

MINUTES OF BOARD MEETING
Manitowoc Board of Education
August 14, 2007

A regular meeting of the Board of Education was called to order by President Ron Kossik at 6:02 p.m. on August 14, 2007. The following Board members were present: Mr. Lee Braunel, Mr. Michael Herrity, Mr. Robert Jome, Mr. Ron Kossik, Mrs. Chrystal Myer, and Mr. James Protsman. Also present were Superintendent Mark Swanson and Joan Graff, substituting for Board secretary Rebecca McLafferty.

A motion was made by Lee Braunel, seconded by Chrystal Myer, and unanimously carried by roll call vote to convene in closed session for the purpose of considering the following matters: (1) discussion and identification of school district collective bargaining strategy with respect to successor collective bargaining contracts with the Manitowoc Education Association and with the Manitowoc Educational Paraprofessionals pursuant to Section 19.85(1)(e) of the Wisconsin Statutes and (2) consideration of employment, promotion, compensation or performance evaluation data of a specific school district employee over which the Board of Education has jurisdiction and exercises responsibility pursuant to Section 19.85(1)(c) of the Wisconsin Statutes.

The Board reconvened in open session at 7:02 p.m. and began with the Pledge of Allegiance.

A motion was made by Michael Herrity, seconded by Lee Braunel, and carried to approve the minutes of the July 10, 2007, regular meeting and the July 24, 2007, special meeting.

In the absence of Chairperson Judy Carey, Lee Braunel reported on a Finance Committee meeting held on July 31, 2007, at which Director of Business Services Ken Mischler presented the first draft of the 2007-08 budget. The district's total expenditures in funds 10 and 20 are expected to increase by 5.51%, including an average 4.07% increase in staff salaries, a 7.04% increase in total employee benefits, and a 7.10% increase in total other expenditures. The total tax levy will increase from \$16,424,776 to \$16,909,775, an increase of about 2.95%. Mr. Mischler estimates a 2.5% growth in Manitowoc's equalized property value, as compared to an average 7.5% increase statewide. Based on this statistic, the Manitowoc Public School District is considered a relatively poor district. Our state equalization aid is projected at 68.14%. This amounts to \$33,747,315, an increase of more than \$1,200,000 from last year. The next Finance and Budget Committee meeting will be held at noon on August 28, 2007.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion to approve vouchers #769, #804, and #806 totaling \$4,417,206.03 was made by Lee Braunel, seconded by Bob Jome, and carried.

Director of Business Services Ken Mischler presented an unaudited financial statement for the twelve months ending June 30, 2007.

Director of Human Resources Andrea Holschbach presented the Personnel Report which included resignations, hiring of professional and support staff, level movement on the teacher salary schedule, and extracurricular contracts for 2007-08. Mrs. Holschbach noted that the MPSD regrets the loss of Barbara Bundy-Jost, who resigned from her position as MPSD art department head to accept a position as director of the Rahr-West Art Museum. Art teacher Johanna Worley has agreed to fill in as interim art department head for the coming school year. A motion was made by Mike Herrity, seconded by Jim Protsman, and carried to approve the Personnel Report as presented.

A motion to approve a transportation contract with Brandt Buses was made by Lee Braunel, seconded by Michael Herrity, and carried. The contract includes a four percent increase, no change in the diesel fuel escalator clause, and an extension of the current contract for an additional year, thereby extending it until 2012.

Director of Student Learning Michael Dunlap summarized the 2007-08 staff development plan. The plan provides a framework for professional development at the school and district levels, across programs and grades. This year will see a continuing focus on authentic pedagogy and reading and mathematics, with greater emphasis on formative assessment. A motion to approve the plan as presented was made by Jim Protsman, seconded by Michael Herrity, and carried.

Director of Student Learning Michael Dunlap presented the 2007-08 Children At-Risk Plan which must be submitted annually to the DPI. The 2007-08 plan includes the following goals: improvement of identification, academic interventions, and enhancement of instruction, assessment, and progress monitoring in every classroom; implementation of the McKinley Academy alternative high school; implementation of a self-contained classroom school-within-a-school alternative program at Lincoln High School; implementation of a 4K collaborative program; and establishment of a truancy study group. A motion to approve the plan as presented was made by Bob Jome, seconded by Chrystal Myer, and carried.

A motion was made by Michael Herrity, seconded by Lee Braunel, and carried to approve the retention of Best & Friedrich and Davis & Kuelthau as the district's legal counsel.

Human Resource Director Andrea Holschbach gave a negotiations update. The Board will be going into mediation with the secretarial/clerical union sometime in September. The Board and Manitowoc Educational Paraprofessionals have agreed on a contract; the Union will hold a ratification vote during the week of September 9, 2007, and the Board will vote on it at the September 11 Board meeting. We will begin MEA and custodial/maintenance negotiations this fall.

Chartwells District Manager John Durtschi presented a Regional Account of the Year trophy to the district, signifying the MPSD's first-place status among 94 accounts. Local

Chartwells manager Lynette Zalec, who will represent the MPSD at Chartwells' national conference in November, introduced six Chartwells employees who work in the district.

Superintendent Swanson provided an update on various district activities. Items specifically mentioned included preparations for the start of school, hiring and training of new staff, the upcoming new teacher luncheon, the all-staff welcome session on August 27, progress on updating Board policies with a representative from NEOLA, and projected enrollment, which looks steady. Ron Kossik highlighted a recent article in the Herald Times Reporter about a summer school course at Pine Crest Historical Village. Michael Herrity mentioned that homeowners across from the JFK physical education facility are frustrated about parking in front of their property.

A motion was made by Jim Protsman, seconded by Chrystal Myer, and carried to approve the purchase of a physics textbook as introduced at the July 2007 regular meeting.

A motion was made by Chrystal Myer, seconded by Michael Herrity, and carried to approve the Internet and Network Acceptable Use Policy as introduced and amended at the July 2007 regular meeting.

It was moved by Bob Jome, seconded by Jim Protsman, and carried to approve District goal objectives as proposed by the administration for 2007-08 covering student learning, staff, operations, and communication.

Director of Business Services Ken Mischler presented 2006-07 budget adjustments that reflect Board action during the 2006-07 year. These include capital projects, staff contract settlements, changes in DPI classification, changes in federal or state projects, self-funded insurance adjustments, and internal budget changes. A motion to approve the budget adjustments as presented was made by Bob Jome, seconded by Jim Protsman, and carried.

A motion was made by Lee Braunel, seconded by Chrystal Myer, and carried to adjourn.

The meeting adjourned at 8:43 p.m.

Respectfully submitted,
Joan Graff, Acting Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
September 11, 2007

A regular meeting of the Board of Education was called to order by President Ron Kossik at 7:03 p.m. on September 11, 2007. The following Board members were present: Ms. Judy Carey, Mr. Lee Braunel, Mr. Robert Jome, Mr. Ron Kossik, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

The meeting began with the pledge of allegiance.

A motion was made by Lee Braunel, seconded by Mike Herrity, and carried to approve the minutes of the August 14, 2007, regular meeting.

Summer School Coordinator Chris Peterson and teacher Jill DeRosier provided a brief overview of the Pioneer Life summer school class which took place at Pinecrest Historical Village in July. The partnership between summer school staff and Pinecrest Historical Society provided an enriched learning environment for participating fourth and fifth grade students. The program ran for two weeks with children attending four hours per day. Monroe student Kirill Holschbach highlighted fire building skills and house construction, and circulated a handmade bracelet. Stangel student Katie Williquette cited learned educational highlights. Keegan Michels focused on making ice cream, cooking, and rope bed construction.

Finance and Budget Committee Chairperson Judy Carey reported on the August 28, 2007, meeting. The draft 2007-2008 budget is very tight, subsequent to the Riverview School addition and the new administration offices on Lindbergh Drive. Discussion ensued regarding anticipated state equalization aid and the November deadline for setting the tax levy. The 2007-2008 proposed budget will be brought to a public hearing on October 9, 2007.

The payment of vouchers and financial statements were presented by Director of Business Services Ken Mischler. Motion was made by Judy Carey, seconded by Bob Jome, and carried, to approved vouchers #808 and #812, totaling \$4,975,414.48.

Director of Human Resources Andrea Holschbach presented the Personnel Report which included resignations, hiring of staff, level movement on the salary schedule for fourteen teachers, and payment of extracurricular contracts. An update was given on a successful new teacher/mentor week and staffing for the 2007-2008 school year. On motion by Michael Herrity, seconded by Judy Carey, the Personnel Report was approved.

Assistant Director of Student Learning Marcia Flaherty and Summer School Coordinator Chris Peterson reported on the 2007 Summer School program. Highlights included a strong English Language Learner program, standardized Jumpstart to First Grade program, strong remedial math and reading participation, and a new sports camp program. Positive parent evaluations corroborated this year's successful program which was highlighted by the Life as a Pioneer class offered in conjunction with Pinecrest Historical Village, the new reading series, efforts of staff members, and the Monday through Friday Summer School schedule.

Superintendent Swanson provided a preliminary enrollment update for the beginning of the 2007-2008 school year. Lower grades show an increase, while high school enrollment appears to be slightly decreased. Factors to be considered include Head Start's first day of school being September 10, last year's large graduating class, students transferring to the McKinley Academy, and current and future

population. The third Friday student county will confirm enrollment numbers for this school year. Also discussed were Jackson School's realignment success and the viability of half day kindergarten.

On motion by Bob Jome, seconded by Lee Braunel, Lincoln High School Principal Keith Shaw was designated as the 2007-2008 Youth Options Coordinator.

Director of Human Resources Andrea Holschbach provided a brief update on the status of negotiations with the various bargaining groups.

Superintendent Swanson provided an update on various district activities. Items specifically discussed included successful commencement of the 2007-08 school year; concerns regarding the impact of the State's budget on school district finances and property taxes; 6th grade School Forest camps taking place this autumn; implementation of a breakfast program at Madison Elementary School; upcoming district open houses; and support for all district sports activities.

Director of Student Learning Michael Dunlap and McKinley Academy Principal Kristin Lee presented rationale behind the proposed McKinley Academy Contract. Ken Mischler offered financial input. After considerable discussion, motion was made by Bob Jome and seconded by Judy Carey, to approve the McKinley Academy Contract, noting that the Clerk's name needs to be updated on the proposed contract. As a member of the McKinley Academy Board, Michael Herrity requested clarification on whether he should abstain from voting. It was the consensus of the Board that a School Board member that is also on the McKinley Academy Board should vote. Motion carried unanimously.

