

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
July 12, 2011

The Board meeting scheduled for 6:00 p.m. was delayed pending arrival of a quorum to proceed. The regular meeting of the Board of Education was called to order by President Michael Herrity at 6:28 p.m. Members present were Mr. Lee Braunel, Ms. Chrystal Myer, Mr. Michael Herrity, and J.J. Ploederl. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Absent: Ms. Karen Rohrer, Mr. Jim Protsman, and Mr. Tim Newberg

A motion was made by Chrystal Myer, seconded by J.J. Ploederl, and unanimously carried (4-0) by roll call vote to go into closed session for the purpose of considering the employment, promotion, compensation, and performance evaluations of non-represented staff, as authorized pursuant to Section 19.85(1)(c) of the Wisconsin Statutes.

The Board reconvened in open session at 7:03 p.m. and began with the pledge of allegiance.

A motion was made by Lee Braunel, seconded by Chrystal Myer, and carried, to approve the minutes of the June 14, 2011, regular meeting and the June 28, 2011, special meeting.

Chairperson Lee Braunel reported on the June 28, 2011, Finance and Budget Committee meeting. At the meeting, Director of Business Services Ken Mischler had reported that the District's estimated revenue limit would decrease \$3,065,322 or 5.88%, and the estimated equalization aid would decrease \$2,752,867 or 8.24%. A number of staffing reductions and additions were highlighted. The district's health insurance plan will change to reflect a flat health insurance premium increase beginning in September. Employees will pay up to 11% of their health and dental insurance costs. Budget expenditure reductions total \$3,138,037. The reductions in funding will be offset by the federal education jobs grant of \$1,093,035. The tax levy for 2011-12 is projected to be \$20,681,384 or an increase of 5.81%.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Lee Braunel, seconded by J.J. Ploederl, and unanimously carried (4-0), to approve voucher #167 totaling \$6,591,041.92, and voucher #207 totaling \$794,995.23, for a total of \$7,386,037.15.

Director of Human Resources Andrea Holschbach presented the Personnel Report consisting of one resignation, hire of support staff and professional staff, level movement for seven teachers on the teacher salary schedule, and recommended approval of summer school hires. Motion was made by J.J. Ploederl, seconded by Chrystal Myer, and unanimously carried (4-0), to approve the Personnel Report as presented.

On motion by Chrystal Myer, seconded by Lee Braunel, and carried, depositories for district funds were approved, as required by Wisconsin State Statute 34.05.

On motion by Lee Braunel, seconded by J.J. Ploederl, and carried, rates of pay were approved for reserve staff as follows: Increase reserve teacher daily rate from \$84 to \$92; increase long term (starting on day 6 of a long term assignment) reserve teacher daily rate from \$100 to \$110; and increase the hourly rate for reserve secretaries, custodians and paraprofessionals from \$9.25 per hour to \$10. The rates, which have not increased since the 2006-07 school year, will be effective with the 2011-2012 school year.

A motion to approve initial and additional student loans for 2011-2012 totaling \$183,600 and to authorize approval of any additional loan requests that are received up to the \$260,000 amount was made by J.J. Ploederl, seconded by Lee Braunel, and carried unanimously (4-0).

A motion to approve a transportation contract for 2011-2016 with Brandt Buses, containing a 1.5% increase, was made by Lee Braunel, seconded by Chrystal Myer, and carried unanimously (4-0). Discussion involved escalating fuel costs and bus replacement costs.

Superintendent Mark Swanson's district activity report highlighted summer school's successful second section; custodians and maintenance workers are busy cleaning and maintaining buildings; and Board members were invited to stop and view the JFK renovation project.

On motion by J.J. Ploederl, seconded by Chrystal Myer, and carried, the Board voted unanimously (4-0) to approve non-represented employee salaries as presented, with a 1.6% salary increase for 2011-2012.

At 7:41 p.m., motion was made by Lee Braunel, seconded by J.J. Ploederl, and carried, to adjourn.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
July 26, 2011

A special meeting of the Board of Education was called to order by acting President Lee Braunel at 12:00 noon on Tuesday, July 26, 2011. The following Board members were present: Mr. Jim Protsman, Ms. Karen Rohrer, Mr. Lee Braunel, Ms. Chrystal Myer, and J.J. Ploederl. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty. Absent: Mr. Michael Herrity, Mr. Tim Newberg

Director of Human Resources Andrea Holschbach distributed revised teacher handbooks and non-teacher handbooks to Board members. New changes reflect grammatical, typographical, and clarification modifications. Meetings were held last week with paraprofessional, clerical, and teacher groups. The custodial/maintenance group remains under contract until December 31.

Director Holschbach stated that the only major revision in the handbook pertained to School Forest premiums which had been omitted, and were then included.

Superintendent Swanson reiterated that the meetings allowed for group interpretation which resulted in beneficial discussions on application and verbiage.

Some questions asked by the Board regarded teacher evaluations procedures, the school calendar, termination, non-performance issues, and discipline in relation to standardized test scores.

Director Holschbach reminded the Board that the handbook also includes changes in Wisconsin Retirement System (WRS) and insurance premium payments, and availability of individual sick leave banks.

On motion by Jim Protsman, seconded by Chrystal Myer, and carried, the teacher handbook was approved as presented, 4-1 (Ploederl opposed).

In reviewing the non-teacher handbook, Board questions were addressed regarding reduction of staff (in regard to seniority), termination and discipline. It was noted that all groups will now follow the same vacation schedule, and no employees will have less vacation than they currently have earned. In regard to evaluations, Board members requested to receive copies of the District's various types of evaluation forms (i.e. basic teacher evaluation form, guidance counselor form, non-teacher evaluation form).

On motion by Chrystal Myer, seconded by Jim Protsman, and carried, the Board approved the non-teacher handbook as presented, 4-1 (Ploederl opposed).

On motion by Jim Protsman, seconded by Chrystal Myer, the meeting adjourned at 12:44 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President



MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
August 9, 2011

A regular meeting of the Board of Education was called to order by President Michael Herrity at 7:00 p.m. Members present were Ms. Chrystal Myer, Mr. Jim Protsman, Mr. Lee Braunel, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Absent: Ms. Karen Rohrer, Mr. Tim Newberg

The meeting began with the pledge of allegiance.

A motion was made by Chrystal Myer, seconded by Jim Protsman, and carried, to approve the minutes of the July 12, 2011, regular meeting and the corrected minutes from the July 26, 2011, special meeting.

Board President Michael Herrity acknowledged a petition for direct annexation received from the City of Manitowoc.

Chairperson Chrystal Myer summarized the minutes of the July 26, 2011, Policy and Personnel Committee meeting, wherein the committee voted to bring the following policies forward for a first read at the August 9, 2011, Board meeting: 2260.01 Section 504/ADA; 3122/4122 Nondiscrimination and Equal Employment Opportunity; 3213 Employee Conduct; 3340 Grievance Procedure – Professional Staff; 4340 Grievance Procedure – Support Staff; 4430.05 Nursing Mothers; 5111.01 Homeless Students; 5111.02 Educational Opportunity for Military Children; 5112 Entrance Age; 5113 Open Enrollment Program; 5330 Administration of Medication/Emergency Care; 5500 Student Code of Classroom Conduct; 5517.01 Bullying; 7540.05 Assistive Technology and Services; 8310 Public Records; 8450 Control of Casual Contact Communicable Diseases; 8500 Food Services; and 9800 High School Diplomas to Veterans. The Committee also discussed the co-curricular code of conduct and coaches code/policies. Discussion was held regarding the self-reporting feature. High School Principal Luke Valitchka opted to look into the self-reporting feature, which will stay “as is,” pending further discussion.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Jim Protsman, seconded by Chrystal Myer, and unanimously carried (5-0), to approve voucher #169 totaling \$949,231.86, voucher #205 totaling \$3,716,177.81, and voucher #208 totaling \$285,692.79, for a total of \$4,951,102.46.

