefit reported by survey takers was that food waste was reduced.
- ❖ The food service procures fruits and vegetables from local growers, producers, or manufacturers.
- ❖ The top 5 produce items procured: apples, broccoli, tomatoes, beans, and potatoes.

Source: <https://farmtoschoolcensus.fns.usda.gov/find-your-school-district/wisconsin/beloit-school-district>

What wasn't reported on the USDA's F2S Census?

- ❖ All 6 of Beloit's Elementary Schools have participated in F2S activities.
- ❖ Those activities included nutrition education lessons, taste-tests, and either maintaining school gardens or developing new school gardens.
- ❖ 3 new gardens were built in the spring of 2016 with the generous donation from Cornerstone for Hope and their Produce for Pantries program.
- ❖ Every elementary school has a school garden committee.

Procurement Challenges

- ❖ Hard to find year-round availability of key items
- ❖ Lack of reliability in delivering ordered items
- ❖ GAP or other food safety requirements
- ❖ Vendors for local items don't offer a broad range of products
- ❖ Lack of kitchen equipment to process and/or prepare local foods.





Current Initiatives



- ❖ Onboarding & Acclimating two new members
- ❖ Beloit F2S logo contest
- ❖ F2S Task Force to continue meeting quarterly

Goals for the Future

- ❖ Integrate nutrition & garden education into the curriculum
- ❖ Create a Beloit Farm to School logo
- ❖ Grow to continue to grow to serve intermediate students



Future Farm to School Needs

- ❖ Funding
- ❖ Support from local businesses
- ❖ Increase farmer engagement through farm field trips, farmers in the classroom, & encouraging local farmers to grow produce for schools
- ❖ Farm to School Coordinator

We Need Your Support!

You can make a difference!!





My Plate Lesson with 3rd graders @ Merrill Elementary



My Plate Lesson with Kindergarteners @ Converse Elementary



**School District of Beloit Finance,
Transportation & Property
Committee Report**

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: BMHS Kitchen Renovation

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

Your Name and Title: Jamie Merath, Executive Director 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 Finance, Transportation & Property Committee?

Administration is presenting a cost estimate for renovation at the BMHS kitchen. This renovation will remove two walls, install new ceiling, provide better lighting, install new grease duct, install new HVAC ventilation and upgrade some of the cooking equipment. Renovating this work space will provide a more conducive and efficient work area. Along with better lighting and address city code violations.

The equipment purchase is for new combi ovens. Combi ovens are an excellent choice for high volume kitchens where space is a premium. Combi ovens have the ability to do multiple types of cooking with in one unit as well as cook food quicker than a conventional oven.

B. What information must the Finance, Transportation & Property Committee have to understand the topic/concern and provide any requested action?

Attached is a preliminary budget estimate for your review and consideration as prepared by Joe Stadelman of Angus Young Associates, Inc. Also, attached are visual pictures to be able to visualize the BMHS kitchen currently and what the anticipated ending project may look like.

C. If you are seeking Finance, Transportation & Property Committee action, what is the rationale for your recommendation?

The BMHS kitchen has not been renovated since the high school was built in 1949. The renovation will allow better work area for food service staff, better lighting, and energy efficient equipment and allow for better supervision during food preparation times.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation & Property Committee consideration and a fiscal note.)

Administration is seeking approval to move forward with plans to renovate the BMHS kitchen with an estimated renovation cost of \$210,294 and an estimated equipment replacement cost of \$65,000. Costs for this renovation were anticipated and are included in the 2016-17 food service budget.

MOTION: The Finance, Transportation & Property Committee recommends to the Board of Education approval to renovate the BMHS kitchen with an estimated cost of \$210,294 and an estimated equipment replacement cost of \$65,000

Long Term Committed Funds? No

BUDGET LOCATION: Fund 50 – Food Service Fund

FISCAL IMPACT: Estimate fiscal impact \$275,294

BMHS Kitchen photo as of December 1, 2016:



BMHS Kitchen photo of projected view after remodel:



BMHS Kitchen photo as of December 1, 2016:



BMHS Kitchen photo of projected view after remodel:



Budget Estimate

Kitchen Renovation

Estimate Date: 12/5/2016

1

57820 BPS - BMHS Main Kitchen Renovation

12.00% Design

Item Description	Quantity		x	Cost/Unit	=	Net Cost	+	Contingency	=	Sub-total
Demolition										Sub-total \$12,516
Selective										
Ceramic Tile	334	SF	X	\$3.71	/SF =	\$1,239	+	\$149	=	\$1,388
Concrete Slab, medium	334	SF	X	\$7.93	/SF =	\$2,649	+	\$318	=	\$2,966
Light Fixtures, Lay-in	30	EA	X	\$25.00	/EA =	\$750	+	\$90	=	\$840
Water Piping	240	LF	X	\$18.56	/LF =	\$4,454	+	\$535	=	\$4,989
Ceilings, Lay-in	2,394	SF	X	\$0.87	/SF =	\$2,083	+	\$250	=	\$2,333
Structure										Sub-total \$2,693
Concrete										
Floors 4" Non-Reinf	334	SF	X	\$7.20	/SF =	\$2,405	+	\$289	=	\$2,693
Interior Construction										Sub-total \$30,705
Base Materials										
Quarry Tile	30	LF	X	\$12.70	/LF =	\$381	+	\$46	=	\$427
Ceiling Finishes										
Acoustical 2x4 Basic	2,394	SF	X	\$3.90	/SF =	\$9,337	+	\$1,120	=	\$10,457
Flooring										
Quarry Tile	334	SF	X	\$8.90	/SF =	\$2,973	+	\$357	=	\$3,329
Framing and Furring										
Gypsum Wallboard	1,600	SF	X	\$4.50	/SF =	\$7,200	+	\$864	=	\$8,064
Interior Doors										
HM Flush	2	EA	X	\$1,507.65	/EA =	\$3,015	+	\$362	=	\$3,377
Wall Finishes										
Repaint Finishes	2,700	SF	X	\$0.90	/SF =	\$2,430	+	\$292	=	\$2,722
Painted GWB	3,200	SF	X	\$0.65	/SF =	\$2,080	+	\$250	=	\$2,330
Mechanical										Sub-total \$72,590
Demolition										
Removal of Existing Exhaust Fans	4	ea	X	\$250.00	/ea =	\$1,000	+	\$120	=	\$1,120
Removal of Existing Exhaust Hoods	4	ea	X	\$1,000.00	/ea =	\$4,000	+	\$480	=	\$4,480
Ceiling Grilles	2,394	sf	X	\$3.00	/sf =	\$7,182	+	\$862	=	\$8,044
Heating, Ventilation & A/C										
HV Equipment - Make-up Air	1	SF	X	\$9,800.00	/SF =	\$9,800	+	\$1,176	=	\$10,976
Natural Gas										
Gas Piping & Valve	40	LF	X	\$60.00	/LF =	\$2,400	+	\$288	=	\$2,688
Special Systems										
Grease Duct w/Fire Wrap	120	LF	X	\$106.92	/LF =	\$12,830	+	\$1,540	=	\$14,370
New Kitchen hood	12	LF	X	\$2,300.00	/LF =	\$27,600	+	\$3,312	=	\$30,912
Plumbing										Sub-total \$11,268
Domestic Systems										
Hand Wash Sinks	2	EA	X	\$1,190.25	/EA =	\$2,381	+	\$286	=	\$2,666
Process Systems										
Piping Mains	240	EA	X	\$32.00	/EA =	\$7,680	+	\$922	=	\$8,602
Electrical										Sub-total \$26,804
Lighting										
Lighting Kitchen	2,394	SF	X	\$5.00	/SF =	\$11,970	+	\$1,436	=	\$13,406

57820 BPS - BMHS Main Kitchen Renovation

12.00% Design

Item Description	Quantity			x Cost/Unit	= Net Cost	+	Contingency	=	Sub-total
Power									
Equipment	2,394	SF	X	\$3.00 /SF =	\$7,182	+	\$862	=	\$8,044
Exhaust Fans	1	EA	X	\$2,380.50 /EA =	\$2,381	+	\$286	=	\$2,666
HVAC Connections, Kitchen Hood Shu	1	EA	X	\$2,400.00 /EA =	\$2,400	+	\$288	=	\$2,688
General Conditions							Sub-total		\$3,920
Waste Removal									
Waste Charges	1	AL	X	\$3,500.00 /ALW	\$3,500	+	\$420	=	\$3,920
Total Budget before General Contractor markups									\$160,497
General Conditions	5.00%	X		\$160,497 =		\$8,025			
	0.00%	X		\$168,522 =		\$0			
General Contractor O and P	7.00%	X		\$168,522 =		\$11,797			
Bid Day Budget	2,394	SF	X	\$75.32 /SF =					\$180,318
Construction Contingency	8.00%	X		\$180,000 =		\$14,400			
Construction Budget	2,394	SF	X	\$81.34 /SF =					\$194,718
Project development expenses	8.00%	X		\$194,700 =		\$15,576			
Construction Related Budget									\$210,294
Owner Direct Purchased Items									
Owner Purchased Furniture and Equipment									
Owner Purchased Expenses (I.E. Moving, Utilities, Equipment, etc)									
Total Budget Direct Owner Purchases						\$0			
Project Budget with Direct Owner Purchases									\$210,294



**School District of Beloit
Finance, Transportation & Property
Committee Report**

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: 60 Fund Student Activity Groups

Which strategy in the Strategic Plan does this support?