Director of Pupil Services Dawn LeLou-Matte presented changes to the Manitowoc County Comprehensive Charter School (MCCCS) contract. After contract submission to the state, changes were suggested regarding governance and autonomy, discipline policy, and financial/operational criteria. After considerable discussion, motion was made by Lee Braunel, seconded by Bob Jome, and carried to approve the MCCCS contract as revised.

On motion by Michael Herrity, seconded by Bob Jome, the Board unanimously voted to ratify the Manitowoc Educational Paraprofessionals (MEP) contract for 2007-2009.

A motion was made by Lee Braunel, seconded by Michael Herrity, and carried to adjourn at 8:45 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
October 23, 2007

A special meeting of the Board of Education was called to order by President Ron Kossik at 12:00 noon on October 23, 2007. The following Board members were present: Mr. Michael Herrity, Ms. Chrystal Myer, Mr. Jim Protsman, Ms. Judy Carey (12:01 p.m.), Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson, Director of Business Services Ken Mischler, Director of Human Resources Andrea Holschbach, Director of Pupil Services Dawn LeLou-Matte, and Board secretary Rebecca McLafferty.

On motion by Lee Braunel, seconded by Judy Carey, a motion was unanimously carried at 12:02 p.m. to convene in closed session for the purpose of consideration of employment, promotion, compensation or performance evaluation data of a specific school district employee over which the Board of Education has jurisdiction and exercises responsibility pursuant to Section 19.85(1)(c) of the Wisconsin statutes.

The Board reconvened in open session at 12:10 p.m. On motion by Chrystal Myer, seconded by Jim Protsman, motion unanimously carried to recess until the scheduled commencement of the special Board of Education meeting at 12:15 p.m.

At 12:15 p.m., President Kossik reconvened the meeting. He commended the District's International Baccalaureate program and the staff highlighted in a recent newspaper article.

Ken Mischler outlined the budget adjustments that need to be approved in order to establish the district's 2007-2008 property tax levy. Information necessary to set the tax levy was not available until this time, and this may change if the State of Wisconsin passes a state budget. The information needed to approve the property tax levy includes state equalization aid, computer aid, third Friday enrollment, municipal equalized property values, and transfer of services between districts. Wisconsin's Department of Public Instruction certified the equalization aid to all districts as of October 15, based on last year's state equalization aid. When the State of Wisconsin passes a state budget, the amount of equalization aid will change. The approved 2007-08 budget had an increase in enrollment. Under the revenue limit calculation, only one-third of the enrollment increase is credited this year (about 9 FTE). The District's revenue limit calculation has been adjusted to \$48,022,213, which is an increase of 4.05% over last year and an increase of \$98,467 from October's approved budget. The District's equalization aid increased by \$1,053,208. The change in equalization will result in a 4.99% increase in the total tax levy. The net tax levy rate will increase 1.14% from last year's net levy (from \$7.397 per \$1,000 last year to \$7.481 per \$1,000 this year). Discussion ensued regarding the district's ability to control finances in light of the State's fund distribution methods. A motion to approve the changes to the Manitowoc Public School District's 2007-2008 budget, which had been previously adopted on October 9, 2007, was made by Judy Carey, seconded by Lee Braunel. Motion carried unanimously.

It was moved by Judy Carey, seconded by Jim Protsman, and unanimously carried by roll call vote to establish the 2007-2008 property tax levy of \$17,244,883, plus prior year property tax chargebacks of \$20,623 for a total tax levy of \$17,265,506, to be apportioned as follows:

City of Manitowoc	\$13,321,818
Town of Centerville	200,650
Town of Kossuth	488,588
Town of Manitowoc	660,121
Town of Manitowoc Rapids	1,096,586
Town of Newton	1,207,788

Town of Two Rivers	143,966
City of Two Rivers	145,989

After considerable discussion regarding the school district's review of NEOLA policies, motion was made by Jim Protsman, seconded by Michael Herrity, and unanimously carried, for the Board President, with input from Board members, to divide policies among appropriate standing committees of the Board, who will each submit a recommended set of policies to the Board for adoption at one time. Tentative target dates were the 4th Tuesday Board meeting in January and a first reading in February 2008.

Motion was made by Lee Braunel, seconded by Michael Herrity, to adjourn at 1:12 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
October 9, 2007

A regular meeting of the Board of Education was called to order by President Ron Kossik at 6:00 p.m. on October 9, 2007. The following Board members were present: Mr. Michael Herrity, Ms. Chrystal Myer, Mr. Jim Protsman, Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson and Rebecca McLafferty, Board secretary.

At 6:01 p.m., a motion was made by Chrystal Meyer, seconded by Michael Herrity, and unanimously carried by roll call vote to convene in closed session for the purpose of discussion and identification of school district collective bargaining strategy with respect to successor collective bargaining contracts with the Manitowoc Education Association, the custodial/maintenance and secretarial/clerical collective bargaining units, as authorized pursuant to Section 19.85(1)(e) of the Wisconsin Statutes.

The Board reconvened in open session at 6:45 and began with the pledge of allegiance.

Director of Business Services Ken Mischler conducted a public hearing on the proposed 2007-2008 budget. A summary of the 2006-2007 and 2007-2008 budget expenditures, revenues, total tax levy, equalized property value, and the net tax levy rate was provided. The total tax levy will increase about 2.95%, which translates to a net tax levy rate of \$7.43 per \$1,000, or a 0.43% increase (assuming equalized property value growth of 2.50%). Because the State of Wisconsin has not yet approved the budget, impact on the tax levy is not yet known. The Wisconsin Department of Public Instruction will notify all school districts on October 15 as to the amount of state aid they will receive. After hearing no comments from the public, President Kossik declared closure to the hearing at 6:53 p.m.

On motion by Lee Braunel, seconded by Bob Jome, motion unanimously carried to recess until commencement of the regular Board of Education meeting at 7:00 p.m.

At 7:00 p.m., President Kossik reconvened the meeting.

A motion was made by Lee Braunel, seconded by Bob Jome, and carried to approve the minutes of the September 11, 2007, regular Board meeting.

Teachers Tammy O'Connor and Dennis Larsen accompanied eighth grade students from a combined social studies/English class at Washington Junior High School while they demonstrated how substantive conversation, high-order thinking, questioning, and reflection have impacted their learning. Students present were Bao Vang, Bryce Beeman, Carlos Martinez, Adam Prowls, Lauren Linsmeier, Colin Grawien, Nicole Belisle, and Carly Schisel. Superintendent Swanson commended the staff and students for their achievements. He also praised Washington Junior High School staff for being one of 163 Wisconsin schools to receive the New Wisconsin Promise Schools of Recognition award for 2007-08, citing that the school also received this high achievement award during the 2006-07 school year.

Chairperson Jim Protsman reported on the October 2, 2007, Curriculum Committee meeting. The meeting was devoted to considering course proposals for the 2008-09 school year and discussing potential changes to the district's graduation credit requirements. It was pointed out that by increasing math and science requirements, standards would be raised and learning increased in those content areas in order to better prepare students for the demands faced in colleges, universities, technical schools, or in the workplace. Changes in social studies would contribute to increased global and civic understanding. Financial literacy requirements would help ensure that students are prepared to deal with monetary issues.

knowledgeably. Ideas are only in the exploratory stage and will be thoroughly examined before any changes would be made.

Curriculum Committee Chairperson Jim Protsman brought forth a recommendation from the Curriculum Committee to approve the recommended course proposals. Motion carried unanimously.

The payment of vouchers and financial statement for the month ending September 30, 2007, was presented by the Director of Business Services Ken Mischler. A motion to approve voucher #814 totalling \$3,178,220.03 and voucher #817 totalling \$2,895,076.66, for a total of \$6,073,296.69 was made by Lee Braunel, seconded by Bob Jome, and unanimously approved.

Director of Human Resources Andrea Holschbach presented the Personnel Report and its addendum covering the hiring of two additional paraprofessional staff persons at Lincoln High School. The Personnel Report consisted of resignations, the hiring of professional and support staff, level movement on the salary schedule for 21 teachers, and payment of extracurricular contracts. A motion was made by Michael Herrity, seconded by Lee Braunel, and carried, to approve the Personnel Report and its addendum as presented. Andrea Holschbach distributed the first draft of revised personnel policies to Board Members in preparation for the Policy and Personnel Meeting scheduled for October 19, 2007.

On motion by Chrystal Myer, seconded by Bob Jome, it was unanimously carried to accept the proclamation read by President Ron Kossik from State Superintendent of Public Instruction, Elizabeth Burmaster, which proclaimed October 14-20, 2007, as Gifted Education Week in the State of Wisconsin and commended this observance to all citizens.

It was moved by Jim Protsman, seconded by Michael Herrity, and carried, to have Michael Dunlap continue in his role as the District's designated Equity/Title IX coordinator.

The results of the third Friday enrollment count were briefly reviewed. It was pointed out that elementary numbers increased significantly due to the new four-year-old kindergarten program. Elementary enrollment totaled 2,948 students and secondary enrollment totaled 2,731. The current pupil count for 2007-08 is 5,577.

It was moved by Jim Protsman, seconded by Michael Herrity, and carried, to approve the Lincoln band trip to Orlando, Florida, from March 24-30, 2008, as presented.

A brief update on the status of negotiations with the various bargaining groups was given by Director of Human Resources Andrea Holschbach.

Superintendent Swanson commended the International Baccalaureate (IB) program and its recent newsletter, prepared and distributed by IBO Coordinator Deb Douglas; encouraged attendance at an upcoming open house at the Manitowoc County Comprehensive Charter School (MCCCS); and explained that 11 students may not be allowed to attend school after Monday, October 15, 2007, due to noncompliance with State immunization laws. Students need to have all immunizations or provide signed waivers of refusal. All families have been contacted and are well aware of the situation. Superintendent Swanson also informed the Board that he is attending teeing up sessions at District schools, to meet with staff about district goals and visions; the first inservice day of the 2007-08 school year is October 10, 2007; and Superintendent Swanson further reported attending monthly PTA meetings.

A motion was made by Lee Braunel, seconded by Bob Jome, and unanimously carried (6-0) by roll call vote to approve the school District's 2007-2008 budget that was presented at the budget hearing earlier in this meeting, in accordance with Section 65.90 (4) of the Wisconsin Statutes. The budget includes

expenditures in the general fund amounting to \$53,023,778; total expenditures of all funds amounting to \$61,124,125; and a proposed property tax levy amounting to \$16,909,775. Michael Herrity expressed his dissatisfaction with the State Legislature's inability to approve the State budget in a timely manner, as did President Ron Kossik.