Director of Human Resources Andrea Holschbach presented the Personnel Report and addendum consisting of four resignations, hire of support staff and professional staff, level movement for one teacher on the teacher salary schedule, and recommended approval of extra-curricular contracts. Motion was made by Jim Protsman, seconded by J.J. Ploederl, and unanimously carried (5-0), to approve the Personnel Report and addendum as presented.

School Forest Coordinator Patty Maher presented the end of the year report for 2010-2011. Highlights included School Forest use for 150 days with a total of 9,103 student visitors and 1,246 adult visitors. Annual visitors totaled 10,223; School Forest instruction totaled 65 days; FORWARD Endowment Grant of \$1,750 was received for the boardwalk project; a Sixth Grade Camp slideshow was created for future use; also heard were property/equipment updates; forestry work; forest festival recap; service projects; and acknowledgement of donations received.

Madison Elementary School Principal Michael Dunlap presented the Children at-Risk Plan for 2011-2012 which culminated with ongoing and short-term goals for 2011-2012. The plan focused on at-risk and MPSD trends, program description, at-risk identification, and evaluation. On motion by Lee Braunel, seconded by Chrystal Myer, and carried, the Board approved the Children at-Risk Plan for 2011-2012.

Dawn LeLou-Mattee presented the 2010-11 Annual Report for the Manitowoc County Comprehensive Charter School (MCCCS). The report highlighted rationale, resulting philosophy, mission, vision, overall goals, days absent (compared 2006-07 to 2010-11), important focus on improving the students ability to cope; important focus on academic growth – 5<sup>th</sup> grade SRA assessment; MCCCS 5-year success, and ongoing commitment.

Superintendent Swanson distributed a draft of 2011-2012 district goals to Board members. Board members were requested to review the goals and provide feedback to Superintendent Swanson prior to the August 23 Board meeting.

Superintendent Mark Swanson's district activity report highlighted:

- WASB Fall Regional Meeting is scheduled for September 20 at the Millhome Supper Club in Kiel, WI. Board members should notify the Superintendent's office to register.
- Lincoln JFK construction project is progressing with painting completed and new basketball standards installed.
- Comcast is offering economical internet service to homes where students qualify for free or reduced lunches. Information will be made information available to all students.
- New teachers start on August 22. All teachers return on August 29. The school year will begin with small group meetings that enable question and answer sessions.
- District administrators are watching class sizes closely to make sure that the student counts correlate with the number of teachers hired. Preliminary numbers indicate that enrollment is up.

Board President Michael Herrity indicated that a small groundbreaking ceremony was held Saturday at Rubick's Field. The resulting publicity photo was intended to remind citizens of the brick sale.

Board President Michael Herrity appointed Lee Braunel as the (temporary) Chairman of the Buildings and Grounds Committee, pending the return of Board member Tim Newberg.

Michael Herrity volunteered to act as a (temporary) member of the Buildings and Grounds Committee, in Newberg's absence.

Superintendent Swanson reported on the 2011 Required Notice of Youth Suicide Prevention Resources. On motion by Lee Braunel, seconded by Chrystal Myer, the Board accepted the 2011 Required Notice of Youth Suicide Prevention Resources, to be distributed to district staff.

Director of Business Services Ken Mischler presented budget adjustments for 2010-2011. On motion by Lee Braunel, seconded by Jim Protsman, and carried, the Board unanimously (5-0) approved budget adjustments for 2010-2011 as presented.

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

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
August 23, 2011

A special meeting of the Board of Education was called to order by President Michael Herrity at 12:05 p.m. on Tuesday, August 23, 2011. The following Board members were present: Mr. Jim Protsman, Ms. Karen Rohrer, Mr. Lee Braunel, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.  
Absent: Ms. Chrystal Myer, Mr. Tim Newberg

It was moved by Jim Protsman and seconded by Lee Braunel to approve District goal objectives as proposed by the administration for 2011-2012 covering student learning, staff, operations, and communication. Motion carried unanimously (5-0).

Chairperson Jim Protsman reported on the August 9, 2011, Curriculum Committee meeting. The Committee voted to bring the academy course proposal, Action Research for Educators, to the School Board for approval. The Board unanimously approved the proposed course (5-0).

The Board unanimously (5-0) approved the following policies that were brought forward for a second read: 2260.01 Section 504/ADA; 3122/4122 Nondiscrimination and Equal Employment Opportunity; 3213 Employee Conduct; 3340 Grievance Procedure – Professional Staff; 4340 Grievance Procedure – Support Staff; 4430.05 Nursing Mothers; 5111.01 Homeless Students; 5111.02 Educational Opportunity for Military Children; 5112 Entrance Age; 5113 Open Enrollment Program; 5330 Administration of Medication/Emergency Care; 5500 Student Code of Classroom Conduct; 5517.01 Bullying; 7540.05 Assistive Technology and Services; 8310 Public Records; 8450 Control of Casual Contact Communicable Diseases; 8500 Food Services; and 9800 High School Diplomas to Veterans.

On motion by Lee Braunel, seconded by J.J. Ploederl, the meeting adjourned at 12:21 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President



MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
September 13, 2011

A regular meeting of the Board of Education was called to order by President Michael Herrity at 6:00 p.m. Members present were Ms. Chrystal Myer, Mr. Jim Protsman, Ms. Karen Rohrer, Mr. Lee Braunel, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Absent: Mr. Tim Newberg

A motion was made by Lee Braunel, seconded by Chrystal Myer, and unanimously carried (6-0) by roll call vote to convene in closed session for the purpose of considering collective bargaining strategy with respect to the successor collective bargaining contracts with the Secretarial/Clerical bargaining unit and the Manitowoc Educational Paraprofessionals bargaining unit, as authorized pursuant to Section 19.85(1)(e) of the Wisconsin Statutes.

The Board reconvened in open session at 7:03 p.m. and began with the pledge of allegiance.

A motion was made by Lee Braunel, seconded by Karen Rohrer, and carried, to approve the minutes of the August 9, 2011, regular meeting and the August 23, 2011, special meeting.

4K/early childhood teachers Lori Brandt and Marianne Smith reported on the Institute for Learning Partnership grant received last year. The \$7,500 grant, "Discover New Frontiers through Verbal Interactions," focused on improving language skills of all students by improving the quality of hands-on materials in the Science/Discovery Centers and offering professional development to teachers. A video of a 4K science experiment illustrated students blowing air through a straw, to move cotton balls, paper clips and pennies.

Chairperson Lee Braunel reported on the August 23, 2011, Finance and Budget Committee meeting. Under the State Budget Repair Bill, all employees are required to pay 5.8% of their retirement benefit and up to 11% of their health and dental insurance costs. The equalization aid is decreasing over 10% and the district has the option of using fund balance to lower the tax levy. The District is traditionally low spending and is a low taxing district. Superintendent Swanson referred to a comparison sheet of Manitowoc County and Fox Valley Conference school districts wherein the Manitowoc Public School District was rated the lowest tax levy and next to lowest revenue per student. Last year's mill rate of \$8.13 equates to a tax of \$813 on a \$100,000 home. Manitowoc's tax levy rated 20.05% below the state level for 2009-10; 40.34% below Sheboygan; and 22.02% below Two Rivers. There will be a Finance and Budget Committee meeting at noon on Monday, September 19. On October 3, final equalized value will be determined. On Friday, October 14, the DPI will certify aid estimates. The School Board will set the tax levy on October 25. On Friday, November 4, the tax levy must be received by all municipalities. The budget hearing will take place on Tuesday, October 11, prior to the regular Board meeting.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Lee Braunel, seconded by Karen Rohrer, and unanimously carried (6-0), to approve voucher #209 totaling \$3,230,268.54, and voucher #212 totaling \$2,626,604.86, for a total of \$5,856,873.40.