Your Name and Title: Jamie Merath, Executive Director 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 Finance, Transportation and Property Committee?

The Finance, Transportation & Property Committee reviews all 60 fund activity accounts prior to Board of Education approval.

B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?

Each club is asked to provide an extra-curricular activity information sheet explaining the purpose and goal of the student activity. A summary, listed by school of additional 2016-2017 student activities is attached for your review.

C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?

Board policy states that student activity clubs must be approved.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)

MOTION: The Finance, Transportation and Property Committee recommends that the Board of Education approve the attached list of additional student activity groups for the 2016-17 school year, as presented.

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:

2016-2017 Student Activities Summaries

Revised: 12/02/2016

ALDRICH

MEO (Existing)

Purpose: Minority Excellence Organization is dedicated to developing students of color into leaders within the school community.

Gay Straight Alliance (New)

Purpose: To provide a safe and supportive environment for LGBTQ students.

KEC

LULAC (New)

Purpose: The mission of the League of United Latin American Citizens is to advance the economic condition, educational attainment, political influence, housing, health, and civil rights of the hispanic population of the United States.



**School District of Beloit
Finance, Transportation & Property
Committee Report**

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Waiver of Rental Fees – Miss Beloit Scholarship Organization

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

Your Name and Title: Jamie Merath, Executive Director 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 Finance, Transportation and Property Committee?

The Finance, Transportation & Property Committee approves all rental fee waivers.

B. What information must the Finance, Transportation and Property Committee have to understand the topic/concern and provide any requested action?

Miss Beloit Scholarship Organization is requesting a waiver of rental fees for their use of Beloit Memorial High School on March 23, 24 & 25, 2017 for their annual Miss Beloit Pageant. Please see the attached letter from Sue Siekierski further describing the request.

C. If you are seeking Finance, Transportation and Property Committee action, what is the rationale for your recommendation?

The total rental fees requesting to be waived are \$1,040. Please note that any custodial and stage crew fees associated with this request will be paid for by the group. Also, an updated certificate of insurance will be provided prior to using the facility.

D. What are your conclusions? (NOTE: Reports requesting action must contain a specific motion for Finance, Transportation and Property Committee consideration and a fiscal note.)

MOTION: The Finance, Transportation & Property Committee approves/denies the request by the Miss Beloit Scholarship Organization to waive the rental fees of Beloit Memorial High School on March 23, 24 & 25, 2017.

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:

FISCAL IMPACT: \$1,040



November 1, 2016

Jennifer Miller
School District of Beloit
Kolak Education Center
1633 Keeler Avenue
Beloit, WI 53511

Re: Request for Waiver of Rental Fees

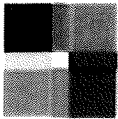
To The School District of Beloit:

Our organization operates the Miss Beloit Scholarship Pageant. We are a not-for-profit organization and we provide scholarship funds to contestants that compete in the pageant each year.

We are requesting that the School District of Beloit waive the rental fees for the use of the auditorium, commons and related areas at Beloit Memorial High School for our rehearsals and pageant to be held on March 23, 24 and 25, 2017.

Thank you,

Sue Siekierski
Executive Director
Miss Beloit Scholarship Organization
3167 S. Flack Rd
Beloit, WI 53511
(608) 359-1103



SCHOOL DISTRICT OF BELOIT APPLICATION FOR FACILITY RENTAL

Please fill out the application and return to School District of Beloit, Business Office-Room 110, 1633 Keeler Avenue, Beloit, WI 53511 or for BMHS rentals send to Mary Lang-Beloit Memorial High School, 1225 Fourth Street, Beloit, WI 53511. (#608-361-3004). Once approved, make payment to: School District of Beloit (**due one week in advance of use**).

Organization or name requesting facility: Miss Beloit Scholarship Organization

Facility location desired: Beloit Memorial High School

Explain purpose of use: Miss Beloit Pageant Rehearsal

Space desired (check all that apply): ☒ Auditorium ☐ Gymnasium(s) ☐ Classroom(s) # _____
☐ Locker Room(s) ☐ Commons ☐ Kitchen (Kitchen Use Form must also be completed)
☐ Other (please specify): _____

Please Note: Tape on windows is not allowed

Requirements/Arrangements: _____

Equipment Needed: _____

Date(s) to be used (check all that apply): ☐ Mon ☐ Tue ☐ Wed ☒ Thur ☐ Fri ☐ Sat ☐ Sun
 Month(s) March Date(s) 23 Year 2017

Time(s) to be used: Starting at: no earlier than 4:30 ☐ a.m. OR ☒ p.m. Ending at: no later than 10:00 ☐ a.m. OR ☒ p.m.

Number in group or audience: Approx 35 **Amount of admission to be charged (if any):** n/a

NOTE: See back of application for regulations on charging fees.

Organizations, groups & individuals using a School District of Beloit facility must attach a certificate of insurance with this application. (See back of application for insurance requirements.)

The undersigned applicant agrees to abide by the rules and regulations adopted by the Board of Education governing the use of school facilities, a copy of which will be made available upon request.

INDEMNIFICATION: The applicant shall, during all times while it uses the school property, indemnify the School District of Beloit, called the District, against all liability, loss, cost, damage or expense sustained by the District, including attorney's fees and other expense of litigation; a) on account of or through the use of the property by the applicant or other person for any purpose inconsistent with this application; b) due to any failure of the applicant to satisfy his/her obligations under this application, in any respect promptly and faithfully; c) arising out of any accident causing injury to any person or property resulting from the use of the property unless such injury was caused by the affirmative negligence of the District or its employees; d) for which the District may without the fault of the District become liable, and especially, but not exclusively, any such liability, loss, cost, damage, or expense that may arise under any statute, ordinance or regulation. The applicant acknowledges that the District carries insurance, which insures it against public liability and for property damage, arising out of the negligent acts of only the District employees, or any defect in the structure itself. These policies do not, however, provide any insurance either for public liability or property damage the applicant then the company insuring such facilities or personal property may have the right to recover from the applicant the amount paid by the insurer due to the loss.

Organization: Miss Beloit Scholarship Organization **Address:** 3167 S Flack Rd, Beloit, WI 53511 **Phone #** 608-359-1103

Status: ☐ Corporation; ☒ Not-For-Profit; ☐ Individual; ☐ Government; ☐ _____

401 (c) (3) Number

Applicant: Sue Siekierski, Executive Director **Address:** 3167 S Flack Rd, Beloit, WI 53511 **Phone #** 608-359-1103

Applicant Signature: *Sue Siekierski* **Date:** 11/01/2016

Amount owed to the School District of Beloit: \$ 275 - rental **Total is due one week in advance of use.** Once approved, make payment to the School District of Beloit and return to School District of Beloit, Business Office-Room 110, 1633 Keeler Avenue, Beloit, WI 53511 or for BMHS rentals return to Mary Lang-Beloit Memorial High School, 1225 Fourth Street, Beloit, WI 53511.

Office Use Only

Application has been routed to: ☐ ABM ☐ Aramark ☐ School ☐ Energy Specialist

School Sponsored Event: ☐ Yes (If yes, fees may be waived) ☐ No

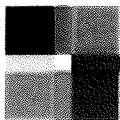
Fees approved to be waived: ☐ Yes ☐ No

Insurance certificate received ☐ Yes ☐ No (If no, signed waiver has been received)

Application has been: ☐ Approved ☐ Denied

Total charges: \$ _____ **Amount paid:** \$ _____ **Date paid:** _____

Signed by: _____ **Date:** _____



SCHOOL DISTRICT OF BELOIT APPLICATION FOR FACILITY RENTAL

Please fill out the application and return to School District of Beloit, Business Office-Room 110, 1633 Keeler Avenue, Beloit, WI 53511 or for BMHS rentals send to Mary Lang-Beloit Memorial High School, 1225 Fourth Street, Beloit, WI 53511. (#608-361-3004). Once approved, make payment to: School District of Beloit (**due one week in advance of use**).

Organization or name requesting facility: Miss Beloit Scholarship Organization

Facility location desired: Beloit Memorial High School

Explain purpose of use: Miss Beloit Pageant Rehearsal

Space desired (check all that apply): ☒ Auditorium ☐ Gymnasium(s) ☐ Classroom(s) # _____
☐ Locker Room(s) ☐ Commons ☐ Kitchen (Kitchen Use Form must also be completed)
☐ Other (please specify): _____

Please Note: Tape on windows is not allowed.

Requirements/Arrangements: _____

Equipment Needed: _____

Date(s) to be used (check all that apply): ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☒ Fri ☐ Sat ☐ Sun
Month(s) March Date(s) 24 Year 2017

Time(s) to be used: Starting at: no earlier than 4:30 ☐ a.m. OR ☒ p.m. Ending at: no later than 10:00 ☐ a.m. OR ☒ p.m.

Number in group or audience: Approx 35

Amount of admission to be charged (if any): n/a

NOTE: See back of application for regulations on charging fees.

Organizations, groups & individuals using a School District of Beloit facility must attach a certificate of insurance with this application. (See back of application for insurance requirements.)

The undersigned applicant agrees to abide by the rules and regulations adopted by the Board of Education governing the use of school facilities, a copy of which will be made available upon request.