A motion was made by Lee Braunel, seconded by Chrystal Myer, and carried, to adjourn at 8:16 p.m.

Respectfully submitted,
Rebecca McLafferty, Board secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
November 13, 2007

A regular meeting of the Board of Education was called to order by President Ron Kossik at 6:00 p.m. on November 13, 2007. The following Board members were present: Mr. Michael Herrity, Ms. Chrystal Myer, Mr. Jim Protsman, Ms. Judy Carey, Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

On motion by Chrystal Myer, seconded by Michael Herrity, a motion was unanimously carried at 6:01 p.m. to convene in closed session for the purpose of discussion and identification of school district collective bargaining contracts with the Manitowoc Education Association and secretarial/clerical collective bargaining units pursuant to Section 19.85(1)(e) of the Wisconsin statutes.

The Board reconvened in open session at 7:00 p.m. and began with the pledge of allegiance.

Kindergarten teacher Lindy Backus and parent volunteer Lisa Callsen supervised a sign language demonstration by students Josh Hoffman, Brandon Wiesner, Eryn Stuebs, Frances Meyer, JorJa Ploederl, Mackenzie Callsen, and Eli Maedke.

During public input, a private speech and language pathologist, Michael Retzinger presented his concerns regarding ineffective therapy for children who stutter. He requested information be passed on to district speech and language professionals.

The payment of vouchers and financial statement for the month ending October 31, 2007, was presented by Director of Business Services Ken Mischler. Motion was made by Lee Braunel, seconded by Bob Jome, to approve voucher #819 totaling \$2,940,917.04 and voucher #823 totaling \$3,124,412.59 for a total of \$6,065,329.63, was unanimously approved.

Director of Human Resources Andrea Holschbach presented the Personnel Report consisting of two resignations, hiring of professional and support staff, level movement on the teacher salary schedule for nine teachers, and payment of extra-curricular contracts. A motion was made by Bob Jome, seconded by Michael Herrity, and carried, to approve the Personnel Report as presented.

Director of Human Resources Andrea Holschbach provided a brief report on the status of negotiations with the various bargaining groups.

Motion was made by Bob Jome, seconded by Chrystal Myer, to approve receipt of a \$1,000 donation from the National Turkey Federation to be used for purchasing archery equipment for use at the Rahr Memorial School Forest; and a \$500 donation from Whitetails Unlimited, Inc. for the same project. Motion carried unanimously. Superintendent Swanson and several Board members expressed their appreciation to local civic minded organizations for generous donations which enable education programs that would not otherwise be possible.

Assistant Director of Student Learning Marcia Flaherty and Principal Debby Shimanek recapped the growth of the District's 4K (Four-Year-Old Kindergarten) Program. The 2008-2009 program will be open to any resident of the District who is age 4 by September 1, 2008. In order to accommodate eligible students, 4K programming will be available at the following sites for the 2008-2009 school year: Head Start (for income eligible families); Riverview School Preschool; YMCA-Reed Avenue and YMCA-Maritime Drive; Salvation Army Child Care, Lakeshore Child Care, and Precious in His Site Child Care.

Superintendent Swanson provided an update on various district activities. Director of Business Services Ken Mischler is preparing an application for creation of a District foundation to facilitate potential grants; second quarter parent teacher conferences are this week; the District's three secondary bands will be playing in next week's Holiday Parade; all teeing up sessions have been completed which allowed many staff members to contact Superintendent Swanson regarding District goals and visions. District assessment testing is winding down and the Student Learning Director and staff were commended for their hard work in this area. Superintendent Swanson acknowledged that a special education teacher from Monroe School, Reuben Kaye, has been deployed to Iraq for the second time. A temporary substitute teacher has been hired for the projected eighteen-month period. Board members were reminded of their invitation to attend the Fox River Classic Conference Social to be held at Pulaski High School on November 15, 2007.

On motion by Judy Carey, seconded by Chrystal Myer, it was unanimously carried to accept the proclamation read by President Ron Kossik, proclaiming November 12-17, 2007, as the 86th annual observance of American Education Week.

It was moved by Jim Protsman, seconded by Judy Carey, and carried, to approve the proposed Academy course "Jibber Jabber or Quality Conversation?" Michael Herrity expressed interest to the course's instructor Lori Williams for a substantive presentation upon course completion.

It was moved by Jim Protsman, seconded by Chrystal Myer, to approve Washington Jr. High School's extracurricular trip for 9th grade students that participate in the school's History Club. Students will fund-raise the cost of \$656.00 per student, which is paid for by the participating students.

Ron Kossik led a discussion regarding procedures for evaluating the District Superintendent. After considerable discussion, it was the consensus of the Board that they will continue to utilize the current evaluation instrument for continuity purposes, but will augment it with other opportunities for high level discussions regarding superintendent goals. Superintendent Swanson noted the importance of the January 31 deadline date for evaluation completion to avoid a satisfactory performance assumption. It was decided that this topic be discussed at a closed November 27 Board meeting, following dissemination of the superintendent evaluation forms to board members.

Motion was made by Lee Braunel, seconded by Chrystal Myer, and carried to adjourn at 8:34 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
November 27, 2007

A special meeting of the Board of Education was called to order by President Ron Kossik at 12:00 noon on November 27, 2007. The following Board members were present: Mr. Michael Herrity, Ms. Chrystal Myer, Mr. Jim Protsman, Ms. Judy Carey, Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

On motion by Chrystal Myer, seconded by Michael Herrity, a motion was unanimously carried at 12:01 p.m. to convene in closed session for the purpose of consideration of the annual performance evaluation of the superintendent of schools of the school district pursuant to Section 19.85(1)(c) of the Wisconsin statutes.

Motion was made by Lee Braunel, seconded by Judy Carey, to adjourn at 1:04 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
December 11, 2007

A regular meeting of the Board of Education was called to order by President Ron Kossik at 6:02 p.m. on December 11, 2007. The following Board members were present: Mr. Michael Herrity, Ms. Chrystal Myer, Mr. Jim Protsman, Ms. Judy Carey, Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

On motion by Chrystal Myer, seconded by Michael Herrity, a motion unanimously carried at 6:03 p.m. to convene in closed session for the purpose of discussion and identification of school district collective bargaining contracts with the Manitowoc Education Association and secretarial/clerical collective bargaining units pursuant to Section 19.85(1)(e) of the Wisconsin statutes.

The Board reconvened in open session at 7:02 p.m. and began with the pledge of allegiance.

A motion was made by Michael Herrity, seconded by Chrystal Myer, and carried to approve the minutes of the November 13, 2007, regular meeting and the November 27, 2007, special meeting.

Wilson Jr. High School principal Darlene Wotachek introduced teacher Jill Pickett and two Exploring Business and Marketing students, Jacob Merten and Justin Levande. The students explained how they analyzed and synthesized data from a marketing survey they designed. The students' skills acquired in technology classes enabled them to create the advertisement; conduct a survey to ascertain ideal characteristics of an MP3 player; and incorporate the target audience into their advertisement.

Finance and Budget Committee Chairperson Judy Carey reported on the November 27, 2007, meeting. A brief history of the Kupper/Ratsch fund was presented. Ken Mischler distributed procedures to the schools for making application for the funds. Initial requests totaled \$113,883.00 which were reduced by Superintendent Mark Swanson and Ken Mischler to \$32,323.10. On motion brought from the Finance and Budget Committee, the Board unanimously voted to approve the Kupper/Ratsch requests as presented, totaling \$32,323.10.

Chairperson Jim Protsman reported on the Curriculum Committee meeting of December 11, 2007. The Committee voted to recommend reinstatement of *Spanish Live*, *French Live* and *German Live*, and approve a new parallel course, *Japanese Live*. On motion brought from the Curriculum Committee, the Board unanimously agreed to reinstate *Spanish Live*, *French Live* and *German Live*, and approved the new parallel course, *Japanese Live*. The committee members reviewed curriculum policy revisions provided by NEOLA.

The payment of vouchers and financial statement for the month ending November 30, 2007, was presented by Director of Business Services Ken Mischler. Motion was made by Lee Braunel, seconded by Judy Carey, to approve voucher #826 totaling \$2,429,614.92 and voucher #829 totaling \$3,309,858.91 for a total of \$5,739,473.83, was unanimously approved. Director Mischler also commented on the diligent attention to detail exhibited by Hawkins, Ash, Baptie & Company's annual audit, and the district's commendable audit results.

Director of Human Resources Andrea Holschbach presented the Personnel Report and its addendum, consisting of the hire of professional and support staff, level movement on the teacher salary schedule for two teachers, and payment of extra-curricular contracts. A motion was made by Bob Jome, seconded by Michael Herrity, and carried, to approve the Personnel Report and its addendum as presented.

A brief report on the status of negotiations with the various bargaining groups was provided by Director Andrea Holschbach.

Superintendent Mark Swanson will ask for approval of the Emergency Nursing Services Plan at the January 2008, Board of Education meeting. The signed document was distributed to Board members just prior to the commencement of this meeting.

The Bloodborne Pathogens Exposure Control Plan has been updated and has been distributed to Board members for their information. This document does not require Board approval. It is furnished for informational purposes.

Superintendent Swanson reported that the annual Wisconsin State Education Convention will be held on January 23-25, 2008, in Milwaukee. Board members were encouraged to attend.

Superintendent Swanson provided a district activity update which highlighted the following items: Christmas concerts are taking place throughout the district. 4K open houses were recently held at collaborating sites and were very well attended. Teacher Bill Hansen and students received an All-State Award and an Outstanding Ensemble Acting Award for their adaptation of William Shakespeare's "The Two Gentlemen of Verona", at a recent State Theatre Festival in Stevens Point, Wisconsin.

Resolutions to be considered by the Wisconsin Association of School Boards were discussed. Bob Jome will be the District's official delegate to Wisconsin's State Education Convention. Lee Braunel inquired about the success rate of WASB resolutions brought forward.

On motion by Chrystal Myer, seconded by Jim Protsman, the summer trip to Japan was approved as proposed by the Foreign Language Department. The student exchange trip is scheduled for June 10-26, 2008, to Chiba, Japan.

On motion by Lee Braunel, seconded by Michael Herrity, the meeting adjourned at 8:10 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
January 8, 2008

A regular meeting of the Board of Education was called to order at 6:00 p.m. on January 8, 2008. The following Board members were present: Mr. Michael Herrity, Mr. Jim Protsman, Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik. Also present was Superintendent Mark Swanson.