Also presented were financial statements for the months ending June 30, 2011, July 31, 2011, and August 31, 2011.

Director of Human Resources Andrea Holschbach presented the Personnel Report, consisting of four resignations, two retirements, hire of support staff and professional staff, request to eliminate position (part-time educational interpreter at Riverview), level movement for seven teachers on the teacher salary schedule, and recommended approval of extra-curricular contracts. Motion was made by J.J. Ploederl, seconded by Jim Protsman, and unanimously carried (6-0), to approve the Personnel Report as presented.

On motion by Jim Protsman, seconded by J.J. Ploederl, motion carried to designate Luke Valitchka as the District's youth options coordinator.

Director of Elementary and Secondary Education Marcia Flaherty presented the Professional Development Plan for 2011-2012. Director Flaherty noted that the main purpose of the plan is to improve student learning for all students in the district. The Plan was discussed in relation to the school board goal, student learning goal, and objectives. On motion by Jim Protsman, seconded by Chrystal Myer, the Professional Development Plan was adopted for 2011-2012.

Career and Technical Education Coordinator Kari Krull highlighted numerous revisions to the 2009 Education for Employment Plan. On motion by Chrystal Myer, seconded by Karen Rohrer, the revisions were unanimously approved (6-0).

Superintendent Mark Swanson's district activity report highlighted:

- a successful start to the 2011-2012 school year;
- complimented staff that worked to make classrooms and facilities ready for the new school year;
- complimented the Human Resources office for their work hiring staff during the summer, and preparing for New Teacher/Mentor week;
- will have enrollment numbers at the October board meeting, after the 3<sup>rd</sup> Friday count;
- Meetings are being held by the Superintendent at individual school buildings in lieu of the annual welcome-back meeting;
- The WASB regional meeting is September 20 in Kiel for interested Board members;
- Madison Elementary School has been selected as a Wisconsin School of Promise. Principal Michael Dunlap will travel to Madison, WI with two randomly selected teachers to receive the award and a \$5,000 check; and
- There will be a Finance and Budget Committee meeting at noon on Monday, September 19, 2011, and all Board members are invited to attend.

On motion by Lee Braunel, seconded by Chrystal Myer, the meeting adjourned at 8:43 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
October 11, 2011

A regular meeting of the Board of Education was called to order by President Michael Herrity at 6:00 p.m. Members present were Mr. Jim Protsman, Ms. Karen Rohrer, Mr. Lee Braunel, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Absent: Ms. Chrystal Myer and Mr. Tim Newberg

A motion was made by Jim Protsman, seconded by Lee Braunel, and unanimously carried (5-0) by roll call vote to convene in closed session for the purpose of considering collective bargaining strategy with respect to the successor collective bargaining contracts with the Secretarial/ Clerical bargaining unit and the Manitowoc Educational Paraprofessionals bargaining unit, as authorized pursuant to Section 19.85(1)(e) of the Wisconsin Statutes.

The Board reconvened in open session at 6:30 p.m. and began with the pledge of allegiance and roll call by the Secretary.

Director of Business Services Ken Mischler conducted a public hearing on the proposed 2011-2012 budget. A summary of the 2010-2011 and the 2011-2012 budget expenditures, revenues, total tax levy, equalized property value, and the net tax levy rate was provided. The district's revenue limit was decreased approximately 5.5% as a result of Wisconsin Act 32, which results in an overall spending reduction of \$5.48 million. The district revenue limit calls for a 9.5% increase in the property tax levy. By using \$1.1 million from fund balance, the tax levy increase will decreased to 3.9%, or \$20,309,309. After replying to various Board inquiries, public comments were requested.

Chrystal Myer arrived at 6:47 p.m.

There being no comments from the public, Board President Michael Herrity declared the public hearing closed at 6:51 p.m. A recess was declared until 7:00 p.m., at which time the regular meeting would commence.

The regular meeting of the Board of Education was called to order by President Michael Herrity at 7:00 p.m.

A motion was made by Karen Rohrer, seconded by Chrystal Myer, and carried, to approve the minutes of the September 13, 2011, regular meeting

Two communications were acknowledged and placed on file from the City of Manitowoc.

Washington Jr. High teacher/ELL Summer School Coordinator Kris Zolltheis and Franklin Elementary School Principal/District ELL Coordinator Keith Wakeman accompanied students from the ELL summer program, who enthusiastically supported the program.

Chairperson Lee Braunel reported on the September 19, 2011, Finance and Budget Committee meeting, during which Director of Business Services Ken Mischler presented rationale for using \$1,100,000 from fund balance to lower the tax levy from 9.53% to 3.9% which totals \$20,309,309. The committee agreed to bring the recommended approval to the full Board on October 11, 2011, for approval of the 2011-2012 budget.

Chairperson Jim Protsman reported on the Curriculum Committee meeting of October 4, 2011. The committee adopted the following course proposals: Read All About It; Literature Appreciation, replacing Western Lit. Survey; The New ERA; Program and Video Game Design; Food Science; Health Occupations 1 & 2; CAD 1 and 2; Robotics and Advanced Electronics; Computerized Accounting I, Using CCSS to Meet the Multicultural Needs of Diverse Children; 21<sup>st</sup> Century Skills in the Classroom: Getting from Here to There; and Love and Logic for Teachers; and Action Research.

On motion brought from committee, the Board unanimously approved the following courses: Read All About It; Literature Appreciation, replacing Western Lit. Survey; The New ERA; Program and Video Game Design; Food Science; Health Occupations 1 & 2; CAD 1 and 2; Robotics and Advanced Electronics; and Computerized Accounting I; Love and Logic for Teachers; and Action Research.

On motion brought from committee, the Board unanimously approved the following Academy Classes: Using CCSS to Meet the Multicultural Needs of Diverse Children; 21<sup>st</sup> Century Skills in the Classroom: Getting from Here to There.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Lee Braunel, seconded by Chrystal Myer, and unanimously carried, to approved voucher #214 totaling \$3,066,062.74, and voucher #217 totaling \$2,512,774.97, for a total of \$5,578,837.71. Also presented was the financial report for the month ending September 30, 2011.

Director Ken Mischler shared the third Friday enrollment report which reported a decrease of 142 students, or -2.57%. In response to an inquiry, Mischler indicated that the decrease would not affect our state aid this year, but would affect it next year. Superintendent Swanson indicated that the decline in enrollment will be monitored.

Director of Human Resources Andrea Holschbach presented the Personnel Report, consisting of one retirement, hire of support staff, level movement for fifteen teachers on the teacher salary schedule, level movement for one employee on the non-teacher salary schedule, and recommended approval of extra-curricular contracts. Motion was made by Lee Braunel,

seconded by J.J. Ploederl, and unanimously carried (6-0), to approve the Personnel Report as presented.

It was moved by J.J. Ploederl, seconded by Chrystal Myer, and unanimously carried, to reappoint Marcia Flaherty as the District's designated Equity/Title IX Coordinator.

Director of Elementary and Secondary Education Marcia Flaherty and Madison Elementary School Principal/Summer School Coordinator Michael Dunlap presented the 2011 summer school report. Approximately 1,600 students participated in the program and satisfaction levels were high. The increased participation rate was attributed to reduced fees and advertising changes.