INDEMNIFICATION: The applicant shall, during all times while it uses the school property, indemnify the School District of Beloit, called the District, against all liability, loss, cost, damage or expense sustained by the District, including attorney's fees and other expense of litigation; a) on account of or through the use of the property by the applicant or other person for any purpose inconsistent with this application; b) due to any failure of the applicant to satisfy his/her obligations under this application, in any respect promptly and faithfully; c) arising out of any accident causing injury to any person or property resulting from the use of the property unless such injury was caused by the affirmative negligence of the District or its employees; d) for which the District may without the fault of the District become liable, and especially, but not exclusively, any such liability, loss, cost, damage, or expense that may arise under any statute, ordinance or regulation. The applicant acknowledges that the District carries insurance, which insures it against public liability and for property damage, arising out of the negligent acts of only the District employees, or any defect in the structure itself. These policies do not, however, provide any insurance either for public liability or property damage the applicant then the company insuring such facilities or personal property may have the right to recover from the applicant the amount paid by the insurer due to the loss.

Organization: Miss Beloit Scholarship Organization Address: 3167 S Flack Rd, Beloit, WI 53511 Phone # 608-359-1103

Status: ☐ Corporation; ☒ Not-For-Profit; ☐ Individual; ☐ Government; ☐ _____
401 (c) (3) Number

Applicant: Sue Siekierski, Executive Director Address: 3167 S Flack Rd, Beloit, WI 53511 Phone # 608-359-1103

Applicant Signature: Sue Siekierski Date: 11/01/2016

Amount owed to the School District of Beloit: \$ 275 - rental Total is due one week in advance of use. Once approved, make payment to the School District of Beloit and return to School District of Beloit, Business Office-Room 110, 1633 Keeler Avenue, Beloit, WI 53511 or for BMHS rentals return to Mary Lang-Beloit Memorial High School, 1225 Fourth Street, Beloit, WI 53511.

Office Use Only

Application has been routed to: ☐ ABM ☐ Aramark ☐ School ☐ Energy Specialist

School Sponsored Event: ☐ Yes (If yes, fees may be waived) ☐ No

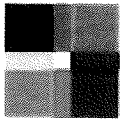
Fees approved to be waived: ☐ Yes ☐ No

Insurance certificate received ☐ Yes ☐ No (If no, signed waiver has been received)

Application has been: ☐ Approved ☐ Denied

Total charges: \$ _____ Amount paid: \$ _____ Date paid: _____

Signed by: _____ Date: _____



SCHOOL DISTRICT OF BELOIT APPLICATION FOR FACILITY RENTAL

Please fill out the application and return to School District of Beloit, Business Office-Room 110, 1633 Keeler Avenue, Beloit, WI 53511 or for BMHS rentals send to Mary Lang-Beloit Memorial High School, 1225 Fourth Street, Beloit, WI 53511. (#608-361-3004). Once approved, make payment to: School District of Beloit (**due one week in advance of use**).

Organization or name requesting facility: Miss Beloit Scholarship Organization

Facility location desired: Beloit Memorial High School

Explain purpose of use: Miss Beloit Pageant

Space desired (check all that apply): ☒ Auditorium ☐ Gymnasium(s) ☐ Classroom(s) # _____
☐ Locker Room(s) ☒ Commons ☐ Kitchen (Kitchen Use Form must also be completed)
☐ Other (please specify): _____

Please Note: Tape on windows is not allowed.

Requirements/Arrangements: _____

Equipment Needed: _____

Date(s) to be used (check all that apply): ☐ Mon ☐ Tue ☐ Wed ☐ Thur ☐ Fri ☒ Sat ☐ Sun
Month(s) March **Date(s)** 25 **Year** 2017

Time(s) to be used: Starting at: no earlier than 3:30 ☐ a.m. OR ☒ p.m. Ending at: no later than 10:30 ☐ a.m. OR ☒ p.m.

Number in group or audience: Approx 500 **Amount of admission to be charged (if any):** \$16

NOTE: See back of application for regulations on charging fees.

Organizations, groups & individuals using a School District of Beloit facility must attach a certificate of insurance with this application. (See back of application for insurance requirements.)

The undersigned applicant agrees to abide by the rules and regulations adopted by the Board of Education governing the use of school facilities, a copy of which will be made available upon request.

INDEMNIFICATION: The applicant shall, during all times while it uses the school property, indemnify the School District of Beloit, called the District, against all liability, loss, cost, damage or expense sustained by the District, including attorney's fees and other expense of litigation; a) on account of or through the use of the property by the applicant or other person for any purpose inconsistent with this application; b) due to any failure of the applicant to satisfy his/her obligations under this application, in any respect promptly and faithfully; c) arising out of any accident causing injury to any person or property resulting from the use of the property unless such injury was caused by the affirmative negligence of the District or its employees; d) for which the District may without the fault of the District become liable, and especially, but not exclusively, any such liability, loss, cost, damage, or expense that may arise under any statute, ordinance or regulation. The applicant acknowledges that the District carries insurance, which insures it against public liability and for property damage, arising out of the negligent acts of only the District employees, or any defect in the structure itself. These policies do not, however, provide any insurance either for public liability or property damage the applicant then the company insuring such facilities or personal property may have the right to recover from the applicant the amount paid by the insurer due to the loss.

Organization: Miss Beloit Scholarship Organization **Address:** 3167 S Flack Rd, Beloit, WI 53511 **Phone #** 608-359-1103

Status: ☐ Corporation; ☒ Not-For-Profit; ☐ Individual; ☐ Government; ☐ _____

401 (c) (3) Number

Applicant: Sue Siekierski, Executive Director **Address:** 3167 S Flack Rd, Beloit, WI 53511 **Phone #** 608-359-1103

Applicant Signature: Sue Siekierski **Date:** 11/01/2016

Amount owed to the School District of Beloit: \$ 490-rental . **Total is due one week in advance of use.** Once approved, make payment to the School District of Beloit and return to School District of Beloit, Business Office-Room 110, 1633 Keeler Avenue, Beloit, WI 53511 or for BMHS rentals return to Mary Lang-Beloit Memorial High School, 1225 Fourth Street, Beloit, WI 53511.

Office Use Only

Application has been routed to: ☐ ABM ☐ Aramark ☐ School ☐ Energy Specialist

School Sponsored Event: ☐ Yes (If yes, fees may be waived) ☐ No

Fees approved to be waived: ☐ Yes ☐ No

Insurance certificate received ☐ Yes ☐ No (If no, signed waiver has been received)

Application has been: ☐ Approved ☐ Denied

Total charges: \$ _____ **Amount paid:** \$ _____ **Date paid:** _____

Signed by: _____ **Date:** _____

ACORDTM

Client#: 129917

MISSA2

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/05/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Regions Insurance Inc -Jackson 1020 Highland Colony Parkway Suite 302 Ridgeland, MS 39157	CONTACT NAME: Matthew R. Peterson PHONE (A/C, No, Ext): 601 790-8567 FAX (A/C, No): 601-326-4753 E-MAIL ADDRESS: matthew.peterson@regions.com																					
INSURED Miss America State & Local Pageant PO Box 1919 Atlantic City, NJ 08404-0798	<table border="1"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr> <tr> <td>INSURER A:</td><td>Philadelphia Indemnity Insuranc</td><td>18058</td></tr> <tr> <td>INSURER B:</td><td></td><td></td></tr> <tr> <td>INSURER C:</td><td></td><td></td></tr> <tr> <td>INSURER D:</td><td></td><td></td></tr> <tr> <td>INSURER E:</td><td></td><td></td></tr> <tr> <td>INSURER F:</td><td></td><td></td></tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Philadelphia Indemnity Insuranc	18058	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHPK1442256	01/15/2016	02/15/2017	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$0 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COMP/OP AGG \$3,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000			PHUB527621	01/15/2016	02/15/2017	EACH OCCURRENCE \$ AGGREGATE \$7,000,000 \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder: School District of Beloit, The School Board of the School District & Administrators of the School District of Beloit

CERTIFICATE HOLDER

CANCELLATION

School District of Beloit, The
 School Board of the School
 District & Administrators
 1633 Keeler Avenue
 Beloit, WI 53511

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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NOTICE OF MEETING

**SCHOOL DISTRICT OF БЕЛОIT
BOARD OF EDUCATION
POLICY & PERSONNEL COMMITTEE**

Date: Tuesday, December 13, 2016
Time: 5:45 p.m. OR Immediately Following the Finance Meeting, Whichever is Later
Location: **KOLAK EDUCATION CENTER**
Room 106 – Superintendent's Conference Room
1633 Keeler Avenue
Beloit, WI 53511
Committee Members: Nora Gard, Chair; Lisa Anderson-Levy, and Pam Charles

AGENDA

1. Call to Order
2. Approval of Agenda
3. Approval of November 2016 Minutes (2 minutes)
4. Policies for First Reading (10 minutes)
 -  548 Support Staff Evaluation
 -  548 RULE 1 Support Staff Evaluations – Deletion
 -  662.2 Petty Cash Accounts & 662.2 RULE 1 Petty Cash Procedures
 -  723.4 RULE 1 Emergency School Closing Procedures
5. Policies for Second Reading (5 minutes)
 -  225 Superintendent's Evaluation
 -  225 RULE 1 Superintendent Evaluation Procedures
6. Policies for Minor Revisions (5 minutes)
 -  554 Administrative Support Staff Evaluation
 -  723.4 Emergency School Closings
7. Substitute Salary Increase (10 minutes)
8. Personnel Recommendations – Exhibit A (10 minutes)

* A motion **MAY** be made and a vote taken to convene the Policy/Personnel Committee 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.
9. Approval of Closed Session Minutes – 11/22/16 (If closed session is necessary)
10. The Policy and Personnel Committee may reconvene to Public Session in order to take any action, if necessary, on items discussed in closed session.
11. Labor Liaison Updates (5 minutes)
12. Legislative Update (5 minutes)
13. Future Items for Discussion (5 minutes)
14. Adjournment

It is anticipated that other Board members may attend this committee meeting.