On motion by Lee Braunel, seconded by Michael Herrity, a motion was unanimously (5-0) carried at 6:02 p.m. by roll call vote to convene in closed session for the purpose of considering the annual performance evaluation of the Superintendent of Schools of the School District as authorized pursuant to Section 19.85(1)(c) of the Wisconsin Statutes.

The Board reconvened in open session at 7:02 p.m. (Board secretary Rebecca McLafferty present) and began with the pledge of allegiance.

A motion was made by Lee Braunel, seconded by Bob Jome, and carried to approve the minutes of the December 11, 2007, regular meeting.

Cindy Fuller, program support teacher and speech and language pathologist with the Manitowoc Public School District, presented an overview of speech and language services in the Manitowoc Public School District. Cindy's informative presentation set forth district numbers regarding speech and language use in the district, duties of speech and language therapists, who speech and language therapists work with, and concluded with the slogan, "we have ways of making you talk." Bottled water distributed to Board members emphasized the importance of healthy lifestyles, and carried tags listing symptoms of voice disorders and protective "vocal hygiene" strategies.

Chairperson Jim Protsman reported on the Curriculum Committee meeting held on January 8, 2008, at 12:04 p.m. The meeting was devoted to considering program policy revisions provided by NEOLA. The Committee agreed to recommend adoption of the program policies with the suggested modifications to the full Board.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Lee Braunel, seconded by Michael Herrity, and unanimously carried, to approve voucher #832 totaling \$2,265,456.34 and voucher #834 totaling \$3,229,467.27, for a total of \$5,494,923.61, and the financial statement for the month ending December 31, 2007.

Director of Business Services Ken Mischler spoke briefly about preparation of the District's budget for 2008-2009 and referenced the booklet that Board members received, containing the proposed budget calendar, list of budget responsibilities, chart of accounts, and the budget request worksheets and forms.

Director of Human Resources Andrea Holschbach presented the Personnel Report consisting of one retirement, the hire of one German intern at Lincoln High School, level movement for four teachers on the teacher salary schedule, and extracurricular contracts. Motion was made by Bob Jome, seconded by Jim Protsman, and carried to approve the Personnel Report.

A brief update was given by Director of Human Resources Andrea Holschbach on the status of negotiations with various bargaining groups.

It was moved by Lee Braunel, seconded by Bob Jome, to approve the availability of \$113,650 for scholarships from the Manitowoc Board of Education Trust Fund in 2008. Motion carried 4-0, with one abstain (Ron Kossik).

It was moved by Bob Jome, seconded by Michael Herrity, to approve the availability of \$225,000 for initial and continuing loans, from the Manitowoc Board of Education Trust Fund in 2008. Motion carried 4-0, with one abstain (Ron Kossik).

Director of Pupil Services Dawn LeLou-Matte was present to answer questions regarding the Emergency Nursing Services Plan, which was presented to the Board on December 11, 2007. On motion by Jim Protsman, seconded by Michael Herrity, motion carried.

Dawn LeLou-Matte presented an update on progress made at the Manitowoc County Comprehensive Charter School (MCCCS). Students must meet criteria to attend MCCCS's grades one through eight, with classes held from 9:00 a.m. to 2:00 p.m. Her update highlighted staffing, a coordinated service team wrapping educational goals around home life, and the process of successfully transitioning students back into former schools.

Director of Student Learning Michael Dunlap and McKinley Academy Principal Kristin Lee presented an update regarding the McKinley Academy. A PowerPoint presentation highlighted progress made to date, including enrollment of 40 students, staff, schedule of a typical day, before and after school activities, acknowledgement of the McKinley Academy Board of Directors, and projects that are in the works. Kristin Lee enthusiastically acknowledged that this has been a very positive year for the Academy, for both staff and students.

Superintendent Swanson's update of district activities including parent meetings scheduled at Lincoln High School, and next year's budget issues to be discussed at the January 22 Board meeting. Input was requested from Board members to assist with CESA 7's search to replace their retiring administrator. Bob Jome will represent the District at the upcoming Wisconsin State Education Convention in Milwaukee, along with other administrators and board members.

Lincoln High School at-risk aide Cindi Rhodes and three students from Stan Grall's class were present to answer questions regarding the class's request for approval of a proposed trip to Washington D. C. The students have been raising money for this trip by selling candles. On motion by Michael Herrity, seconded by Bob Jome, the trip was unanimously approved.

On motion by Lee Braunel, seconded by Michael Herrity, the meeting adjourned at 8:26 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
January 22, 2008

A special meeting of the Board of Education was called to order by President Ron Kossik at 12:00 noon on January 22, 2008. The following Board members were present: Ms. Chrystal Myer, Mr. Jim Protsman, Ms. Judy Carey (12:02 p.m.), Mr. Lee Braunel, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson, Director of Business Services Ken Mischler, Director of Human Resources Andrea Holschbach, Director of Student Learning Michael Dunlap, Assistant Director of Student Learning Marcia Flaherty, Public Information Specialist Joan Graff, and Board Secretary Rebecca McLafferty.

Director of Business Services Ken Mischler gave a recap of the school's initial budget projections. At this time, 2008-2009 expenditures are expected to total \$64,677,383, less operating transfers for Fund 20 of \$5,812,115, for total projected expenditures of \$58,865,268. This 4.35% increase in expenditures is \$1,308,206 over projected revenues.

Director Mischler reviewed actual and projected multi-year revenue limits, highlighting 3rd Friday count numbers estimated at 5,454 for the 2008-2009 school year; revenue cap cost per member; revenue limit calculation; and a projected total revenue increase of 3.46%, bringing the total revenue limit to \$49,682,739.

Preliminary numbers have the Board reducing the 2008-2009 budget by \$800,000 and another \$600,000 in 2009-2010. With the school district already running efficiently, the process becomes more difficult. Director of Business Services Ken Mischler concluded that since 81% of the district's budget is personnel related, staff reduction will be examined closely.

Considerable discussion ensued on deriving revenue from other sources, and costs incurred from bussing, utilities, negotiated settlements, and employee benefits including a 9% projected increase in health insurance.

Ron Kossik rationalized that it is the challenge of the Board of Education, in light of escalating costs, to carefully study and ultimately recommend changes to the 2008-2009 budget.

Board member concerns included striving to find changes that will be least harmful to academic programs, the health and safety of district schools, and opportunities for academic and extracurricular student involvement, while insuring that the District will meet legal and financial responsibilities.

The timeline for alternative presentations is tentatively set for the February 26 Board meeting. Public input meetings will be scheduled after that date.

On motion by Lee Braunel, seconded by Judy Carey, the meeting adjourned at 12:58 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
February 12, 2008

A regular meeting of the Board of Education was called to order by President Ron Kossik at 6:01 p.m. on February 12, 2008. The following Board members were present: Mr. Michael Herrity, Ms. Chrystal Myer, Mr. James Protsman, Mr. Lee Braunel, Mr. Robert Jome, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

A motion was made by Chrystal Myer, seconded by Jim Protsman, and unanimously carried by roll call vote (6-0) to convene in closed session for the purpose of considering the compensation of administrative staff, as authorized pursuant to Section 19.85(1)(c) of the Wisconsin Statutes.

The Board (Ms. Judy Carey present) reconvened in open session at 7:01 p.m. and began with the pledge of allegiance.

A motion was made by Lee Braunel, seconded by Bob Jome, and carried to approve the minutes of the January 8, 2008, special and regular meetings and the January 22, 2008, special meeting.

President Ron Kossik informed the Board that he had received an anonymous document outlining suggested ways to cut the school budget. The document will be copied and distributed to Board members.

Japanese II and III students from Lincoln High School presented skits demonstrating their acquisition and understanding of the language. Students representing Ms. Jaci Collins' Japanese III class were Britta Gauer and Whitney Nett, and students representing Ms. Terry O'Dell's Japanese II class were Lauren Feller and Joe Wenninger. Students demonstrated and instructed the Board in writing the three Japanese characters representing "Nihon", the more casual, phonetic name for Japan, as well as the two kanji (picture) characters also representing Japan's name. Students and instructors answered board inquiries regarding the Japanese language and classes. Board members acknowledged this progressive program which involves some 120 to 130 students.

During public input, a private speech and language pathologist, Michael Retzinger, presented his concerns regarding the school district's response to his concerns regarding therapy for children who stutter. Mr. Retzinger spoke during the Board's November 13, 2007, public input session. President Ron Kossik thanked Mr. Retzinger for sharing his opinion.

A summation of the January 9, 2008, Policy and Personnel Committee meeting was presented by Chairperson Chrystal Myer. The meeting was convened to discuss policy revisions provided by NEOLA in the areas of bylaws, administration, professional staff, support staff, students, operations, and relations. Minor policy revisions were made. Seven policy updates from NEOLA were adopted, to be brought to the full board.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Lee Braunel, seconded by Michael Herrity, and unanimously carried, to approve voucher #837 totaling \$2,209,464.68 and voucher #840 totaling \$3,213,490.85, for a total of \$5,422,955.53, and the financial statement for the month ending January 31, 2008.

Director of Business Services Ken Mischler reported on enrollment numbers from the second Friday in January, which are used to project next year's enrollment. Total enrollment from the third Friday count in September totaled 5,626 students. The second Friday in January enrollment totaled 5,608. This decrease

in enrollment, which includes elementary numbers, is cause for concern for our school district and the community. Mr. Mischler emphasized the importance of monitoring enrollment figures. Discussion ensued regarding the process of collecting data for the enrollment reports.

Director of Human Resources Andrea Holschbach presented the Personnel Report and its Addendum, consisting of two retirements, level movement on the salary schedule for seven teachers, two requests for leaves of absence, and payment of extracurricular contracts. A motion was made by Michael Herrity, seconded by Jim Protsman, and carried to approve the Personnel Report and its Addendum as presented.

Preliminary Notices of Non-Renewal for 2008-2009 were removed from the Agenda.

Director of Human Resources Andrea Holschbach provided a brief report on the status of negotiations with the various bargaining groups.

Lee Braunel moved to approve the list of administrators who will receive contracts for the 2008-2009 school year. The motion was seconded by Judy Carey and unanimously approved.

Motion was made by Lee Braunel, seconded by Judy Carey, and unanimously carried to approve the administrative compensation package for 2008-2009 as presented.

As representative to the 2008 Wisconsin Association of School Boards Delegate Assembly that met on Wednesday, January 23, 2008, in Milwaukee, Bob Jome reported on the resolutions that were presented.