Director of Pupil Services Dawn LeLou-Matte presented the 2011-2012 Guidance and Counseling Annual Review for 2010-2011 and goals for 2011-2012. Supporting the review and goals were: Duane Simmons, Amy (Pendergast) Wiesner, Sara Schultz, Erin Thennes, Todd Hadler, Bobbie Daul, Joe Wiesner, Michael Morgen, and Tiffani Schley. Motion was made by Jim Protsman, seconded by Karen Rohrer, and carried (6-0) to approve the 2011-2012 Guidance and Counseling Annual Review for 2010-2011 and goals for 2011-2012.

Superintendent Mark Swanson's district activity report highlighted:

- Lincoln High School math teacher Chris Grodek and Career and Technical Education Coordinator Kari Krull were selected as part of the Future 15 announced by SAIL, Young Professionals of Manitowoc County;
- Monroe elementary teacher Kim Gauer received the Office Max "A Day Made Better" award;
- Fall athletics are ending and tournaments are beginning. Superintendent Swanson commended exemplary team representation and coaching.

Lee Braunel made a motion to approve the 2011-2012 Manitowoc Public School District budget presented at the budget hearing on October 11, 2011, in accordance with Section 65.90 of the Wisconsin Statutes, which includes expenditures in the General Fund of \$58,450,704, total expenditures of all funds of \$71,938,757, and total revenues of \$70,216,025 with a tax levy of \$20,309,309. Jim Protsman seconded the motion.

Michael Herrity declared that he would vote for the budget motion as presented, but in its stead, proposed to use an additional \$380,000 from fund balance to bring the tax levy under 2%, to 1.9%.

On motion by Michael Herrity, seconded by Jim Protsman, the Board voted to amend the motion to adopt the 2011-2012 budget, to include an additional \$380,000 from fund balance, to bring the tax levy increase down to 1.9%. Motion passed 4-2 (Braunel and Ploederl dissenting).

Considerable discussion ensued regarding the consequences of this amended motion, the District's previous ability to return funds borrowed from fund balance, and short term borrowing. Board member Lee Braunel voiced his discontent at this motion surfacing after months of Finance and Budget Committee meetings, and having reached an approved plan among Board members.

The Board voted on the amended motion to approve the 2011-2012 Manitowoc Public School District budget presented at the budget hearing on October 11, 2011, in accordance with Section 65.90 of the Wisconsin Statutes, which includes expenditures in the General Fund of \$58,450,704, total expenditures of all funds of \$71,938,757, and total revenues of \$70,216,025 with a tax levy of \$19,929,309. Motion passed 5-1 (Ploederl dissenting).

Motion was made by J.J. Ploederl and seconded by Jim Protsman, to approve the clerical salary proposal of 1.6% base wage increase, and .8% base wage increase for the three individuals whose salaries are not on the salary schedule. Motion passed unanimously (6-0).

Board President Michael Herrity reported that a meeting had been held with the MEPs to discuss compensation, and another meeting would be scheduled.

On motion by Chrystal Myer, seconded by J.J. Ploederl, the Board approved a proposed trip request for 9<sup>th</sup> grade students from Washington Jr. High School's "D.C. Club" to travel to Washington, D.C. on March 27-31, 2012.

On motion by Lee Braunel, seconded by Chrystal Myer, the meeting adjourned at 8:45 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
October 25, 2011

A special meeting of the Board of Education was called to order by Vice President Michael Herrity at 12:02 noon. Members present were Mr. Jim Protsman, Ms. Karen Rohrer, Mr. Lee Braunel, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty. Members absent: Mr. Tim Newberg and Ms. Chrystal Myer

Director of Business Services Ken Mischler outlined the budget adjustments that need to be approved in order to establish the district's 2011-2012 tax levy. Information necessary to set the tax levy was not available until this time. 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. The adjusted 2011-2012 budget has a decrease in enrollment from the estimate, which was based on a decrease in grades PreK-12 enrollment. Third Friday enrollment decreased by 132 full-time equivalencies (FTEs) and summer school increased by 12 FTEs. A declining enrollment exemption allows the district an additional \$702,000 of revenue limit authority. The District's revenue limit calculation is equal to the amount previously presented at \$49,329,000, which is a decrease of 5.42%. The District will receive \$30,073,925 in equalization aid, \$111,656 in computer aid, and low revenue ceiling aid of \$94,877. This increases equalization aid by \$50,020 over the previous estimate, however the equalization aid is \$3,334,654 less than last year.

Chrystal Myer arrived at 12:06 p.m.

The 0% change in the revenue limit calculation and the increase in equalization aid will result in a decrease of \$50,007 in the October 11<sup>th</sup> approved tax levy. This results in a total increase in the property tax levy of \$332,625 as compared to last year, or an increase of 1.7%. The equalized value of the district decreased 0.65%. The District will use \$1,480,000 from fund balance to reduce the Fund 39 tax levy. As a result, the net tax levy rate will increase from \$8.13 per \$1,000 last year to \$8.32 per \$1,000 this year.

In response to an inquiry, Ken Mischler responded that the tax levy for the City of Manitowoc was not known at this time. Board member Lee Braunel stated that he did vote against the amendment to the budget at the last Board meeting, to borrow additional money from the fund balance, but he stated that he would vote for the budget.

A motion to approve the changes to the Manitowoc Public School District's 2011-2012 budget, which were adopted on October 11, 2011, was made by Karen Rohrer, seconded by Jim Protsman, and carried by roll call vote (5-1, Ploederl dissenting).

It was moved by Jim Protsman, seconded by Karen Rohrer, and carried by roll call vote (5-1, Ploederl dissenting) to establish the 2011-2012 property tax levy of \$19,879,302.

Apportionment of the total tax levy is as follows:

|                          |              |
|--------------------------|--------------|
| City of Manitowoc        | \$15,275,125 |
| Town of Centerville      | 294,267      |
| Town of Kossuth          | 613,402      |
| Town of Manitowoc        | 746,431      |
| Town of Manitowoc Rapids | 1,244,459    |
| Town of Newton           | 1,385,174    |
| Town of Two Rivers       | 167,322      |
| City of Two Rivers       | 153,122      |

On motion by Lee Braunel, seconded by Chrystal Myer, motion carried to adjourn at 12:19 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President



MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
November 8, 2011

A regular meeting of the Board of Education was called to order by President Michael Herrity at 7:00 p.m. Members present were Mr. Jim Protsman, Mr. Lee Braunel, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Absent: Ms. Karen Rohrer, Ms. Chrystal Myer, Mr. Tim Newberg

The meeting began with the pledge of allegiance.

A motion was made by Jim Protsman, seconded by Lee Braunel, and carried, to approve the minutes of the October 11, 2011, regular meeting and the October 25, 2011, special meeting.

Spanish teacher Jessica Swemke introduced foreign language students Cooper Schmidt and Eric Greening, who demonstrated technology used in their Spanish classes. The presentation highlighted quick response codes (QR codes), iPods, and "smart phones". Students utilize online Wikispaces, which offers free web pages to educators. Monitored class projects enable students to communicate with students around the world.

Michelle Preussler of 2007 Lake Aire Drive, Sheboygan, WI, spoke on behalf of the Manitowoc Education Association regarding elimination of the sick leave bank.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Lee Braunel, seconded by Jim Protsman, and unanimously carried (4-0), to approve voucher #219 totaling \$3,542,645.56, and voucher #222 totaling \$2,358,288.88, for a total of \$5,900,934.44. Also presented were financial statements for the month ending October 31, 2011.

Director of Human Resources Andrea Holschbach presented the Personnel Report, consisting of one resignation, hire of support staff, level movement for one teacher on the teacher salary schedule, and recommended approval of extra-curricular contracts. Motion was made by JJ Ploederl, seconded by Jim Protsman, and unanimously carried (4-0), to approve the Personnel Report as presented.

Superintendent Swanson reminded the Board that Michael Herrity was appointed (in May) to attend the 2012 Wisconsin State Education Convention in Milwaukee on January 18-20, 2012. Jim Protsman was appointed as the alternate representative to replace Board member Tim Newberg.