Posted: December 9, 2016

**POLICY AND PERSONNEL COMMITTEE
SCHOOL DISTRICT OF БЕLOIT
November 8, 2016**

1. CALL TO ORDER

The Policy and Personnel Committee was called to order by Nora Gard, Chair at 5:39 p.m. at the Kolak Education Center, Room 106, Superintendent's Conference Room.

Members present: Lisa Anderson-Levy, Pam Charles and Nora Gard. Others present: Dennis Baskin, Anthony Bonds, Shelly Cronin, Laurie Endres, Kris Klobucar, Emily Pelz, Deetra Sallis, Darrell Williams and Tom Johnson.

2. APPROVAL OF THE AGENDA

Anderson-Levy moved approval of the agenda. Seconded by Charles. Motion carried.

3. APPROVAL OF OCTOBER COMMITTEE MINUTES

Anderson-Levy moved approval of the October 10 and 25, 2016 committee minutes. Seconded by Charles. Motion carried.

4. DISCUSSION OF PROPOSED SUPERINTENDENT EVALUATION TOOL

Sallis and Gard reviewed the proposed Superintendent evaluation tool. Sallis indicated that she blended the current tool with some items from another district's tool into what the committee has before them to review. She added the column for "not observed". Other than that area, the tool is basically the current Beloit tool.

Charles moved to recommend the proposed Superintendent evaluation tool to the full Board of Education. Seconded by Anderson-Levy. Motion carried.

5. POLICIES FOR FIRST READING

Sallis reviewed revisions to Policy 225 Superintendent's Evaluation and 225 RULE 1 Superintendent Evaluation Procedures. Members discussed the vagueness of the policy timelines, whether or not to be specific in the timeline and how to proceed each year with setting the goals for the Superintendent and evaluation cycle.

Anderson-Levy moved to recommend the revisions and layover of Policy 225 Superintendent's Evaluation to the full Board of Education for first reading. Seconded by Charles. Motion carried.

Anderson-Levy moved to recommend the revisions and layover of Policy 225 RULE 1 Superintendent Evaluation Procedures to the full Board of Education for first reading. Seconded by Charles. Motion carried.

6. SUBSTITUTE SALARY INCREASE

Sallis proposed an increase to substitute salaries for the para educators and building substitutes. She also indicated that sub translators would be moved to the Para Educator sub pay but it cannot be projected as it's on an as needed basis. Members asked questions regarding pay, other substitute categories, and comparable salaries. Members asked what the subs are saying. Sallis indicated that subs are asking for professional development so they can also learn the teaching techniques. Johnson suggested letting administration discuss this further and bring it back to the committee.

Baskin requested that pay be considered with fairness and equity in mind. Anderson-Levy asked for professional development to be considered and Gard asked for Sub secretaries to also be considered.

Charles moved to table for further administrative review. Seconded by Anderson-Levy. Motion carried.

7. PERSONNEL RECOMMENDATIONS – EXHIBIT A

Sallis reviewed the proposed personnel recommendations.

Anderson-Levy moved to recommend to the full Board of Education approval of the revised Personnel Actions, Exhibit A. Seconded by Charles. Motion carried.

8. APPROVAL OF CLOSED SESSION MINUTES

The committee did not enter into closed session to be able to approve minutes.

9. RECONVENE BACK TO OPEN SESSION

n/a

10. LABOR LIAISON UPDATES

No update was given.

11. LEGISLATIVE UPDATE

Charles indicated that a small group is still working on a recess bill but needed to wait for the election to happen before they could pursue it.

12. FUTURE ITEMS FOR DISCUSSION

Gard indicated that the committee will continue to update policies.

13. ADJOURNMENT

The meeting adjourned at 6:28 p.m.

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

1. CALL TO ORDER

The Policy and Personnel Committee was called to order by Nora Gard, Chair at 5:02 p.m. at the Kolak Education Center, Room 106, Superintendent's Conference Room.

Members present: Lisa Anderson-Levy, Pam Charles and Nora Gard. Others present: Dennis Baskin, Anthony Bonds, Shelly Cronin, Laurie Endres, Kris Klobucar, Emily Pelz, Deetra Sallis, Darrell Williams and Tom Johnson.

2. APPROVAL OF THE AGENDA

Anderson-Levy moved approval of the agenda. Seconded by Gard. Motion carried.

3. APPROVAL OF PARA EDUCATOR FTES

Pelz explained the need for additional para educators who will be working with specific special needs students primarily those who have transferred in new to the district and have it specified in their IEP. Currently, there are not enough staff in the district to cover the needs. She also stated that only a percentage of the cost is billable to the state. Anderson-Levy clarified that the district cannot turn these students away, however, the reimbursement from the state is not equitable. Johnson indicated that the district is working on a guest article addressing this topic. Gard suggested offering a solution to state legislators as that may help the topic to be heard.

Anderson-Levy moved to recommend to the full Board of Education approval of six additional special education para educator FTE to support the needs of the district's special education program. Seconded by Gard. Motion carried.

4. PERSONNEL RECOMMENDATIONS – EXHIBIT A

Gard moved to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin State 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.

Sallis reviewed the revised personnel recommendations and answered questions from committee members. Charles arrived at 5:15 p.m.

5. RECONVENE BACK TO OPEN SESSION

Anderson-Levy moved to reconvene to open session. Seconded by Gard. Motion carried.

Anderson-Levy moved to recommend the revised personnel recommendations – exhibit A to the full Board of Education. Seconded by Gard. Motion carried.

6. FUTURE ITEMS FOR DISCUSSION

Additional items requested included Board roles.

7. ADJOURNMENT

The meeting adjourned at 5:17 p.m.



School District of Beloit Policy & Personnel Committee Report

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Policy 548 Support Staff Evaluation (First Reading)

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

Your Name and Title: Deetra Sallis, Executive Director of Human Resources

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 Policy & Personnel Committee?

As an ongoing process, SDB policies are reviewed to ensure they are accurate and support the current practice. There are minor changes that affect current language and the elimination of the reference to the former contract agreements.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

Please see the attached revised Policy 548 Support Staff Evaluation. The changes include the name change from Office of Personnel to Human Resources Office, change from personnel to staff and the removal of all references of the union agreements. Also Policy 548 Rule 1 Responsibility Support Staff Evaluation is being recommended for deletion.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

By having current policies in place, we can support staff and the District as a whole by having consistent practices in place.

D. What are your conclusions?

That Policy 548 Support Staff Evaluation must be updated to the current practice.

MOTION: The administration recommends that the Policy and Personnel Committee recommend the revisions and layover to the full Board of Education of Policy 548 Support Staff Evaluation for first reading.

I propose using N/A

Long Term Committed Funds? No

BUDGET LOCATION: none

FISCAL IMPACT: none

SUPPORT STAFF EVALUATION

The Board of Education considers evaluation one of the responsibilities of the supervisory staff ~~personnel~~. Evaluation procedures shall be under the direction of the Superintendent, who shall direct the process and assess the data submitted by the appropriate supervisory staff ~~personnel~~. Such procedures shall be subject to Board approval. Upon Board approval of the evaluation procedures, they shall be disseminated and promulgated to all employees affected.

Service Personnel

~~All service personnel shall be evaluated on an annual basis by their immediate supervisor. Evaluations shall be completed and submitted to the Office of Personnel Services for insertion in the employee's personnel file not later than April 1 of each year.~~

Secretarial Personnel

Secretarial staff ~~personnel~~ shall be evaluated in accordance with provisions of the employee handbook ~~agreement between the Board and the committee representing the secretaries of the School District of Beloit.~~

Para Educators

Para educator evaluations shall be conducted in accordance with the procedures outlined in the employee handbook ~~agreement between the Board of Education and Local 4332.~~

Instructional Support Personnel

Instructional support evaluations shall be conducted in accordance with the procedures outlined in the employee handbook ~~contract.~~

CROSS REF.: 548 RULE 1 ~~Responsibilities Related to Secretarial and Service~~ Support Staff
Evaluation

Employee Handbook

_____ ~~Local 1475 Agreement~~

_____ ~~Local 4332 Agreement~~

_____ ~~Secretarial Agreement~~

_____ ~~Instructional Support Agreement~~

APPROVED

IN PART: July 21, 1976

REVISED: June 14, 1994
October 22, 1996
January 25, 2005

REPRINTED: March 1998



School District of Beloit Policy & Personnel Committee Report

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Policy 548 RULE 1 Support Staff Evaluations (Secretarial, Para Professionals, Instructional Support, Administrative Support and Administrative Assistants) (First Reading)

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

Your Name and Title: Deetra Sallis, Executive Director of Human Resources

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 Policy & Personnel Committee?

As an ongoing process, SDB policies are reviewed to ensure they are accurate and support the current practice. This policy and rule is to be eliminated.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

Please see the attached Policy 548 RULE 1 Support Staff Evaluation. This policy rule is recommended to be eliminated and governed by the current Handbook.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

The process for staff evaluations is outlined in Policy 548 Support Staff Evaluations and the current Handbook.

D. What are your conclusions?

That Policy 548 RULE 1 Support Staff Evaluation is outdated and the guidelines for the evaluation process is outlined in the evaluation tool and the Handbook.

MOTION: The administration recommends that the Policy and Personnel Committee recommend to the full Board of Education the deletion and layover of Policy 548 RULE 1 Support Staff Evaluations for first reading.