Lincoln High School Principal Keith Shaw and International Baccalaureate (IB) Program Coordinator Deb Douglas gave an update on the IB Program. Deb Douglas gave a PowerPoint presentation highlighting the program's mission, emphasizing the learner profile and the program's emphasis on the worldwide learning community. Program curriculum and evaluation were discussed, as well as teaching qualifications and the future of the program.

Superintendent Swanson commended:

- Excel Program Support Lori Williams for her cover article published in the February 2008 issue of the professional journal, *Teaching Children Mathematics*;
- Vocational Education Coordinator Rose Ellinger for being awarded the "Manitowoc County Education Impact Award" at the 91st annual meeting and dinner organized by the Chamber of Manitowoc County;
- Monroe Elementary School Guidance Counselor Todd Hadler for his receipt of the 2008 Support Personnel Accountability Report Card for Wisconsin (SPARC-W) award; and
- Monroe Elementary School Head Custodian Greg Rank for being named the Big Brother Match of the Month, in addition to additional Big Brother contributions.

Superintendent Swanson emphasized that this is a small sampling of the contributions made by the staff throughout the school district.

In response to an inquiry by Jim Protsman, Superintendent Swanson briefly reviewed the snow day scenario, indicating that district administrators keep a close watch on not only the number of days students are in school, but also the number of instructional hours.

President Kossik reported that the annual performance evaluation of the superintendent has determined that Superintendent Swanson has exceeded the objectives set forth by the Board of Education for 2007-2008. A motion was made by Jim Protsman, seconded by Lee Braunel, and carried to increase the salary

for Superintendent Mark Swanson by 2.5% for the 2008-2009 school year, and that his contract be extended through the 2009-2010 school year.

On motion by Lee Braunel, seconded by Chrystal Myer, the meeting adjourned at 8:50 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
February 26, 2008

A special meeting of the Board of Education was called to order by President Ron Kossik at 12:00 noon on February 26, 2008. The following Board members were present: Mr. Michael Herrity, Mr. James Protsman, Ms. Judy Carey, Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson, Director of Business Services Ken Mischler, and Board secretary Rebecca McLafferty.

President Ron Kossik requested that Superintendent Swanson briefly review the list of potential budget reductions for 2008-2009.

Superintendent Swanson listed the twenty-four items, ranked by the amount of savings and not by priority. Superintendent Swanson expounded on each item, noting that the list totals \$1,688,000, excluding any teacher cuts. The district needs to cut \$1.3 million from its 2008-2009 budget. The list of potential reductions ranged from use of fund balance for debt payments and 4K start-up costs, and changes in the insurance network, to minimal cuts in programs, staffing, energy efficiency, and the athletic budget.

Discussion ensued regarding the cost of teaching staff, non-budgetary costs, and the probability of additional cuts for the 2009-2010 school year. It was pointed out that the school district spends approximately \$5,000 per day on special education aides.

Superintendent Swanson has held budget information sessions throughout the district in an effort to inform staff of the current budget situation and to solicit feedback and suggestions regarding necessary budget cuts. Superintendent Swanson indicated that considerable feedback had been received as a result of the meetings.

Director of Business Services Ken Mischler offered background on the current budget situation, explaining that the increased revenue cap of 3.46% does not reflect declining enrollment or board decisions, but results from external factors and the "cost of moving a district from one year to the next". Discussion was held comparing teachers' salaries (to the minimum Qualified Economic Offer of 3.8%) and other employee groups.

Board member Bob Jome requested a month-by-month line graph to better visualize the district's fund balance over the past five years. Director Ken Mischler acknowledged the request and gave a brief summary of the district's fund balance.

It was the consensus of the board that further discussion is warranted on present budget issues. On motion by Judy Carey, seconded by Michael Herrity, the Board unanimously scheduled March 4, 2008, at 7:00 p.m. for a meeting on further budget discussion.

On motion by Judy Carey, seconded by Lee Braunel, the meeting adjourned at 1:05 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
March 11, 2008

A regular meeting of the Board of Education was called to order by President Ron Kossik at 6:04 p.m. on March 11, 2008. The following Board members were present: Mr. Michael Herrity, Mr. Jim Protsman, Ms. Judy Carey (6:09 p.m.), Mr. Lee Braunel, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

President Kossik asked that all requests to provide public input be turned in. There being no additional requests to provide public input, President Kossik reiterated the purpose of the public hearing and set forth basic public speaking rules.

Rhonda Zahn, of 938 North 10th Street, Manitowoc, a library media manager at Franklin Elementary School, expressed concern over the possible elimination of library media aides and clerks, indicating concerns of being unable to assist students when they need it and the eventual demise of the library system.

Bob Feller of 3925 Seneca Lane, Manitowoc, president of the Manitowoc Education Association, spoke on behalf of the District's teaching staff. Mr. Feller recapped the history of responsible District decisions, urging the Board not to cut any teachers or aides, the staff that contacts students on a daily basis. He also stressed that action is required to change legislative policy in order to avoid this unfair school funding situation.

Marilee Loduha of N2165 Pine Beach Road N, Oostburg, a library clerk at Washington Jr. High School, spoke regarding the importance of work done by the school librarians and the library aides.

Rachel Muchin Young of 858 N. 15th Street, Manitowoc, read a letter submitted by her daughter, Nashira Young, a 2007 graduate of Lincoln High School, currently a freshman at the University of Wisconsin-Milwaukee. She urged the Board not to make cuts to the District's orchestra program, citing numerous benefits to students and community.

Wayne Wildman of 3827 S. 17th Street, Sheboygan, Music Director of the Manitowoc Symphony Orchestra, spoke in support of Manitowoc's orchestra program. Major points of discussion included significant cuts already made to the District's capital investment in the orchestra program; the fact that Manitowoc is the only school district in Manitowoc County with an orchestra program; and the program's impact on the community.

President Ron Kossik responded to a written inquiry regarding Superintendent Swanson's recent salary increase.

Michael Herrity announced that he would like to receive additional input from the community regarding the proposed budget cuts, and the public's opinion of whether the school district is spending enough, too little, or just the right amount on our schools. President Kossik concurred and set forth the upcoming budget-related schedule.

At 6:39 p.m., President Kossik announced a recess until commencement of the regular 7:00 p.m. meeting.

The Board reconvened at 7:00 p.m. and began with the pledge of allegiance.

A motion was made by Michael Herrity, seconded by Judy Carey, and carried to approve the minutes of the February 12, 2008, regular meeting; the February 26, 2008, special meeting; and the March 4, 2008, special meeting.

The payment of vouchers and financial statement for the month ending February 29, 2008, was presented by Director of Business Services Ken Mischler. The motion made by Lee Braunel, seconded by Michael Herrity, to approve voucher #842 totaling \$2,711,680.37 and voucher #846 totaling \$2,783,238.22 for a total of \$5,494,918.59 was unanimously approved.

Director of Human Resources Andrea Holschbach presented the Personnel Report, citing one resignation and one retirement, hiring of one support staff and payment of extra-curricular contracts. On motion by Michael Herrity, seconded by Judy Carey, the Personnel Report was approved as presented. Director Holschbach announced the receipt of Rose Ellinger's retirement notice, indicating that her retirement will be part of next month's Personnel Report. Ms. Ellinger currently serves as the District's Coordinator of Business Education, Family and Consumer Education, Technical Education and Vocational Education.

It was moved by Michael Herrity, seconded by Jim Protsman, and carried to approve the list of teachers who will be receiving contracts for the 2008-2009 school year.

Director of Human Resources Andrea Holschbach provided a brief report on the status of negotiations with the various bargaining groups.

Director of Student Learning Michael Dunlap provided background on a new academy partnership with Silver Lake College that will provide quality development opportunities for the District's teachers.

Director of Student Learning Michael Dunlap reported on a new alternative education grant and gave background regarding the success of the District's alternative education program, highlighting increased attendance and an 82% success rate in students returning to receive high school diplomas. Director Dunlap also spoke regarding grant monies that would work toward easing the transition process for students passing from ninth grade to tenth grade, as well as assisting alternative education graduates in securing employment.

Superintendent Swanson provided an update on various District activities. Items he specifically talked about included the District's Destination Imagination team, (under the direction of elementary coordinator Dean Sleger, secondary coordinator Rich Kangas, and administrator Marcia Flaherty) recently competed in Brussels and will move on to state competition in Stevens Point on April 19. Summer school registration begins on March 27 and he commended the summer school staff for their work in maintaining the summer school program which brings a Full Time Equivalency (FTE) of 102 students and \$360,000 into our revenue cap. The District entered into an agreement with Rebuilding Together, which will provide volunteer construction at the School Forest under the direction of Director of Buildings and Grounds Jeff Schulz. Stangel Elementary School Secretary Joan Kellner was commended for being highlighted in *The Engage! Series* recent publication entitled "Building Better Schools by Engaging Support Staff".

Discussion ensued on potential cuts in the 2008-2009 budget, specifically in regard to special education aides, library aides and class size. Discussion also encompassed new elementary enrollment figures for 2008-2009, which suggest a reduction of three elementary teachers. Superintendent Swanson stressed that these reductions are based on enrollment figures, and

not budgetary figures. This may impact the \$103 million shortfall by \$156,000. Superintendent Swanson informed the Board that secondary enrollment figures for 2008-2009 should be available at the March 25 Board meeting.

President Kossik pointed out that the District's operational costs are comprised of over 80% personnel costs. It is very difficult, therefore, to contemplate sustaining budget reductions without impacting the largest portion of the District's budget.

Upon suggestion from Superintendent Swanson regarding the status of the proposed list of potential budget cuts, discussion was held regarding the District's orchestra program. On motion by Jim Protsman, seconded by Lee Braunel, motion carried unanimously to remove the elementary and secondary orchestra programs (items 9 and 7 respectively) from the potential list of budget cuts for the 2008-2009 school year.

On motion by Lee Braunel, seconded by Judy Carey, the Board approved a proclamation commending Fred Barry for over thirty years of responsible and accurate coverage of school news. Mr. Barry is retiring from WOMT-AM and WQTC-FM radio stations, effective March 14, 2008.

A list of textbooks being considered for adoption was introduced. The books are available for viewing at the Lindbergh Administration Building. The Board will be asked to take action at the April meeting.

Director of Student Learning Michael Dunlap reviewed a revised McKinley Academy contract. On motion by Jim Protsman, seconded by Michael Herrity, the contract was approved with the proposed revisions.

The issues of four-year-old kindergarten eligibility (brought by Assistant Director of Student Learning Marcia Flaherty) and request by the District's paraprofessionals to educate the Board about their roles/duties (brought by Lee Braunel) were referred to the Policy and Personnel Committee.