Dawn LeLou-Matte presented the Bloodborne Pathogens Plan for 2011-2012. On motion by Lee Braunel, seconded by Jim Protsman, and carried, the plan was unanimously accepted as presented. Motion was made by Jim Protsman, seconded by Lee Braunel, and unanimously carried, to approve the Emergency Nursing Services Plan as presented by Dawn LeLou-Matte. Dawn informed the Board that

the biggest change this year was that personnel administering medication needed to complete training approved by the Department of Public Instruction.

Superintendent evaluation forms were distributed to the Board members. Superintendent Swanson's self-evaluation and the Superintendent evaluation forms are to be completed prior to December 1, 2011. After considerable discussion, it was the consensus of the Board that the present evaluation form is satisfactory. It was suggested and agreed that Board members would complete the evaluation forms and deliver them to the Board President, who will give the Board members' individual evaluation forms, along with an official summary letter, to the Superintendent.

Superintendent Mark Swanson's district activity report highlighted the following:

- Director of Human Resources Andrea Holschbach constructed a survey that will go to parents and staff regarding the 2012-13 school calendar;
- The Wisconsin Employment Relations Commission notified the district that teachers and paraprofessionals have petitioned to recertify. An election will be held telephonically between November 15 and December 8, 2011.
- On Saturday, November 26, the remodeled JFK facility will make its debut by way of freshman, junior varsity and varsity basketball games played against Two Rivers.

In answer to an inquiry, Superintendent Swanson clarified that the Lindbergh Administration Building is included with all educational facilities as a weapons-free facility.

Superintendent Swanson reported that, in regard to MEP compensation, voting will be held in December.

On motion by JJ Ploederl, seconded by Jim Protsman, and carried, the Board approved a Wilson Junior High School 9<sup>th</sup> grade trip to Washington D.C. proposed for June 17, 2012, to June 21, 2012.

On motion by Jim Protsman, seconded by JJ Ploederl, and carried, the Board approved a German Live Summer School Course/trip to Germany, tentatively scheduled for June 17, 2012, to June 29, 2012.

A Finance and Budget Committee meeting will be scheduled in the near future regarding Kuper Funds.

On motion by Lee Braunel, seconded by JJ Ploederl, the meeting adjourned at 8:05 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
December 13, 2011

A regular meeting of the Board of Education was called to order by President Michael Herrity at 6:00 p.m. Members present were Ms. Chrystal Myer, Mr. Jim Protsman, Ms. Karen Rohrer, Mr. Lee Braunel, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Absent: Mr. Tim Newberg

A motion was made by Lee Braunel, seconded by Jim Protsman, and unanimously carried by roll call vote (6-0) 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 7:00 p.m. and began with the pledge of allegiance.

A motion was made by Jim Protsman, seconded by Lee Braunel, and carried, to approve the minutes of the November 8, 2011, regular meeting.

Superintendent Swanson recognized Kerry Winans and Board member Karen Rohrer for their leadership on the Lincoln JFK renovation project.

Second grade teacher Mrs. Angela Janda presented Jackson students Trevor DeBruin, Hailey Hebert, Sam Meyer and Jack Luloff, the "fleet of four" that described their schooner project. Rich Kangas's class was acknowledged for their help in constructing the schooners.

Cheryl Gorsuch of 6217 Arabian Way, Two Rivers, WI 54241, spoke on behalf of the MEA regarding the elimination of benefits, of which one was the sick leave bank. She indicated that she would like to meet with the school board to discuss alternative solutions to the elimination of the sick leave bank.

Michelle Preussler of 2007 Lake Aire Drive, Sheboygan, WI 53081, indicated that she understands that the sick leave bank was eliminated and won't "come back". She believes that she was misunderstood when she spoke (to the Board) last and is requesting a meeting with the School Board for alternative solutions to the elimination of the sick leave bank.

Chairperson Chrystal Myer reported on the December 7, 2011, Policy/Personnel Committee meeting, which was held to discuss the incorporation of the custodial/maintenance group into the non-teacher handbook. Updates included when health and dental premiums are paid; custodial employees would start earning vacation the same year that they use their vacation, consistent with other MPSD employee groups; call-in pay would be 2 hours at 1 ½ times their pay; custodial/maintenance staff would have one 15-minute break during the day; and 12-month employees still work on inclement weather/school closing days. Also discussed were

accrued vacation, sick leave payout, incentive for not using sick leave, night shift premium and substitute for head custodian. The committee approved the recommendations, to be brought forward to Board at the December 13, 2011, Board meeting. On motion from committee to adopt the proposed revisions to the non-teacher handbook, the motion passed 5-1, Ploederl dissenting.

Chairperson Lee Braunel reported on the December 13, 2011, Finance and Budget Committee meeting, which was held for the purpose of reviewing and approving requests for purchases to be made from the Kupper/Ratsch Fund. The motion passed in committee and was brought forward to the board. The requests were unanimously approved (6-0) as presented.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Lee Braunel, seconded by Karen Rohrer, and unanimously carried (6-0), to approve voucher #225 totaling \$3,239,976.50, and voucher #228 totaling \$3,538,148.80, for a total of \$6,778,125.30. Also presented were financial statements for the month ending November 30, 2011.

Director of Business Services Ken Mischler presented the "Independent Auditors' Report on Communication with Those Charged with Governance" for the year ending June 30, 2011, and answered Board inquiries.

Director of Human Resources Andrea Holschbach presented the Personnel Report, consisting of the hire of two limited term contract professional staff members, hire of two support staff, level movement for three teachers on the teacher salary schedule for completion of National Boards, approval of a teacher leave of absence for 2012-2013 school year, and recommended approval of extra-curricular contracts. Motion was made by Jim Protsman, seconded by J.J. Ploederl, and unanimously carried (6-0), to approve the Personnel Report as presented.

Superintendent Mark Swanson's district activity report highlighted the following:

- LHS production "Tales from Japan" won an all-state award at UW-Whitewater;
- Bill Hansen won a directing award;
- Jenny Schneider received \$1,000 for the "Be the Change" DPI grant;
- The Rahr Memorial School Forest received a \$5,000 donation from the local Gannett Foundation;
- Zoe Feder, Andrew Hoover and Aaron Willis were recognized in the 2012 National Merit Program;
- Peter Stuntz and his granddaughter are working through the First Presbyterian Church to provide 2,400 books to schools; and
- Superintendent Swanson distributed Athletic Director John Johnson's fall athletic report to Board members.

Michael Herrity requested School Board members to review the pending resolutions that will be voted on during the 2012 Delegate Assembly in January, 2012. Herrity will attend the delegate assembly and will vote on the resolutions accordingly.

On motion by Jim Prostman, seconded by Lee Braunel, the School Board approved the (option 1) calendar for the 2012-2013 school year, which allows a full week off for spring break, two snow makeup days, and a graduate date of June 7, 2012.

Andrea Holschbach stated that the MEP group ratified compensation, with a 1.6% increase. J.J. Ploederl questioned the amount of the increase and subsequently made a motion to approve the ratification as presented. Lee Braunel seconded the motion. After a brief conversation with Superintendent Swanson, J.J. Ploederl rescinded his motion.

Jim Protsman made a motion to approve the MEP group's ratified compensation, with a 1.6% increase. Lee Braunel seconded the motion which passed 5-0. Ploederl abstained.

A special board meeting will be held on January 16, 2012, to begin planning the 2012-2013 school budget. The time of the meeting will be determined after Board members check their calendars.