I propose using N/A

Long Term Committed Funds? No

BUDGET LOCATION: n/a

FISCAL IMPACT: none

SUPPORT STAFF EVALUATIONS
(~~SECRETARIAL, PARA PROFESSIONALS,
INSTRUCTIONAL SUPPORT, ADMINISTRATIVE SUPPORT
AND ADMINISTRATIVE ASSISTANTS~~)

The primary purpose of evaluation is to provide continuous improvement in the quality of service to the community/students/staff of the district.

A. — Responsibilities of Personnel Services Office:

- 1. — Provide evaluative forms and criteria for evaluation.
- 2. — Provide follow up conferences for employees as designated by immediate supervisors.

B. — Responsibilities of Principal or other Administrator:

- 1. — Assume primary responsibility for both the evaluation and conference with each support staff employee in his/her building. Only administrators may evaluate support staff personnel and this responsibility may not be delegated.
- 2. — Complete a minimum of one evaluation on each employee annually or as necessary under the guidelines as noted in the Employee Handbook.

C. — Responsibilities of Employee:

- 1. — Review evaluation with his/her immediate supervisor and sign the form indicating that he/she has seen the evaluation and has had an opportunity to discuss its contents with his/her supervisor.

CROSS REF.: — Employee Handbook

APPROVED: — January 25, 2005

REVISED: — June 24, 2014



I. BASIC INFORMATION

Topic or Concern: Policy 662.2 Petty Cash Accounts and 662.2 Rule 1 Petty Cash Procedures

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

Your Name and Title: Jamie Merath, Executive Director 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 Policy & Personnel Committee?

Delete policy 662.2 and 662.2 Rule 1 for Petty Cash Accounts and Petty Cash Procedures.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

The district has eliminated petty cash accounts and cash boxes from all district buildings. With the district moving forward with Procurement Cards (PCards) the need for petty cash in school buildings has become nonexistent. PCards offer our employees an efficient process for purchasing that still allows the district to ensure adequate controls and proper audit trail processes are still being adhered to.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

The recommendation for deletion of these policies is due to the elimination of petty cash in the district.

D. What are your conclusions?

MOTION: The administration recommends that the Policy/Personnel Committee recommend to the full Board of Education the deletion of Policy 662.2 Petty Cash Accounts and 662.2 RULE 1 Petty Cash Procedures for first reading.

BUDGET LOCATION: n/a

FISCAL IMPACT: n/a

PETTY CASH ACCOUNTS

Petty cash accounts may be utilized by building administrators in accordance with established procedures.

Expenditures shall be authorized by the building administrator. The Executive Director of Business Services or designee shall reconcile all petty cash accounts on a monthly basis.

LEGAL REF.: Sections 66.0607, 120.14(1), 120.16 (2) Wisconsin Statutes

CROSS REF.: 666.2 RULE 1 Petty Cash Procedures

671.2 Expense Reimbursements

672 Purchasing

APPROVED: December 22, 1987

REVISED: February 26, 2013

REPRINTED: March 28, 2000

~~PETTY CASH PROCEDURES~~

~~Individual or groups of items in one purchase exceeding \$50 should be purchased utilizing normal purchasing procedures. Authorization from the building administrator must be obtained by the employee prior to the purchase of any materials.~~

~~Petty cash purchases shall be limited to postage and such incidental items and supplies as shall be needed on an emergency basis and/or materials being purchased are from a vendor who does not accept a procurement card.~~

~~Cash is not to be kept in the buildings. All reimbursements are to be made from the petty cash checking account. Receipts must be attached to the request voucher in order to obtain reimbursement. The total of remaining petty cash and retained receipts must equal the petty cash allocation at all times. The maximum balance for accounts are:~~

~~———— Elementary Schools ——— \$250
 ——— Secondary Schools ——— \$500~~

~~The building administrator is the authorized signator for petty cash checks. In cases of his/her absence, the Executive Director of Business Services or designee can act in their place. No outside deposits may be made into the petty cash accounts.~~

~~Petty cash checking accounts will be reconciled on a monthly basis by the building administrator or designee and will be turned in promptly along with supporting documentation to the Business Office for independent review by an employee that is not a signor on the account.~~

~~Petty cash remaining on hand at year end, along with the most recent bank reconciliation and supporting documentation must be returned to Business Office for independent review and deposit.~~

~~Internal audits may be conducted periodically.~~

LEGAL REF.: ————— Sections 66.0607, 120.14(1), 120.16 (2) Wisconsin Statutes

APPROVED: ————— May 28, 1991

REVISED: ————— March 28, 2000
 ————— December 17, 2002
 ————— February 26, 2013



School District of Beloit Policy & Personnel Committee Report

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Policy 723.4 Emergency School Closings (Minor Revision)

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

Your Name and Title: Deetra Sallis, Executive Director of Human Resources

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 Policy & Personnel Committee?

As an ongoing process, SDB policies are reviewed to ensure they are accurate and support the current practice. There is a minor change to this policy.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

Please see the attached revised Policy 723.4 Emergency School Closings. The change is from agreements to the employee handbook as a reference.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

By having current policies in place, we can support staff and the District as a whole by having consistent practices.

D. What are your conclusions?

MOTION: The Policy and Personnel committee approves the minor revision of Policy 723.4 Emergency School Closings.

I propose using N/A

Long Term Committed Funds? No

BUDGET LOCATION: n/a

FISCAL IMPACT: none

EMERGENCY SCHOOL CLOSINGS

The Superintendent or his/her designee shall have authority to close the District schools or classes in the event of hazardous weather or other emergencies which threaten the health or safety of personnel and/or students.

The Superintendent shall develop other necessary plans for the closing of the schools or classes and early dismissal to provide for orderly procedures.

LEGAL REF.:	s.s. 115.01(10) 118.215 121.02(1)(f) PI 8.01(2)(f), Wisconsin Administrative Code
CROSS REF.:	723.4 RULE 1 Guidelines for Emergency School Closings Current Employee Agreements <u>Handbook</u>
APPROVED:	October 26, 1982
REVISED:	February 22, 1994 January 27, 2009
REVIEWED:	July 1, 2014

I. BASIC INFORMATION

Topic or Concern: Policy 225 Superintendent Evaluation & 225 RULE 1 Superintendent Evaluation Procedures (Second Reading)

Which strategy in the Strategic Plan does this support? SDB Mission Statement and Strategy 1: Finance/Facilities

Your Name and Title: Deetra Sallis, Director of Human Resources

Others assisting you in the presentation:

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Policy and Personnel Committee?

The Policy and Personnel Committee reviewed the Superintendent evaluation policy and rule determining that the process was cumbersome and requested that the Human Resources Director determine a more streamline process.

B. What information must the Policy and Personnel Committee have to understand the topic/concern and provide any requested action?

Please see the attached revised Policy 225 Superintendent Evaluation. The month of July has been deleted. Also attached is the 225 RULE 1 Superintendent Evaluation Procedures policy which was reviewed by Chairperson Gard and Executive Director Sallis to incorporate a more simplified timeline and select an evaluation tool.

C. If you are seeking Policy and Personnel Committee action, what is the rationale for your recommendation?

By having the board set goals and develop their evaluation process and tool, the superintendent will be knowledgeable of the expectations by the newly formed/elected board throughout the coming school year in order to have a spring evaluation prior to the next board election and change over.

D. What are your conclusions?

MOTION: The administration recommends the revisions of Policy 225 Superintendent Evaluation and Policy 225 RULE 1 Superintendent Evaluation Procedures to the full Board of Education for final reading.

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

SUPERINTENDENT EVALUATION

The Superintendent of Schools shall be evaluated annually by the Board of Education in order to provide feedback to the Superintendent regarding job performance. The evaluation shall allow the Board to identify areas that the Superintendent may need ~~is expected~~ to improve and to encourage and commend the Superintendent in the areas that are especially well done.

Annually ~~in July~~, the Board of Education will establish the timeline to follow the tools to use to complete the evaluation process.

The evaluation shall be completed according to an established timeline established by the Board of Education and shall be based on the following criteria:

- a. Management objectives established by the Board and the Superintendent; and
- b. Responsibilities outlined in the Superintendent's job description as approved by the Board, and
- c. Major personal and professional performance traits.

LEGAL REF.: s.s. 118.24
 121.02(1)(q)
 PI 8.01(2)(q) Wisconsin Administrative Code

CROSS REF.: 225 RULE 1 Superintendent Evaluation Procedures
 231 Superintendent of Schools (Job Description)

APPROVED: February 25, 1992

REVISED: May 23, 1995
 July 23, 1996

REPRINTED: November, 1996
 September, 1997

SUPERINTENDENT EVALUATION PROCEDURES

The following timetable and process shall be used by the Board of Education for evaluating the Superintendent of Schools:

Timeline	Action
No later than June 30	Superintendent and board set goals for the upcoming year
	Superintendent and board verify beliefs and mission and review long-range plans for the district.
	Board and superintendent review superintendent job description and evaluation process, forms and timelines to be used next year.
January	<p>Superintendent reports interim progress on district goals to the board and submits self-reflection on performance two weeks prior to board's mid-term evaluation.</p> <p>Board evaluates superintendent mid-term. A copy of all final written evaluation forms is placed in the superintendent's evaluation folder.</p>
As soon as evaluation is completed	The progress on district goals are shared with the community along with the Board's intent to renew or discontinue the contract.