At 8:27 p.m., on motion by Judy Carey, seconded by Lee Braunel, the board unanimously agreed to convene in closed session for the purpose of discussion and identification of School District bargaining contracts with the Manitowoc Education Association and Secretarial/Clerical Collective Bargaining Units pursuant to Section 19.85(1)(e) of the Wisconsin Statutes.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
March 25, 2008

A special meeting of the Board of Education was called to order by President Ron Kossik at 12:00 noon on March 25, 2008. The following Board members were present: Mr. Michael Herrity, Mr. Jim Protsman, Ms. Judy Carey, Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

President Ron Kossik stated the objective of this 2008-2009 budget discussion as establishing a list of recommended budget cuts to be brought forward to the April 8, 2008, regular board meeting for adoption.

Superintendent Swanson clarified the possible elimination of one physical education teacher, as listed in the potential 2008-2009 budget reductions. The elimination of one certified physical education teacher would not reduce physical education services provided by the district. In addition to redistributing physical education teachers more effectively throughout the district's schools, the district would utilize the growing number of certified adaptive physical education teachers to assist special education students within regular classroom populations. A physical education teacher on leave of absence will facilitate the reduction.

Director of Human Resources Andrea Holschbach reviewed secondary staffing recommendations for the 2008-2009 school year that totaled -2.7 FTE's (full time equivalencies). FTE increases included business education .8, family and consumer education .2, and art .6. Decreases included technology education 1.0, foreign language .8 (.4 German, .4 Spanish, .2 French and increase of .2 Japanese), physical education and health .6, English .9, science .6, and social studies .4. Remaining unchanged were music, math, ELL, EXCEL (gifted and talented) and reading K-12. Director Holschbach stressed that these numbers may change pending enrollment completion.

Superintendent Swanson recommended retaining needed flexibility as enrollment numbers change. Late registrations often impact enrollment numbers that precipitate the need for additional teachers and change classroom sizes.

Following discussion regarding SAGE funding, energy and transportation costs, considerable discussion was held regarding the possibility of charging extra-curricular and other student fees. While some of the board viewed the growing trend of school districts to charge fees as an unpleasant reality, others voiced their opposition to charging any type of fees, especially those that would prohibit student participation due to financial hardships.

Board member Bob Jome voiced his opposition to staffing cuts, suggesting changes to professional development inservices or searching for other means of cutting expenses. Discussion on staffing ensued, with Director Holschbach providing input.

Motion was made by Lee Braunel, seconded by Michael Herrity, that the following budget cuts which total \$1,356,000, be brought forward for approval at the April 8, 2008, board meeting: Use of fund balance for debt payments and 4K start-up costs - \$500,000; changes in insurance network - \$200,000; reduce Department Head time by one-third - \$77,000; eliminate one physical education teacher - \$52,000; energy conservation savings - \$50,000; eliminate technology advocates (stipends) - \$50,000; eliminate one high school custodian position -

\$48,000; reduce general maintenance/supply (non-instructional) budget - \$42,000; eliminate one position at MSC, add automation and reallocate - \$20,000; reduce staff travel, staff development, and associated substitute teacher costs - \$20,000; reduce curriculum writing expenditures - \$20,000; eliminate substitute caller position, add automation and reallocate - \$15,000; eliminate administrative out-of-state travel - \$13,000; reduce athletic budget by \$10,000; eliminate three elementary teachers - \$156,000; and eliminate 1.6 secondary teachers - \$83,000. Motion carried 5-1 (Bob Jome).

On motion by Lee Braunel, seconded by Michael Herrity, the meeting adjourned at 1:02 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Ronald J. Kossik
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
April 8, 2008

A regular meeting of the Board of Education was called to order by President Ron Kossik at 6:00 p.m. The following Board members were present: Mr. Michael Herrity, Mr. Jim Protsman, Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

A motion was made by Lee Braunel, seconded by Michael Herrity, and unanimously carried by roll call vote (5-0) to convene in closed session for the purpose of considering the employment, compensation and performance evaluation data of a candidate who may be qualified to serve as Coordinator of Media/Technology Services, as authorized pursuant to Section 19.85(1)(c) of the Wisconsin Statutes; and discussion and identification of School District bargaining strategy with respect to successor collective bargaining contracts with the Manitowoc Education Association, as authorized pursuant to Section 19.85(1)(e) of the Wisconsin Statutes.

Judy Carey arrived at 6:15 p.m., during closed session. The Board reconvened in open session at 7:02 p.m. and began with the pledge of allegiance.

A motion was made by Lee Braunel, seconded by Michael Herrity, and carried to approve the minutes of the March 11, 2008, regular meeting and the March 25, 2008, special meeting.

Correspondence was received from the City of Manitowoc in regard to a property annexation petition.

Jefferson teachers Valerie Bohman and Tiffanie Nigbor talked about their service learning project with Felician Village/St. Mary's Home residents. Sixth grade students pair up with participating residents to become acquainted, develop relationships, and write biographies about their assigned resident-buddies. Students shared the following project experiences: Alex Bolle "made a good friend" as a result of the program. Alisha Theis emphasized the importance and anticipation of visiting her buddy. Alyssa Petri talked about her buddy relationship and the importance of the biography. Courtni Vice appreciates her buddy's positive attitude and wisdom. Quinlyn Boonperm recalled the excitement of first meeting her assigned buddy and reflected on their growing friendship. The death of a buddy taught Autumn Basler the importance of developing friendships. Tiffany Xiong discussed her enjoyment of this interactive writing assignment. Megan Xiong's involvement helped her overcome shyness. Brianna Braunel appreciates her buddy's childhood activities. His buddy's loss of memory impacted Logan Rooney. Sister Bernadette voiced support of the program and gratitude to the District.

Vouchers #848 and #851 were presented by Director of Business Services Ken Mischler. A motion was made by Judy Carey, seconded by Bob Jome, and unanimously carried, to approve voucher # 848 totaling \$2,671,966.82, and voucher #851 totaling \$3,422,097.96, for a total of \$6,094,064.78. Also presented was the financial statement for the month ending March 31, 2008.

Director of Human Resources Andrea Holschbach presented the Personnel Report consisting of five retirements and one resignation, the hire of a Coordinator of Instructional Technology & Library/Media Services, level movement for six teachers on the teacher salary schedule, and payment of extracurricular contracts. Motion was made by Jim Protsman, seconded by Michael Herrity, and carried to approve the Personnel Report as presented.

Director of Human Resources Andrea Holschbach presented the projected elementary and secondary staffing numbers for 2008-09, which total -6.2 Full-Time Equivalencies (FTEs). Elementary projections include: Franklin School grade 6 (-1 FTE); Jackson School grade 4 (-1), grade 5 (+1), grade 6 (-1), for a total of -1 FTE; Jefferson School grade 2 (-1 FTE); Madison School grade 4 (-1), grade 5 (+1), grade 6 (-.5), for a total of -.5 FTE; Monroe School grade 6 (+.5 FTE); and Stangel School grade 1 (+1), grade 3 (-1) to break even. The -3 FTEs will be achieved through attrition, with no layoffs. Secondary staffing projections total -3.2 FTEs. Increases include business education +.8, family and consumer education +.4, art +.3, math +.2. Decreases include technology education -1.0, English -1.1, science -.8, social studies -.4, and -1.0 PE and Health. A foreign language decrease of -.6 includes -.4 German, -.4 Spanish and +.2 Japanese. On motion by Michael Herrity, seconded by Judy Carey, elementary and secondary staffing for 2008-09 was approved as presented, 5-1 (Bob Jome).

It was moved by Lee Braunel, seconded by Michael Herrity, and unanimously carried to approve issuing preliminary notices of partial layoff to two teachers which will result in a reduction of 1.0 layoff.

The Certification of the Board of Canvassers prepared by Director of Business Services Ken Mischer, certifying the number of votes cast in the April 1, 2008, Board of Education election, was referenced. Board members Lee Braunel and Judy Carey were recognized for their service to the District, and their reelections acknowledged.

The Board agreed to hold its 2008 organizational meeting at noon on Wednesday, May 7, 2008. There will be no fourth Tuesday board meeting in April, 2008.

Director of Human Resources Andrea Holschbach provided a brief report on the status of negotiations with the various bargaining groups.

Public Information Specialist Joan Graff presented a proposal for soliciting education-focused advertisements to defray the \$17,000-\$19,000 production and mailing costs of the District's school calendar. Considerable discussion ensued, stressing Board member concerns that the dignity and quality of the calendar be preserved. Appropriate businesses would be invited to sponsor advertisements, which would be accepted on a first come basis. The District would retain the right to refuse any advertising. Joan Graff and Superintendent Swanson would work with the businesses to ensure that quality, educational focus, and dignity are maintained. The Board requested viewing a mockup of the calendar prior to printing. On motion by Lee Braunel, seconded by Bob Jome, it was unanimously carried to allow Joan Graff and Superintendent Swanson to solicit advertisements for the District's calendar, contrary to School District Policy 9700.

Superintendent Swanson provided an update on various District activities. Items he specifically talked about included:

- Jackson Elementary School first grade teacher Dean Sleger received a Kohl Scholarship award;
- Ten secondary History Day contestants are moving to the State level, including two students from Wilson and eight students from Lincoln. Their advisors are Jeff Cavanaugh at Wilson Jr. High School, and Rachael George and Cory Erlandson at Lincoln High School.
- The District underwent a DPI Civil Rights Compliance Review last week. It is anticipated that the District did quite well, with official notification pending.

- Bonnie Noworatzky, secretary at Jefferson Elementary School was named this month's "Local Legend" by Country Kitchen Restaurant of Manitowoc.

A motion to approve textbooks being considered for adoption in 2008-09 was made by Jim Protsman, seconded by Lee Braunel, and carried.

On motion by Michael Herrity, seconded by Judy Carey, the Board unanimously approved amending the 2008-09 budget reductions brought forward from the March 25, 2008, Board meeting, from \$1.356 million to \$1.387 million. The additional \$31,000 (.6 FTE) would give the District needed flexibility to facilitate staffing in the fall as enrollment numbers fluctuate.

Further budget topics included fund balance, deficit, state Qualified Economic Offers (QEOs), structural deficit concerns, an administrative compensation comparison which was later referred to committee, and a proposed substitute caller automation system.

On motion by Judy Carey, seconded by Lee Braunel, the Board approved \$1.387 million in budget reduction cuts for the 2008-2009 school year. (5-1, Jome)

Board member Lee Braunel volunteered to represent the Manitowoc Public School District Board of Education at the Cooperative Educational Service Agency Annual Convention on Wednesday, May 14, 2008, at the CESA 7 Office, located at 595 Baeten Road, Green Bay, WI.