On motion by Lee Braunel, seconded by Chrystal Myer, and carried, the meeting adjourned at 8:23 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
January 10, 2012

A regular meeting of the Board of Education was called to order by President Michael Herrity at 6:00 p.m. Members present were Ms. Chrystal Myer, Mr. Jim Protsman, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Absent: Mr. Lee Braunel, Ms. Karen Rohrer, Mr. Tim Newberg

A motion was made by Chrystal Myer, seconded by J.J. Ploederl, and unanimously carried (4-0) 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.

Karen Rohrer arrived at 6:58 p.m. The Board reconvened in open session at 7:00 p.m. and began with the pledge of allegiance.

A motion was made by Karen Rohrer, seconded by Chrystal Myer, and carried, to approve the minutes of the December 13, 2011, regular meeting and the December 12, 2011, special meeting.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Jim Protsman, seconded by J.J. Ploederl, and unanimously carried (5-0), to approve voucher #230 totaling \$2,596,073.06, and voucher #234 totaling \$2,158,424.76, for a total of \$4,754,497.82. Also presented were financial statements for the month ending December 31, 2011.

Director of Business Services Ken Mischler spoke briefly about preparation of the District's budget for 2012-2013 and referred to the booklet that Board members received, containing the proposed budget calendar/timeline, list of budget responsibilities, list of accounts, and budget request form.

It was moved by J.J. Ploederl, seconded by Jim Protsman, and carried unanimously (5-0), to approve the availability of funds for scholarships and loans from the Manitowoc Board of Education Trust Fund in 2012, and that \$260,000 be authorized for initial or continuing student loans for 2012.

Director of Human Resources Andrea Holschbach presented the Personnel Report, consisting of two retirements, hire of professional staff, and recommended approval of extra-curricular contracts. Motion was made by Karen Rohrer, seconded by Chrystal Myer, and unanimously carried (5-0), to approve the Personnel Report as presented.

Director of Elementary and Secondary Education Marcia Flaherty gave an update on the National Board program.

Superintendent Mark Swanson's district activity report highlighted the following:

- Two Lincoln High School students, Nita Sharma and Cameron Olson, and staff member Jenny Schneider, will proceed to the state level in the Kohl's Fellowship competition;
- Summer school plans are underway, with significant changes toward an extended year program at Jefferson School, with continued mini classes at other district schools;
- A special School Board meeting will be held on Monday, January 16 at 6:30 p.m. to discuss the 2012-2013 budget; and
- A topic for the February School Board meeting will be the City's elimination of crossing guards.

On motion by J.J. Ploederl, seconded by Chrystal Myer, the Board unanimously (5-0) approved receipt of a \$5,000 donation from the Gannett Foundation to be used for the Wetlands Boardwalk project at the School Forest.

Board members Michael Herrity and Karen Rohrer were appointed to the MEA negotiations committee.

A Policy/Personnel Committee meeting will be scheduled in the near future, for the purpose of reviewing additional policies.

On motion by Chrystal Myer, seconded by Karen Rohrer, the meeting adjourned at 7:31 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
January 16, 2012

A special meeting of the Board of Education was called to order by Board President Michael Herrity at 6:30 p.m. Members present were Ms. Chrystal Myer, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Members absent: Mr. Lee Braunel, Mr. Jim Protsman, Ms. Karen Rohrer, and Mr. Tim Newberg

Director of Business Services Ken Mischler began the 2012-2013 budget discussion by summarizing the Multi-Year Actual and/or Estimated Expenditures from Fund 10 and Fund 20; Multi-Year Revenue Actuals and Projections, Fund 10 and Fund 20; and Staffing Cost Increases (and Decreases) for 2012-13; Estimated Expenditures for Fund 10 and Fund 20; Multi-Year Cost Projections, Fund 10 and Fund 20; and Multi-Year Revenue Limit Actual and Projections.

Director Mischler's "zero percent increase" salary estimate included teachers' salaries (with no salary increases, but with annual lane increases), administration, custodian and maintenance, paraprofessionals, clerical, substitute teachers/staff, tech support/nurse/county, psychologist/program support, and other salaries, for a projected increase of slightly over 1.18% (\$398,318) for 2012-13. Mischler stated that the projected budget figures do not imply that any decisions have been made regarding salaries or employee numbers; they are budget projections.

Mischler anticipates a 6% increase in health insurance, 2% increase in dental insurance, 12.45% health insurance contribution and 11% dental insurance contribution, for a total increase of 2.53% or \$348,433. Other anticipated increases are 1.5% bussing/insurance, 2.5% utilities, and 4K program 1%.

Other expenditures, some of which include purchased services without 4K schools, HeadStart program, 4K children programs, non-capital and capital objects, debt retirement, insurance and judgment, and operating transfers, totaled a dollar increase of \$1.3 million or 7.01%.

State equalization aid is projected to be \$28,856,435 in 2012-13, a decrease of \$1,217,490. The revenue limit for 2012-13 is expected to decrease to \$48,897,150. Total expenditures are projected at \$65,823,818, a decrease of .85%. Total revenues are projected at \$63,422,315, a decrease of 2.26%. Using this scenario, the school district must cut \$2.4 million in order to reach the revenue limit. Given that scenario, a property tax increase of 11.8% would be required. President Herrity stated that he couldn't imagine the Board approving an 11.8% property tax increase.

Director Mischler indicated that after the district pays off the referendum debt this year, the burden will be lessened slightly in 2013-14.



Board President Herrity suggested that, in an effort to involve district employees and the public in the budget (cutting) process, that a plan or list of possible cuts/reductions be presented for feedback.

It was noted that the current staffing deadline of March 15 is expected to change to May 15, in order to extend open enrollment for an additional three months. It is expected to pass by the end of the week. President Herrity reiterated that if it doesn't pass, decisions will need to be made by March 15.

On motion by Chrystal Myer, seconded by J.J. Ploederl, motion carried to adjourn at 7:28 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
February 14, 2012

A regular meeting of the Board of Education was called to order by President Michael Herrity at 6:05 p.m. Members present were Mr. Jim Protsman, Mr. Michael Herrity, Mr. J.J. Ploederl, and Ms. Karen Rohrer (6:05). Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Absent: Mr. Lee Braunel, Ms. Chrystal Myer, Mr. Tim Newberg

Motion was made by Jim Protsman, seconded by Karen Rohrer, and unanimously (4-0) 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, as authorized 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 Jim Protsman, seconded by Karen Rohrer, and carried, to approve the minutes of the January 10, 2012, regular meeting and the January 16, 2012, special meeting.

Chorus Department Chair David Bowman and members of the Lincoln High School choir gave a presentation on the experience of creating music.

In Chairperson Chrystal Myer's absence, Human Resources Director Andrea Holschbach reported on the January 16, 2012, Policy/Personnel Committee meeting which was held to discuss NEOLA policy updates. After the update, on motion brought from committee, the Board unanimously (4-0) adopted the following policy updates: 0100 Definitions (added Medical Advisor definition and statute reference); 0140 Membership (made changes to be consistent with Wisconsin statute); 0150 Organization (wording removed that allowed Board to remove member serving in an officer position, as this is not permitted under Wisconsin law.) 0160 Meetings (In 0162 the word member needed to be plural); 2461 Recording of IEP Team Meetings (New policy. This is NEOLA's response to the rapid growth of people wanting to use recording devices); 3139/4139 Staff Discipline (the progressive discipline steps were added because this used to be covered by the collective bargaining agreement); 3140/4140 Termination, Non-Renewals and Resignation (Non-Renewal language was added because this used to be covered by the collective bargaining agreement); 3215/4215/5512/7434 Use of Tobacco by Staff, Students, and on School Premises (Definition of use of tobacco is expanded); 3242 Professional Growth Requirements (removed references to collective bargaining agreement); 3430/4430 Leaves of Absence (removed references to collective bargaining agreement); 5310.01 Emergency Nursing Services (New policy. It is mandated that all schools have an Emergency Nursing Services policy); 6520 Payroll Deductions (no longer able to make payroll deductions for union dues so this was removed; 7540.04 Staff Network and Internet Acceptable Use and Safety (removes reference to privacy on District provided technology

network); 8320 Personnel Records (took our reference to collective bargaining agreement); 9150 School Visitors (bans animals from school premises except service animals or those expressly approved by the principal); and 9160 Public Attendance at School Events (follows the Tobacco changes and also reflects correct language to meet ADA regulations).