Administrator Contracts §118.24		
Deadlines	Required Notice	
5 months prior to expiration		Board must give preliminary notice in writing by registered mail at least 5 months prior to expiration of contract that board is considering nonrenewal, and that if such person files a written request with board within 7 days after receiving such notice, the person has the right to a hearing before the board prior to being given written notice of nonrenewal.
4 months, 24 days prior to expiration	Hearing Request	Administrator who received preliminary notice of nonrenewal must, within 7 days of receiving the preliminary notice, make written request for a hearing which includes a statement requesting either a private hearing or public hearing before the board. If a hearing concerning nonrenewal is requested, the reasons upon which the board is considering nonrenewal may also be requested and the board shall furnish such reasons before the hearing in writing.

Between 4 months, 24 days and 4 months prior to expiration	Board hearing	Administrator who timely requested board hearing, has right to hearing on nonrenewal prior to being given written notice of nonrenewal.
4 months prior to expiration	Formal Notice	At least 4 months prior to expiration of employment contract, board must give notice in writing of either renewal or nonrenewal. If no notice given, the contract in force shall continue in force for 2 years.
3 months prior to expiration	Administrator Acceptant or Rejection	Any person who receives notice of renewal or who does not receive notice of renewal or nonrenewal shall accept or reject the contract in writing on or before a date 3 months prior to the contract expiration.

~~1. SEPTEMBER~~

- ~~A. The Superintendent presents annual district strategic plan to the Board of Education in September of each year.~~

~~2. DECEMBER~~

- ~~A. The Board makes its decisions about extending the Superintendent's contract based on Superintendent's progress to date and collective belief in Superintendent's ability to continue to make progress with the District's strategic plan.~~
- ~~B. At the Board committee meeting date in December, the Board members shall discuss and decide on contract and extension for the Superintendent (if any). The portion of the meeting at which such discussion occurs shall be closed.~~

~~3. JANUARY~~

- ~~A. At the Board Committee meeting date in January, the Board shall announce its decision regarding the Superintendent's contract and shall notify the Superintendent in writing of potential renewal or non-renewal.~~
- ~~B. The following timelines shall be adhered to by the Board regarding renewal or non-renewal of the contract:~~
- ~~➤ February 1 deadline: Preliminary notice shall be given to Superintendent regarding the Board's decision.~~
 - ~~➤ Superintendent may request a hearing on this decision within seven days.~~
 - ~~➤ A Board hearing shall be held, if requested, prior to March 1.~~
 - ~~➤ March 1 deadline: Actual notice of renewal or non-renewal shall be made. Non-renewal requires a majority vote of the entire Board.~~
 - ~~➤ April 1 deadline: Superintendent shall accept or reject the offer.~~

~~4. FEBRUARY~~

- ~~A. The Board has a mid-year meeting with the Superintendent in February regarding progress of strategic plans, personal goals, schools, and other district related issues.~~

- ~~B. The Superintendent evaluation instrument shall be distributed to Board members. The Board President shall coordinate the printing and distribution of the forms.~~
- ~~C. Board members shall turn in the completed evaluations to the Board member volunteer. The Board member volunteer shall make a comprehensive compilation of the evaluations. This information will be used in March to set salary. An oral and written evaluation compilation will be presented to the superintendent prior to salary being set. The superintendent may request clarification of his/her evaluation.~~

~~5. MARCH~~

- ~~A. A special meeting shall be held in March to conduct the following activities:
 - The President and Vice President disseminate salary data and recommendation on salary;
 - The Board sets salary level for the Superintendent;~~
- ~~B. The Board shall take formal action on salary for the Superintendent's contract at the business meeting in March.~~

~~6. JULY~~

- ~~A. The Superintendent presents a previous year report and goals to the Board in July.~~
- ~~B. By the July Board committee meeting date, the Board shall present focus areas to the Superintendent.~~
- ~~C. A special meeting shall be held at the end of July to allow Board members to review the completed evaluation compilation (distributed earlier) and to develop potential areas of improvement for the Superintendent to focus on. The Board shall also develop the evaluation document to be presented to the superintendent. This meeting shall be closed.~~

~~7. AUGUST~~

- ~~A. The Board concludes the Superintendent's evaluation process for the previous year in August.~~

APPROVED: February 25, 1992

REVISED: June 25, 1996
March 26, 2002
December 17, 2013

REPRINT: November 1996
September 1997



School District of Beloit Policy & Personnel Committee Report

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Policy 554 Administrative Staff Support Evaluations (Minor Revisions)

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

Your Name and Title: Deetra Sallis, Executive Director of Human Resources

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 Policy & Personnel Committee?

As an ongoing process, SDB policies are reviewed to ensure they are accurate and support the current practice. There are minor changes that affect current language.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

Please see the attached revised Policy 554 Administrative Staff Support Evaluations. The changes include the name change from Office of Personnel to Human Resources Office and change from personnel to staff.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

By having current policies in place, we can support staff and the District as a whole by having consistent practices in place.

D. What are your conclusions?

That Policy 554 Administrative Staff Support Evaluations must be updated to the current practice.

MOTION: The Policy and Personnel committee approves the minor revisions of Policy 554 Administrative Support Staff Evaluations.

I propose using N/A

Long Term Committed Funds? No

BUDGET LOCATION: n/a

FISCAL IMPACT: none

ADMINISTRATIVE SUPPORT STAFF EVALUATION

The Board of Education considers evaluation one of the responsibilities of supervisory staff ~~personnel~~. Evaluation procedures shall be under the direction of the Superintendent or designee, who shall direct the process and assess the data submitted by the appropriate supervisory staff ~~personnel~~.

All administrative support staff shall be evaluated on an annual basis by their immediate supervisor. Evaluations shall be completed and submitted to the Human Resources Office ~~Office of Personnel Services~~ for insertion in the employee's personnel file not later than April 1 of each year.

APPROVED: August 24, 1999

REVISED:



School District of Beloit Policy & Personnel Committee Report

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Policy 723.4 Emergency School Closings (Minor Revision)

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

Your Name and Title: Deetra Sallis, Executive Director of Human Resources

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 Policy & Personnel Committee?

As an ongoing process, SDB policies are reviewed to ensure they are accurate and support the current practice. There is a minor change to this policy.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

Please see the attached revised Policy 723.4 Emergency School Closings. The change is from agreements to the employee handbook as a reference.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

By having current policies in place, we can support staff and the District as a whole by having consistent practices.

D. What are your conclusions?

MOTION: The Policy and Personnel committee approves the minor revision of Policy 723.4 Emergency School Closings.

I propose using N/A

Long Term Committed Funds? No

BUDGET LOCATION: n/a

FISCAL IMPACT: none

EMERGENCY SCHOOL CLOSINGS

The Superintendent or his/her designee shall have authority to close the District schools or classes in the event of hazardous weather or other emergencies which threaten the health or safety of personnel and/or students.

The Superintendent shall develop other necessary plans for the closing of the schools or classes and early dismissal to provide for orderly procedures.

LEGAL REF.:	s.s. 115.01(10) 118.215 121.02(1)(f) PI 8.01(2)(f), Wisconsin Administrative Code
CROSS REF.:	723.4 RULE 1 Guidelines for Emergency School Closings Current Employee Agreements <u>Handbook</u>
APPROVED:	October 26, 1982
REVISED:	February 22, 1994 January 27, 2009
REVIEWED:	July 1, 2014



School District of Beloit Policy & Personnel Committee Report

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Sub Pay Increase Proposal

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

Your Name and Title: Deetra Sallis, Executive Director of Human Resources

Others assisting you in the presentation: Jamie Merath, Executive Director of Business Services

My report is for: Action

II. TOPICAL INFORMATION

A. What is the purpose of presenting this to the Policy & Personnel Committee?

The Policy and Personnel Committee reviews salary increase and recommends them to the full Board of Education.

B. What information must the Policy & Personnel Committee have to understand the topic/concern and provide any requested action?

It has been several years since some of the listed classifications have received an increase and to be competitive with the pay offered by local districts.

C. If you are seeking Policy & Personnel Committee action, what is the rationale for your recommendation?

In order to stay competitive in the market and find good quality substitutes, the substitute salaries need to be reviewed and the administration is recommend an increase.

D. What are your conclusions?

MOTION: The administration recommends that the Policy & Personnel Committee recommend a salary increase to the full Board of Education for the included substitute employee groups.

I propose using an existing budget

Long Term Committed Funds? Yes, indefinite

BUDGET LOCATION: District salaries

FISCAL IMPACT: That our current salary offerings are not competitive with surrounding districts and may be a direct impact on the sub shortage that we are experiencing.

Sub Rate Increase Proposal

Daily subs in the School District of Beloit received a pay increase in the 2014-2015 school year. They went from \$95/day to \$105/day. That was competitive with surrounding districts. As of October 2016, Janesville increased their daily sub rate to \$120/day. In turn, Milton is proposing an increasing to \$120/day effective 12/16/16.

Permanent Building Sub

Recommendation-Increase Permanent Building Sub daily rate for from \$110.00 to \$125.00 and offer them full time benefits.