On motion by Michael Herrity, seconded by Bob Jome, the Board unanimously voted to ratify the Manitowoc Education Association (MEA) contract for 2007-2009.

Scoreboard proposals were referred to the Building and Grounds Committee, and the previously discussed administrative salary comparison provided by Board member Ron Kossik was referred to the Finance Committee.

On motion by Lee Braunel, seconded by Michael Herrity, motion carried to adjourn at 8:40 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Michael A. Herrity
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
May 7, 2008

A special meeting of the Board of Education was called to order by Superintendent Mark Swanson at 12:00 noon on May 7, 2008. The following Board members were present: Mr. Michael Herrity, Mr. Jim Protsman, Ms. Judy Carey, Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik.

Superintendent Mark Swanson began the organizational meeting by reviewing the procedures for conducting School Board elections.

Lee Braunel nominated Ron Kossik for the office of Board President. Ron Kossik declined the nomination, expressing his gratitude for the support. Jim Protsman nominated Michael Herrity for the office of Board President. There being no further nominations, nominations were closed. Ballots were distributed and the subsequent vote resulted in Michael Herrity being unanimously elected as Board President.

Michael Herrity moved into the President's chair to preside over the remainder of the meeting. Ron Kossik took the seat previously occupied by Michael Herrity.

Ron Kossik nominated Judy Carey for the office of Board Vice-President/Clerk. There being no other nominations, the nominations were closed. The vote resulted in Judy Carey being unanimously elected to the office of Board Vice-President/Clerk.

Jim Protsman nominated Bob Jome for the office of Board Treasurer. Bob Jome declined the nomination. Ron Kossik nominated Lee Braunel for the office of Board Treasurer. There being no other nominations, the nominations were closed. Lee Braunel was elected to the office of Board Treasurer (5-1). Bob Jome received one vote.

Board President Herrity made the following committee assignments for 2007-2008: Buildings and Grounds Committee - Chair Lee Braunel, members Judy Carey, Ron Kossik; Curriculum Committee – Chair Jim Protsman, members Bob Jome, Chrystal Myer; Finance and Budget Committee – Chair Judy Carey, members Lee Braunel, Jim Protsman; Personnel & Policy Committee – Chair Ron Kossik, members Bob Jome, Chrystal Myer; City Recreation Board representative John Johnson. Appointments made to Curricular Advisory Committees were: Drug Free Schools (AODA)/Human Growth & Development – Ron Kossik; School Forest – Lee Braunel; Gifted & Talented – Chrystal Myer, alternate Jim Protsman; Business Education Partnership Council – Lee Braunel.

On motion made by Bob Jome, seconded by Ron Kossik, the board unanimously voted to appoint Lee Braunel as the District's representative to the Cooperative Educational Service Agency annual convention to be held on May 14, 2008, at 6:30 p.m. at the CESA 7 office.

On motion by Ron Kossik, seconded by Lee Braunel, the meeting adjourned at 12:15 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Michael A. Herrity
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
May 13, 2008

A regular meeting of the Board of Education was called to order by President Michael Herrity at 6:00 p.m. The following Board members were present: Mr. Michael Herrity, Mr. Jim Protsman, Ms. Judy Carey, Mr. Lee Braunel, Mr. Bob Jome, and Mr. Ron Kossik. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

At 6:02 p.m., a motion was made by Lee Braunel, seconded by Ron Kossik, and unanimously carried by roll call vote (6-0) to convene in closed session for the purpose of discussing and identifying school district collective bargaining strategy with respect to successor collective bargaining contracts with the Manitowoc Education Association, secretarial/clerical bargaining unit, and the custodial/maintenance collective bargaining unit, as authorized pursuant to Section 19.85(1)(e) of the Wisconsin Statutes; and considering non-represented certified and non-certified staff salaries and fringe benefits for the 2008-2009 school year, as authorized pursuant to Section 19.85(1)(c) of the Wisconsin Statutes.

The Board reconvened in open session at 7:00 p.m. and began with the pledge of allegiance.

A motion was made by Jim Protsman, seconded by Ron Kossik, and carried to approve the minutes of the April 8, 2008, regular meeting and the May 7, 2008, special meeting.

Washington Jr. High School ninth grade students reported on their club trip to Gettysburg and Washington D.C. Club coordinators Mark Romatowski and Barb Hooper, and faculty member Kris Zolltheis, introduced students and commented on the trip. PowerPoint presentation highlights were reiterated by students Mackenzie Mraz, Bailey Schmitt, Jacquelyn Bruechert, Pee Xiong and Lia Xiong. Some key points included a new appreciation for George Washington, gained respect for veterans, and emotional and cultural connections. Mark Romatowski displayed the George Washington "Porthole Portrait" donated to Washington Jr. High School by the Mount Vernon Ladies' Association as part of their "Back to School for George Washington Project."

Coordinator of Business Education, Family and Consumer Education, Technical Education and Vocational Education Rose Ellinger, and Youth Apprenticeship Program liaison Rick Conrad talked about the opportunities afforded students through the Youth Apprenticeship Program. This year's 24 participating students and their business representatives were introduced. Students conveyed benefits they received from the program and talked about their future plans. Board President Michael Herrity acknowledged Rose Ellinger's accomplishments and upcoming retirement.

During public input, private speech and language pathologist Michael Retzinger expressed his appreciation for the recent school inservice conducted by Dr. Jerome Halvorson, renowned author and authority on regression speech therapy.

Chairman Ron Kossik reported on the April 8, 2008, Policy/Personnel Committee meeting. In order to be eligible for 4-year-old kindergarten (4K), a child must be four years old by September 1 of the school year. Per DPI Advisory Guidelines, Marcia Flaherty recommended that a 5-year-old child not be eligible for 4K unless determined by Individual Education Plan (IEP) or Child Study Team. The revised policy was brought forward from committee for the first read. In response to a letter expressing concerns regarding the Board's knowledge of the instructional aide role, Board members felt that they did not need to justify their positions, but may visit schools to see staff carrying out their instructional aide roles.

Chairman Jim Protsman reported on the April 29, 2008, Curriculum Committee meeting devoted to considering results of the 2007 administration of the Youth Risk Behavior Survey (YRBS). Kristin Lee presented survey results which attested to our district having similar student response patterns as across the state. District student responses that appeared more positive than the state level included questions dealing with certain sexual behaviors and beliefs, the presence of drugs on school property, and marijuana use. Tobacco, seatbelt use, and bullying in school were highlighted as less favorable response areas. Considerable discussion ensued regarding Board members' concerns regarding the suggestive nature of questions, limitation of survey interpretation, and how the survey results are utilized within the District.

Chairman Lee Braunel reported on the May 7, 2008, Buildings and Grounds Committee meeting. Findings of the athletic facility study helped identify short- and long-term needs of district athletic facilities. Short-term goals included the addition of a storage facility at the JFK Fieldhouse to accommodate physical education and athletic equipment; improvements to soccer facility; and scoreboard. Long-term goals included softball and baseball field changes/upgrades. After a report by Lee Braunel on the proposed \$30,000 digital scoreboard for the JFK Fieldhouse, discussion transpired regarding proposed placement of the scoreboard. The present scoreboard is too low to facilitate volleyball, requiring awkward setup. A motion was brought forward from committee to approve the solicitation for advertisements in order to purchase a new scoreboard and information board for JFK. Motion carried unanimously.

Vouchers #853 and #856 were presented by Director of Business Services Ken Mischler. A motion was made by Lee Braunel, seconded by Judy Carey, and unanimously carried, to approve voucher #853 totaling \$5,932,310.07 and voucher #856 totaling \$3,245,363.44, for a total of \$9,177,673.51. Also presented was the financial statement for the month ending April 30, 2008.

Director of Human Resources Andrea Holschbach presented the Personnel Report consisting of six resignations, the hire of nine professional staff, job share contracts, support staff, request for leave of absence for second semester 2008-09 for one teacher, approval of extracurricular contracts, and extracurricular staff as outlined on Addendum to Personnel Report. On motion by Jim Protsman, seconded by Ron Kossik, the Personnel Report and its Addendum were approved as presented.

A motion was made by Judy Carey, seconded by Ron Kossik, and carried to approve final notice of partial layoff for one social studies teacher from 100% to 40%.

Director of Human Resources Andrea Holschbach provided a brief report on the status of negotiations, indicating that pending ratification of the secretarial/clerical and custodial/maintenance contracts later in this meeting, all contracts will be settled.

A motion to approve the list of Lincoln High School seniors who will receive scholarship awards at the May 28, 2008, award ceremony at Lincoln High School, was made by Lee Braunel, seconded by Bob Jome, and carried.

A motion was made by Lee Braunel, seconded by Bob Jome, and carried to approve the bid from Holy Family Memorial for providing physical therapy services for the District in 2008-2009.

Superintendent Swanson provided an update on various district activities. Items specifically talked about included:

- June 6 graduation date fast approaching;
- a Destination Imagination team going to global competition in Knoxville, Tennessee and four students selected to attend national history day competition in Washington, D.C.;

- May 14 art reception at Lindbergh Administration Building to honor 14 District students;
- in addition to a May 27 (4th Tuesday) Board meeting, a workshop will examine present and future District goals;
- Michael Dunlap's efforts resulted in the Department of Public Instruction awarding the District a \$360,000 (over 6 years) grant designed to improve the transition of GED students into the work world or continuing education, and improve transitioning of some students from grade 9 to 10.
- Lincoln High School Special Education teachers organized a pre-prom dinner, arranged for transportation and helped locate formal attire for 26 special education students.

On motion by Jim Protsman, seconded by Lee Braunel, Bob Jome was appointed as the Board's representative to the 2009 Delegate Assembly at the Wisconsin Association of School Boards Convention held in January.

A motion to approve May 20, 2009, as the date for the 2009 Quarter Century Club and Retiree Recognition Dinner was made by Lee Braunel, seconded by Jim Protsman, and carried.

Academy courses, "Differentiated Guided Reading" and "Questioning Strategies that Build Critical Reading" were approved after motion by Judy Carey, seconded by Lee Braunel.

On motion by Bob Jome, seconded by Jim Protsman, the Board approved student trips to Germany, France, and Argentina during the summer of 2009. Students will be responsible for the cost of travel.