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Jim Protsman, seconded by J.J. Ploederl, and unanimously carried, to approve voucher #236 totaling \$3,437,012.36, and voucher #239 totaling \$3,810,854.74, for a total of \$7,247,867.10. Also presented was the financial statement for the month ending January 31, 2012.

Director of Business Services Ken Mischler presented second Friday enrollment numbers as of January 13, 2012. The number of students reported to the Department of Public Instruction on the PI-1563 Pupil Count Report totaled 5,396, a decrease of 77 students. Mischler reported that the enrollment from September to January remained stable.

Director of Human Resources Andrea Holschbach presented the Personnel Report consisting of one replacement, hire of one professional staff, two requests for leaves of absence, and extra-curricular activities. Motion was made by J.J. Ploederl seconded by Karen Rohrer, and carried, to approve the Personnel Report as presented.

Jim Protsman moved to approve the list of administrators who will receive contracts for the 2012-2013 school year. Motion seconded by Karen Rohrer was unanimously (4-0) approved.

Board member Michael Herrity reported on the Wisconsin Association of School Boards resolutions that were voted on at the State Education Convention in February, 2012.

Superintendent Mark Swanson presented a Curriculum, Instruction and Assessment update, provided by CESA 7. Some highlights included the physical education requirement change option resulting from 2011 Wisconsin Act 105; major shifts in common core state standards since 2010, accountability reform, smarter balanced assessment, educator effectiveness, and student information system. Superintendent Swanson reviewed the timeline and updated the Board on educator effectiveness and accountability, and the amount of work to be done.

Superintendent Swanson's district activity update included:

- Recognition of the district's school counselors in honor of national school counselor week;
- After conducting surveys and discussions, it has been decided that there will not be a Saturday graduation make-up day. Graduation will be held on Friday, with the possibility of a 2-hour weather delay.
- The district received a petition to adjust school boundary lines from a few residents of the Reedsville School District. The MPSD board will meet on this issue, as will Reedsville's school board. The matter may proceed to the School District Boundary Appeals Board in Madison. The meeting must occur in February or it becomes a denial.

- Lincoln High School received a “Let’s Go to Work” grant from the Wisconsin Board of People with Developmental Disabilities, with \$20,000 for implementation and \$16,000 for technical development.

Chrystal Myer arrived at 8:09 p.m.

Superintendent Swanson summarized a recent city crossing guard issue wherein the city eliminating crossing guards from their budget after 2011-12. The city has funded crossing guards since 1953, with the police chief responsible for training as required by the state. The city budgeted \$120,000 for the year. After looking at reducing the number of hours services are provided, yet adequately accommodating students, it was determined that services could be provided for approximately \$18,225 per year. The Superintendent will continue to work with the city; however, it is felt that issues of traffic flow and pedestrian traffic on city streets should remain the city’s responsibility.

On motion by Chrystal Myer, seconded by Karen Rohrer, and carried, the Board unanimously (5-0) approved the Maritime Museum Grant Resolution regarding the aquatic invasive species control project.

Human Resources Director Andrea Holschbach reviewed the changes in non-renewal dates that resulted from Senate Bill 2, Act 114, under State Statute 188.22. The legislation changed the renewal and non-renewal date from March 15 to May 15. Motion was made by Karen Rohrer, seconded by Jim Protsman and carried (4-1, Ploederl dissenting) to change the employee handbook to reference the state statute instead of listing a specific date.

Board members received a list of budget suggestions solicited from MPSD staff members. The suggestions are listed in order of receipt and are broken down into two areas, Increase Revenue, and Decrease Expenditures. In regard to some suggestions to cut particular positions, it was noted that some positions are protected by state statutes. Board members discussed numerous potential budget cuts.

Referrals were made to the policy/personnel committee regarding staff evaluation and supervision; and to the curriculum committee regarding academy classes and textbook options.

On motion by J.J. Ploederl, seconded by Chrystal Myer, motion carried to adjourn at 8:49 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
February 28, 2012

A special meeting of the Board of Education was called to order by Board President Michael Herrity at 12:00 noon. Members present were Ms. Chrystal Myer, Mr. Jim Protsman, Ms. Karen Rohrer, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Members absent: Mr. Lee Braunel, J.J. Ploederl, and Mr. Tim Newberg

Career and Technical Education Coordinator Kari Krull introduced Mike Thompson, Dean of Trade/Industry and Apprenticeship for Lakeshore Technical College. Thompson highlighted concepts of the advanced manufacturing mobile lab. Project benefits included education, customized training and community outreach. The mobile lab would drop off equipment to participating high schools to teach pneumatics, electricity, PLCs (programmable logic controllers), touch screens and motor and controls. The labs would switch between high schools, returning near the end of the semester for a "real world" project application.

At 12:21 p.m., Board members and the audience were invited to tour the mobile classroom. The meeting resumed at 12:56 p.m.

Board President Michael Herrity called the public hearing to order, to address the petition from Ralph Schuh to attached property from the Reedsville School District to the Manitowoc Public School District. In accordance with the reorganization agenda, the School Board secretary was appointed as secretary for this public hearing on motion by Jim Protsman, seconded by Karen Rohrer and unanimously carried (4-0). The secretary read aloud the Notice of Hearing. The petition, signed by seven affected property owners from the Reedsville School District, was considered, as it affects the educational welfare of the children of the affected school districts regarding: geographical and topographical characteristics of the affected school districts; educational needs of children residing in the affected school districts; whether the proposed detachment from the Reedsville School District would have an adverse affect on their program; the testimony of and written statements filed by the residents of the affected school districts; the estimated fiscal effect of the proposed reorganization of the affected school districts; whether the proposed reorganization will make any part of a school district's territory noncontiguous; and the socioeconomic level and racial composition of pupils who reside or will reside in the proposed subject territory. Director of Business Services Ken Mischler gave an overview of the petition. No one was present to speak on behalf of or against the petition. Ralph Schuh had emailed Mischler indicating that he would be at work at the time of the hearing but would be available by telephone. Mischler had informed Schuh that the administration would most likely recommend adoption of the petition. Board President Herrity set forth the two alternative decisions, to grant or deny the request for transfer of the territory described in the petition.

Motion was made by Jim Protsman, seconded by Chrystal Myer, as follows:

To grant the transfer of the territory described in the petition. That the reorganization requested in the petition filed on February 28, 2012, be granted and an order entered detaching the territory described in said petition from the Reedsville School District and attaching said territory to the Manitowoc Public School District.

Ballots were distributed, voting transpired, and ballots were tabulated. Motion passed unanimously (4-0).

Director of Human Resources Andrea Holschbach talked about the post-retirement insurance proposal which would provide, for any teacher with a minimum of 15 years of local teaching

experience and at the minimum age of 55, a post retirement amount of \$700 per month toward family health insurance costs and \$350 per month toward single health insurance costs for a period of 8 years or until the retiree is eligible for Medicare. This offer is only for the 2011-2012 school year retirees, and will be offered in light of the substantial budget cuts to be made. Attrition through retirements is more cost effective, as opposed to layoffs. After discussion regarding potential savings, the number of potential retirees, and the risk of losing hard-to-replace teachers, motion was made by Karen Rohrer, seconded by Jim Protsman, and unanimously carried (4-0) to approved the post-retirement insurance proposal as recommended.