Sub teachers and permanent building subs work 7.25 hours/day. The allocations for each grade level are as follows:

Primary – 1.0 fte to share between 6 buildings

Intermediate – 2.0 fte for each building = 8.0 fte

High School- 4.0 fte

Alternative (BLA) - .5 fte

Proposed		Current Rate					
125	day rate	110	day rate				
180	# of Days	180	# of Days				
22,500.00	Salary at \$125	19,800.00	Salary at \$110				
3,296.25	FICA	2,900.70	FICA				
1,530.00	WRS	1,346.40	WRS				
1,395.00	OPEB	-	OPEB				
1,524.00	Dental	-	Dental				
18,827.76	health	-	health				
3,000.00	has	-	has				
76.56	LTD	-	LTD				
42.24	Life	-	life				
\$52,191.81		\$ 24,047.10					
		28,144.71	Increase per person				
		\$ 394,016.00	Total Increase in Cost to District for 14 Perm. Sub				

Sub Paraprofessionals

Recommendation-Increase Sub Paraprofessionals to \$11.94/hr from \$10.78/hr.

Subs do the same job as a contractual paraprofessional and require the same license. Contractual are able to take advantage of full time benefits.

Sub translators

Recommendation-Increase Sub Translators to \$11.94/hr from \$10.58/hr.

They are used in a similar way as paraprofessionals. I propose the hourly pay to match the paraprofessional pool.

Sub Clericals

Recommendation-Increase sub clericals to \$12.53/hr (10% increase) from \$11.39/hr

Currently, if they are in a long-term position, on day 10, the pay goes to the beginning pay of the level of the position, retro to day 1.

\$14.64 (beginning level 3)

\$15.72 (beginning level 4)

\$21.60 (beginning level 5)

Comparison Data from CESA 2 and other Neighboring Districts

District	Sub teacher	Sub Para	Sub clerical	Perm Sub	Long term	Retirees	Notes
Clinton	\$105/day	\$10.37/hr	n/a	n/a			
Beloit Turner	\$105/day	\$12.98/hr	n/a	n/a			
Clinton	\$105/day	\$10.37/hr	n/a	n/a			
Edgerton	\$100/day	\$10.10/hr	n/a	n/a	\$180/day	\$110/day	Starting July 1, 2016 they use Teachers on Call
Evansville							
Fort Atkinson	\$100/day	\$10.25/hr	Sec'y I: \$12.50/hour Sec'y II: \$14/hour	n/a	\$175/day > 20 days		
Janesville	\$120/day	\$10.51/hour	\$9.99/hour	n/a	\$169/day > 10 days		
Milton	\$100/day current \$125/day after 12/16	Reg Ed \$11/hr Sped \$12/hr	n/a	n/a	\$175 current \$200/day after 12/16 > 20 days	Retirees & Veteran Subs (after 2 successful long term assignments \$200/day current to \$210/day after 12/16)	Increases effective 12/16/16
Whitewater	\$100/day	\$11.74/hr	11.74/hr	n/a			
Hononegah							
South Beloit	\$95/day	n/a	n/a	n/a			



School District of Beloit Policy & Personnel Committee Report

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Employment Actions - Exhibit A - December 13, 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: Deetra Sallis, Executive Director 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 Policy & Personnel Committee?

Employment recommendation.

B. What information must the Policy & Personnel Committee 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 Policy & Personnel Committee 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: The Administration recommends that the Policy/Personnel Committee recommend the approval of the Personnel Recommendations – Exhibit A.

I propose using an existing budget

Long Term Committed Funds? Yes indefinite

BUDGET LOCATION: all areas - payroll

FISCAL IMPACT: As indicated on report sheet.

Employment Recommendation Report page 1

Exhibit A

December 13, 2016

Name	Location	Position	Effective Date	FTE	Notes	Salary
NEW EMPLOYMENT						
Professional Educators						
Other Professional Support						
Kirk Stowers	Cunningham	Permanent Building Sub	11/28/2016	100%	was in system as day-to-day sub	110.00 per day
Other Support						
Patricia Ward	Fruzen	Crossing Guard	12/7/2016		Time Card/2 hours per day	\$11.25 per hour
ADDITIONAL INFORMATION						
Support					Detail of information	Cost
Jennifer Francis	Kolak	Secretary Superintendent Office	period of 6/14/16 - 10/12/16		additional compensation for extra duties to support district communications in absence of PIO	1,884.10
Michelle Shope	Kolak	Administrative Assistant Superintendent Office	period of 6/14/16 - 10/12/16		additional compensation for extra duties to support district communications in absence of PIO	1,884.10
RETIREMENTS / RESIGNATIONS / LAYOFFS						
Professional Educators						
Other Professional Support						
Support Staff						
Rocio Aburto	Hackett	4K Para	1/12/2017	100%	resignation	2 years

Dr. Thomas Johnson, Superintendent

Jamie Merath, Exec Director Business Svcs

Deetra Sallis, Executive Director Human Resources



NOTICE OF MEETING

**SCHOOL DISTRICT OF BELOIT
BOARD OF EDUCATION
SPECIAL BOARD MEETING**

Date: Tuesday, December 13, 2016
Time: 6:45 p.m. OR Immediately Following the Policy Meeting, Whichever is Later
Location: KOLAK EDUCATION CENTER
Room 106 Superintendent's Conference Room
1633 Keeler Avenue
Beloit, WI 53511

AGENDA

1. Call to Order
2. Approval of Agenda
3. Review of Hearing Officer's Expulsions* (45 minutes)
*A motion may be made and a vote taken 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.
4. The Board of Education may reconvene to Public Session in order to take any action, if necessary, on items discussed in closed session.
5. SDB Mental Health Services and Supports (20 minutes)
6. Personnel Recommendations (10 minutes)
7. Discussion of Committee Meeting Times (10 minutes)
8. Consideration of Notice of Claim Against School District** (15 minutes)
A motion **MAY be made and a vote taken to convene the Policy/Personnel Committee 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 and section 19.85(1)(e) of the Wisconsin State Statutes relative to conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
9. Approval of Closed Session Minutes for November 8 and 22, 2016 (5 minutes)
10. The Board of Education may reconvene to Public Session in order to take any action, if necessary, on items discussed in closed session.
11. Adjournment

Posted: December 9, 2016



School District of Beloit Board of Education Report

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: SDB Mental Health Services & Supports

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

Your Name and Title: Emily Pelz, Executive Director of Student Services

Others assisting you in the presentation: Student Services Dept. Chairs

My report is for: Information

II. TOPICAL INFORMATION

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

This presentation describes the mental health services and supports that are currently offered and implemented across the district.

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

Please see the attached 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?

NA

MOTION: NA

I propose using N/A

Long Term Committed Funds? No NA

BUDGET LOCATION:

FISCAL IMPACT: NA

SDB Mental Health Services & Supports



December 13, 2016

Counselor, Psych, & Social Worker Team

Counselors

- 3 elementary
- 7 intermediate
- 4 high school
- 1 alternative school

Psychologists

- 6 across the district

Social Workers

- 3 elementary
- 4 intermediate
- 1 high school
- .5 alternative school



Caseloads...

SDB ratios:

Counselor:

Elementary - 1 : 430

Intermediate - 1 : 356

High School - 1 : 450

Psychologist:

Elementary - 1 : 1,092

Intermediate - 1 : 891

High School - 1 : 1,800

Social Work:

Elementary - 1 : 370

Intermediate - 1 : 624

High School - 1 : 1,800

Recommended ratios:

Counselor:

1 : 250 - 300

Psychologist:

1 : 500 - 700

Social Work:

1 : 250

What Student Services Staff Do

1. Assessment, screening, and evaluation
2. Individual and small group student services
3. Home-school collaboration
4. Classroom instruction
5. Collaboration and partnerships with community-based systems
6. Services for staff
7. Professional development
8. Program and resource development, management, and evaluation

Student Services Data Points Snapshot

2015 - 2016 data points:

174 CPS referrals

60 Suicide Risk Assessments

61 small groups

Served 314 students

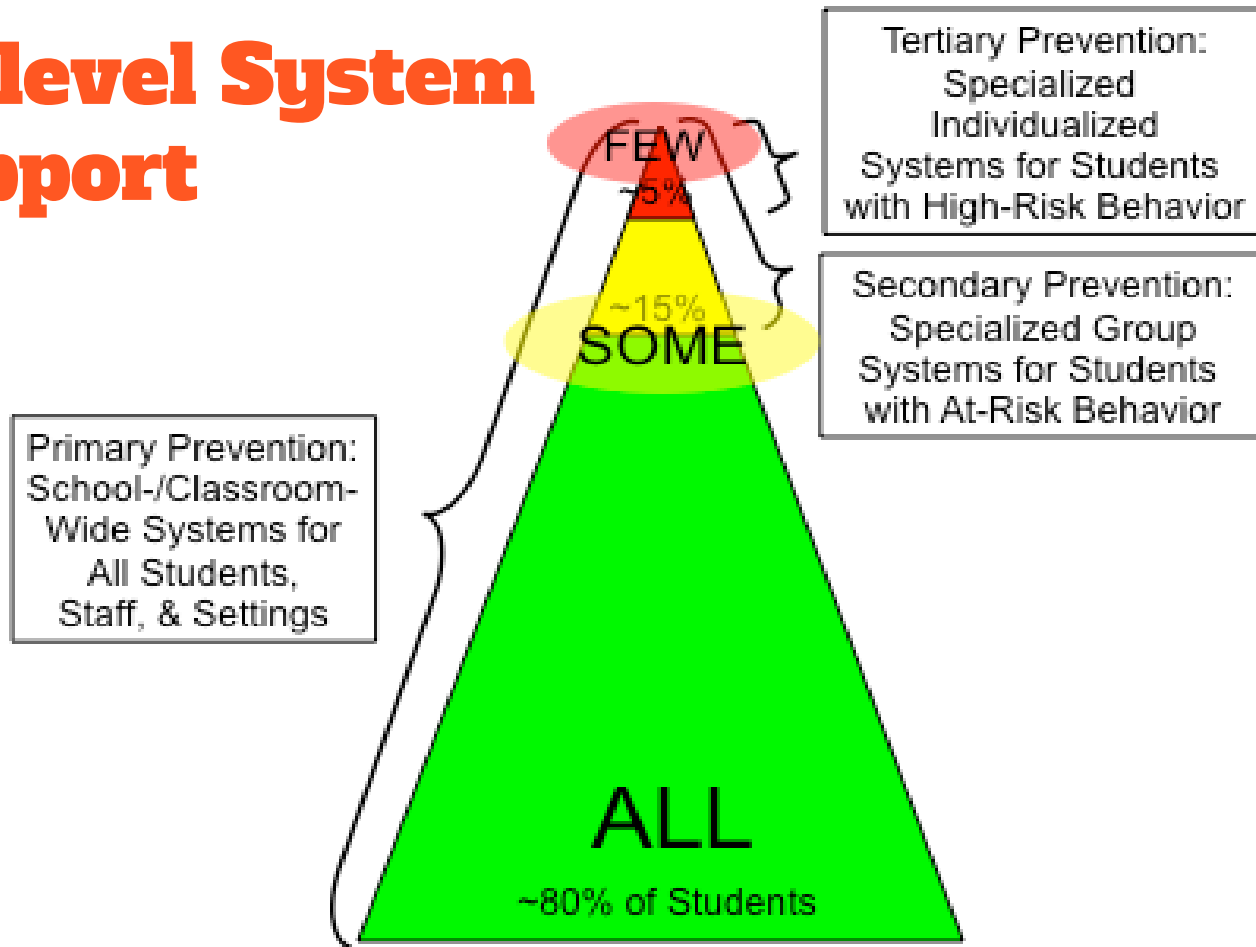
567 students received McKinney-Vento services