Motion was made by Bob Jome, seconded by Ron Kossik, and unanimously carried to ratify the secretarial/clerical bargaining unit contract for July 1, 2007, through June 30, 2009. The contract contains a 2.75% wage increase for 2007-2008, a 3% wage increase for 2008-2009, and minor insurance changes.

Motion was made by Bob Jome, seconded by Judy Carey, and unanimously carried to ratify the custodial/maintenance bargaining unit contract which will increase salaries 3% for 2008 and 2.75% for 2009, and contains minor insurance changes.

A motion was made by Judy Carey to approve a total salary and fringe benefit increase of 3% for non-represented non-certified employees and 3.18% for non-represented certified employees for 2008-2009. The motion was seconded by Lee Braunel, and carried.

It was moved by Bob Jome, seconded by Jim Protsman, and carried to approve the revised Manitowoc County Comprehensive 66.30 Agreement, between the Manitowoc, Two Rivers, Mishicot, Reedsville, Valders and Keil School Districts for the 2008-2009 school year.

Motion was made by Jim Protsman, seconded by Bob Jome, and carried to approve the five-year Contract for Charter School Status with the Manitowoc Public School District

At 9:12 p.m., a motion was made by Lee Braunel, seconded by Ron Kossik to adjourn.

Respectfully submitted,
Rebecca McLafferty, Secretary

Michael A. Herrity
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
May 27, 2008

A special meeting of the Board of Education was called to order by President Michael Herrity at 12:00 noon on Tuesday, May 27, 2008. The following Board members were present: Mr. Jim Protsman, Ms. Judy Carey, Mr. Lee Braunel, Mr. Bob Jome, Mr. Ron Kossik, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Assistant Director of Student Learning Marcia Flaherty discussed elementary reporting systems. Her PowerPoint presentation, "Our Amazing Journey", highlighted changes in teaching, learning, and reporting grades; the purpose of grading; consistency of the District's 2007-08 goal targeting literacy and math with the District's vision for high quality intellectual work; progress to date; report card criteria; reporting system breakdown and reflection on curriculum; and key grade level conversation questions. Considerable discussion included the presentation topics, as well as the 24 types of report cards found within District schools, proposed report card format; grading objectivity for various subjects; and grade consistency. Marcia reflected on case study five from Ken O'Connor's book, "How to Grade for Learning: Linking Grades to Standards".

Director of Pupil Services Dawn LeLou-Matte gave a brief report on the Responsive Education for All Children (REACH) grant. Dawn indicated that a grant has been submitted for nine of our District schools for the 2008-09 school year. Dawn talked about grant requirements, plans, goals, and consistency issues. Emphasis on Response to Intervention (RTI) was highlighted, along with the creation of an RTI form at Jackson Elementary School to increase efficiency.

In an effort to schedule a Board workshop, Superintendent Swanson inquired about Board members' schedules and will follow up with an email to the Board.

On motion by Jim Protsman, seconded by Bob Jome, the meeting adjourned at 1:06 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Michael A. Herrity
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
June 10, 2008

A regular meeting of the Board of Education was called to order by President Michael Herrity at 6:01 p.m. The following Board members were present: Mr. Lee Braunel, Mr. Bob Jome, Mr. Ron Kossik, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

At 6:03 p.m., a motion was made by Lee Braunel, seconded by Bob Jome, and unanimously carried by roll call vote (4-0) to convene in closed session for the purpose of considering the employment, compensation and performance evaluation data of a candidate who may be qualified to serve as Local Vocation Education Coordinator (LVEC), as authorized pursuant to Section 19.85(1)(e) of Wisconsin Statutes.

The Board reconvened in open session at 7:00 p.m. and began with the pledge of allegiance.

A motion was made by Ron Kossik, seconded by Lee Braunel, and carried to approve the minutes of the May 13, 2008, regular meeting and the May 27, 2008, and May 28, 2008, special meetings.

Correspondence was received from the City of Manitowoc in regard to an ordinance to annex territory known as Viebahn South #26 Annexation Area from the Town of Manitowoc to the City of Manitowoc.

Ron Kossik reported on the Policy and Personnel Committee meeting of May 20, 2008, which was held to review the second draft of all policy changes made by the committee, as well as the committees for Curriculum, Finance and Buildings and Grounds. One technical change was made to Policy 5771 Search and Seizure, relocating wording within the policy. The revised policies, based on NEOLA templates as modified by District staff and the Board, were brought forward to the Board for a first read. The Board will vote on the policies at the July Board meeting. It was suggested that administrative guidelines, which do not require Board approval, may be available for Board review in August or September. The Board voted unanimously to approve the 4K Eligibility Policy (5112 Entrance Age), as brought forward from committee and presented for a first read at last month's meeting.

In the absence of committee chairperson Judy Carey, Lee Braunel reported on the Finance and Budget Committee meeting of May 21, 2008. Meeting topics included the school lunch (nutrition) program, administrative salaries, and the Manitowoc Public School District Foundation. Director of Business Services Ken Mischler reported on school food service finances and the recommended price increase for 2008-09. Discussion ensued regarding the substantial increase in milk and food costs during the 2007-08 school year. On motion from committee, the Board approved an increase of 10 cents for lunch and 5 cents for breakfast for the 2008-09 school year. (3-1, Jome dissenting)

Vouchers #858 and #861 were presented by Director of Business Services Ken Mischler. A motion was made by Bob Jome, seconded by Ron Kossik, and unanimously carried, to approve voucher # 858 totaling \$2,263,706.98, and voucher #861 totaling \$3,620,767.63, for a total of \$5,884,474.61. Also presented was the financial statement for the month ending May 31, 2008.

Director of Human Resources Andrea Holschbach presented the Personnel Report and its addendum consisting of three resignations, the hire of twelve professional staff, three support staff, one clerical layoff, level movement for eight teachers on the teacher salary schedule, hire of summer computer cleaning employees, summer maintenance employees, summer school aides, summer school speech and physical therapy employees, remedial teachers, and summer school teachers. Motion was made by Ron Kossik, seconded by Lee Braunel, and carried to approve the Personnel Report and its addendum, as presented.

Assistant Director of Student Learning Marcia Flaherty and Teacher Jody Ackley were present to provide the annual review of the District's Gifted and Talented (EXCEL) plan. Included in the plan are an overview of the program, a five-year action plan from September 2007 to May 2012, EXCEL goals for 2007-2008, a description of the roles and responsibilities of staff members who provide support services to identified gifted and talented students, and members of EXCEL steering committees. Motion was made by Bob Jome, seconded by Ron Kossik, and unanimously carried to approve the Gifted and Talented Education Plan as presented.

Director of Student Learning Michael Dunlap was present to talk about the results of the Wisconsin Knowledge and Concepts Examination – Criterion Referenced Test (WKCE-CRT) and Wisconsin Alternate Assessment (WAA). Students in grades 3, 4, 5, 6, 7, 8 and 10 were assessed in reading and math; students in grades 4, 8 and 10 completed tests in language arts, science and social studies as well. Overall, District students performed at about the same level as their counterparts across the state. Additionally, the District's performance as a whole was similar to 2006-2007 levels. Director Dunlap reported receipt of notification from the Department of Public Instruction that Lincoln High School students with disabilities in grade ten have not met the Adequate Yearly Progress (AYP) for 2007-08. This is being looked into and may be attributed to coding or other errors.

Director of Student Learning Michael Dunlap reported on the District Writing Assessment, assisted by teacher Chris Lehrer-Rosenberg. The writing assessment was administered in grades 3, 5, 7, 9 and 11, and is designed to monitor progress and identify student learning needs in the area of writing. Scores indicated student improvement from fall to spring in nearly every grade level, and a consistent rise from grade to grade showed that student writing is improving as students move through District schools.

Superintendent Swanson presented the Buildings and Grounds list of maintenance and painting projects to be accomplished during summer 2008.

It was moved by Bob Jome, seconded by Lee Braunel, and carried to approve the \$12,571 expenditure that will be paid to First Agency, Inc. for student accident insurance coverage in 2008-09. According to state law, the Board of Education must annually approve the purchase of supplemental accident insurance coverage for all students in the District.

It was moved by Lee Braunel, seconded by Bob Jome, and unanimously carried to approve the generous donation of \$2,000 from Dr. Pradeep and Eleanor Giriappa, which will be used to purchase a Smart Board Technology System for Stangel Elementary School.

It was moved by Ron Kossik, seconded by Bob Jome, and unanimously carried to approve the generous donation of \$2,600 from the Jefferson PTA to fund the purchase of two additional laptop computers for the Jefferson Elementary School computer lab.

Superintendent Swanson's district activity report highlighted Lincoln High School's recent graduation ceremony; the District's summer school program which will begin on Monday, June 16; the YMCA day camp which will begin at Madison; strong 4K and 5K enrollment numbers; a 4th Tuesday (June 24) meeting is not anticipated; and a Board workshop will be scheduled for Tuesday, June 17.

On motion by Lee Braunel, seconded by Ron Kossik, the Board unanimously approved renewal of the Cooperative Educational Service Agency 6 (CESA 6) grant writing contract.

Motion was made by Bob Jome, seconded by Lee Braunel, and carried to approve awarding a Certificate of Appreciation to The Cooperative Nursery Center for 46 years of dedicated and caring service as a Manitowoc preschool provider. The Center was commended for graciously ceasing to provide preschool service, due to the school district absorbing preschoolers that they serviced.

On motion by Ron Kossik, seconded by Bob Jome, the Board approved a Lincoln High School choir trip to San Francisco in 2008-09.

Motion was made by Bob Jome, seconded by Ron Kossik, and carried to approve the proposed trip by the Washington Jr. High School's DC History Club to Washington DC. This annual ninth grade trip is scheduled for April 6-10, 2009.

At 9:00 p.m., motion was made by Lee Braunel, seconded by Bob Jome, and carried, to adjourn.

Respectfully submitted,
Rebecca McLafferty, Secretary

Michael A. Herrity
Board President

MINUTES OF BOARD MEETING
Manitowoc Board of Education
June 17, 2008

A special meeting of the Board of Education was called to order by President Michael Herrity at 5:00 p.m. on Tuesday, June 17, 2008. The following Board members were present: Mr. Jim Protsman, Ms. Judy Carey, Mr. Lee Braunel, Mr. Bob Jome, Mr. Ron Kossik, and Mr. Michael Herrity. Also present was Superintendent Mark Swanson.

Discussion was held on the progress of 2007-08 District goals.

On motion by Ron Kossik, seconded by Jim Protsman, the meeting adjourned at 8:45 p.m.

Respectfully submitted,
Rebecca McLafferty, Secretary

Michael A. Herrity
Board President