142 home visits

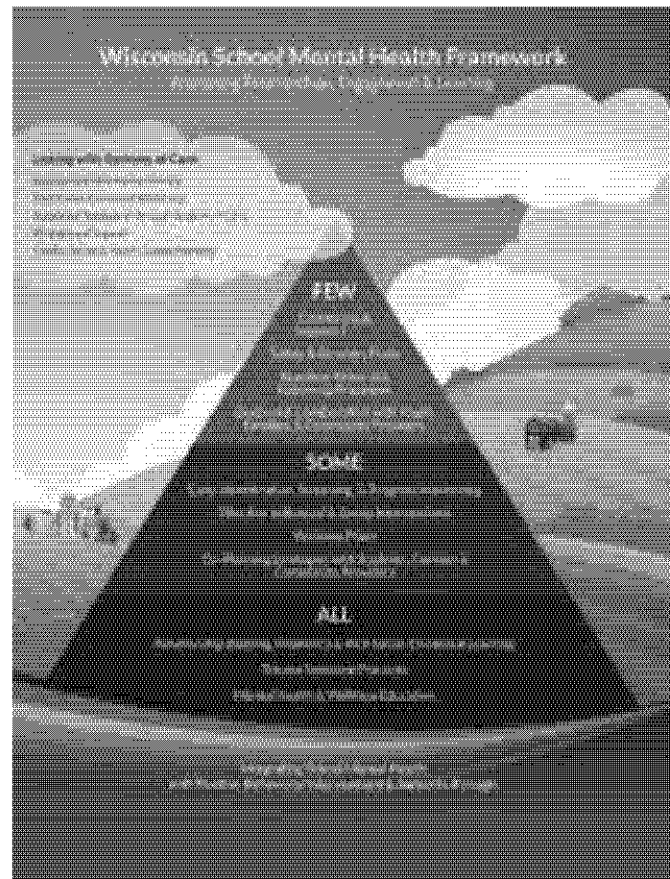
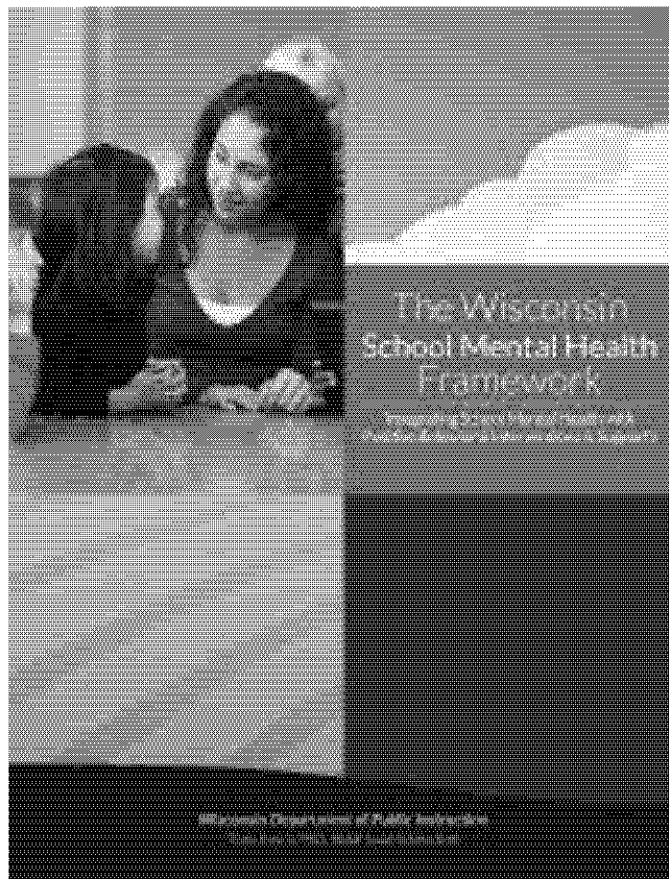
82 community agency partnerships



Multilevel System of Support



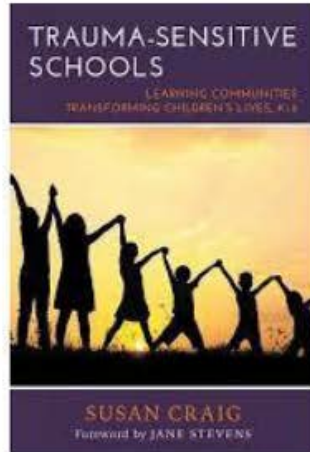
WI Mental Health Framework



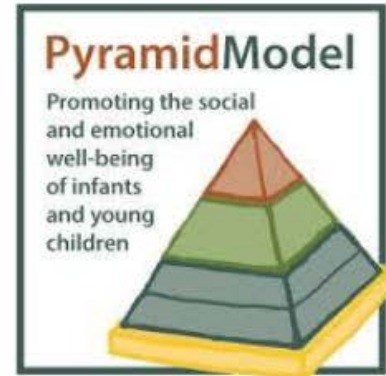
Universal Mental Health Supports (All)



www.MentalHealthFirstAid.org



Culturally Responsive Practices



Tier 2 Mental Health Supports (Some)

Small group counseling
Individual counseling / direct service
Zones of Regulation
Rainforest Room
NVCi
SBIRT
CICO
FBA / BIP
SAIG groups
Assist families with mental health needs
Collaboration with community agencies
School based mental health & wellness clinic
Crisis prevention & critical incident response



Tier 3 Mental Health Supports (Few)

- Individual counseling & support
- Safety & re-entry plans
- Referral to treatment
- Collaboration with community providers
- JJ SBD
- SRA's
- VRA's
- 504 & IEP programming



A bright yellow balloon with a simple black smiley face (two dots for eyes and a wide, curved line for a mouth) is held up by two hands. The background is a clear, solid blue sky. The balloon is the central focus, and the hands are positioned on either side, holding it from the bottom.



ANY
QUESTIONS
?

THANK
YOU!





School District of Beloit Board of Education Report

December 13, 2016

I. BASIC INFORMATION

Topic or Concern: Employment Actions - Exhibit A - December 13, 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: Deetra Sallis, Executive Director 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?

Employment recommendations

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: The Policy and Personnel Committee recommends that the Board of Education approve the Personnel Recommendations – Exhibit A as approved by the committee.

I propose using an existing budget

Long Term Committed Funds? Yes indefinite

BUDGET LOCATION: all areas - payroll

FISCAL IMPACT: As indicated on report sheet.

Employment Recommendation Report page 1

Exhibit A

December 13, 2016

Name	Location	Position	Effective Date	FTE	Notes	Salary
NEW EMPLOYMENT						
Professional Educators						
Other Professional Support						
Kirk Stowers	Cunningham	Permanent Building Sub	11/28/2016	100%	was in system as day-to-day sub	110.00 per day
Other Support						
Patricia Ward	Fruzen	Crossing Guard	12/7/2016		Time Card/2 hours per day	\$11.25 per hour
ADDITIONAL INFORMATION						
Support					Detail of information	Cost
Jennifer Francis	Kolak	Secretary Superintendent Office	period of 6/14/16 - 10/12/16		additional compensation for extra duties to support district communications in absence of PIO	1,884.10
Michelle Shope	Kolak	Administrative Assistant Superintendent Office	period of 6/14/16 - 10/12/16		additional compensation for extra duties to support district communications in absence of PIO	1,884.10
RETIREMENTS / RESIGNATIONS / LAYOFFS						
Professional Educators						
Other Professional Support						
Support Staff						
Rocio Aburto	Hackett	4K Para	1/12/2017	100%	resignation	2 years

Dr. Thomas Johnson, Superintendent

Jamie Merath, Exec Director Business Svcs

Deetra Sallis, Executive Director Human Resources