Referral was made to the buildings and grounds committee on the topic of potentially using Rubick Field for soccer.

Board members were invited to attend the Finance and Budget Committee meeting's budget hearing scheduled for Tuesday, March 6, 2012, at 4:00 p.m.

On motion by Karen Rohrer, seconded by Chrystal Myer, motion carried to adjourn at 1:19 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
March 13, 2012

A regular meeting of the Board of Education was called to order by President Michael Herrity at 6:01 p.m. Members present were Ms. Chrystal Myer, Mr. Jim Protsman, Ms. Karen Rohrer, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Absent: Mr. Lee Braunel, Mr. Tim Newberg

A motion was made by Chrystal Myer, seconded by Karen Rohrer, and unanimously carried (5-0) by roll call vote to convene in closed session for the purpose of considering School District collective bargaining contracts with the Manitowoc Education Association bargaining unit, as authorized pursuant to Section 19.85(1)(e) of the Wisconsin Statutes; and 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.

Lee Braunel arrived at 6:57 p.m.

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 Chrystal Myer, and carried, to approve the minutes of the February 14, 2012, regular meeting and the February 28, 2012, special meeting.

In celebration of Youth Art Month, Department Head Vicky Molitor and selected arts students provided an overview of art opportunities in their classrooms and community. A slide show depicted art teachers and students, and a sampling of art work displayed at the Rahr-West Art Museum.

Acting Finance and Budget Committee chairperson Michael Herrity presented minutes of the March 6, 2012, meeting. The topics from the meeting will be discussed under Old Business – 2012-2013 Budget.

Curriculum Committee chairperson Jim Protsman reported on the March 12, 2012, meeting. The textbook, American Politics Today, was presented for use in the AP Government class, beginning in 2012-13. Kit Deubler and Marcia Flaherty proposed the College Preparatory Mathematics Series (CPM) for grades 6-12. The textbooks will be available for preview until possible adoption at the April 2012 Board meeting. Academy course “Lesson Study as Professional Practice” was presented to the committee. On motion from committee, the academy class was unanimously approved.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Karen Rohrer, seconded by Jim Protsman, and unanimously carried (6-0), to approve voucher #241 totaling \$1,865,174.52, and voucher #244 totaling \$3,467,719.54, for

a total of \$5,332,894.06. Also presented were financial statements for the month ending February 29, 2012.

Director of Human Resources Andrea Holschbach presented the Personnel Report, consisting of two retirements and one resignation. Motion was made by J.J. Ploederl, seconded by Chrystal Myer, and unanimously carried (6-0), to approve the Personnel Report as presented.

Superintendent Mark Swanson's district activity report highlighted the following:

- Recognition of March as Youth Art Month;
- Washington Jr. High School Social Worker Jenny Schneider and LHS senior Nita Sharma were selected to receive Kohl awards;
- Washington guidance counselor Michael Morgen will participate in a process to revise national standards for guidance and counseling;
- A Division I sectional basketball game was hosted at the Lincoln JFK on Saturday. Congratulations were given to Athletic Director John Johnson and all who made the event a success; and
- The 4<sup>th</sup> Tuesday Board meeting will be a policy/personnel committee meeting. All Board members were invited to attend the meeting which will focus on staff evaluations.

On motion brought from committee for the second read of policies, the Board unanimously (6-0) approved the following policies: 0100 Definitions; 0140 Membership; 0150 Organization; 0160 Meetings; 2461 Recording of IEP Team Meetings; 3139/4139 Staff Discipline; 3140/4140 Termination, Non-Renewals and Resignation; 3215/4215/5512/7434 Use of Tobacco by Staff, Students and on School Premises; 3242 Professional Growth Requirements; 3430/4430 Leaves of Absence; 5310.01 Emergency Nursing Services; 6520 Payroll Deductions; 7540.04 Staff Network and Internet Acceptable Use and Safety; 8320 Personnel Records; 9150 School Visitors; and 9160 Public Attendance at School Events.

As a result of the March 6, 2012, Budget and Finance Committee meeting, Superintendent Swanson gave a budget update. The District spends 73.2% on total instruction and has \$2.4 million to cut from the 2012-13 budget. After comparing districts across the state, plans are forming to equalize secondary teacher workloads; reduce elementary teachers by 2.5 full-time equivalencies, eliminate three teachers at Riverview; cut \$400,000 from the custodial/maintenance department through shifting responsibilities, outside contracting and negotiating a wage reduction; eliminate three positions at Riverview; borrow \$900,000 for capital projects with the money to be paid back when the district's long-term debt is paid off; look at teacher step/lane movement; possible increases to health insurance premiums; increase staffing efficiencies which could result in additional position reductions.

Lee Braunel left the meeting at 8:26 p.m.

As a result of the closed session meeting, on motion by Jim Protsman, seconded by J.J. Ploederl, Superintendent Swanson's contract will be frozen at \$121,000 from July 1, 2012, through June 30, 2014. Motion passed unanimously (5-0).



On motion by Jim Protsman, seconded by Chrystal Myer, it was moved that the Manitowoc Public School District not establish caps on the number of Open Enrollment applications approved for the 2012-2013 school year. Motion passed unanimously (5-0)

Policy/Personnel Committee will meet on Tuesday, March 27, 2012. A referral was also made to the Buildings and Grounds Committee regarding possible use of municipal field for soccer.

On motion by Jim Protsman, seconded by Karen Rohrer, the meeting adjourned at 8:35 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
April 10, 2012

A regular meeting of the Board of Education was called to order by President Michael Herrity at 6:08 p.m., after a quorum arrived. Members present were Mr. Jim Protsman, Ms. Karen Rohrer, Mr. J.J. Ploederl, and Mr. Michael Herrity. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Absent: Mr. Lee Braunel, Ms. Chrystal Myer, Mr. Tim Newberg

A motion was made by Jim Protsman, seconded by Karen Rohrer, and unanimously carried (4-0) by roll call vote to convene in closed session for the purpose of considering School District collective bargaining contracts with the Manitowoc Education Association and Custodial/Maintenance Collective Bargaining Units, as authorized pursuant to Section 19.85(1)(e) of the Wisconsin Statutes.

Lee Braunel arrived at 6:55 p.m.

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 Karen Rohrer, and carried, to approve the minutes of the March 13, 2012, regular meeting.

Franklin staff and students presented, "Creating a School-Wide Positive Learning Environment at Franklin Elementary School." The program promotes a positive school climate through actions put in place the last several months. The presentation was followed by a short movie clip of "Franklin – Creating a Positive Learning Environment".

Dave Schmeda, of 936 S. 41<sup>st</sup> Street, Manitowoc, WI, spoke about custodial wages and the unfairness of the proposed wage cut.

In the absence of Chairperson Chrystal Myer, Director of Human Resources Andrea Holschbach reported on the March 27, 2012, Policy/Personnel Committee meeting. At that meeting, Andrea explained evaluation responsibilities, and principals Kathy Lemberger and Debby Shimanek shared evaluation procedures.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Lee Braunel, seconded by Karen Rohrer, and unanimously carried (5-0), to approve voucher #246 totaling \$2,479,671.38, and voucher #249 totaling \$3,400,788.85, for a total of \$5,880,460.23. Also presented were financial statements for the month ending March 31, 2012.

Director of Human Resources Andrea Holschbach presented the Personnel Report, consisting of two resignations and one retirement, hire of professional and support staff, and approval of

2011-12 and 2012-2013 extra-curricular staff. Motion was made by Karen Rohrer, seconded by J.J. Ploederl, and unanimously carried (5-0), to approve the Personnel Report as presented.

Director of Human Resources Andrea Holschbach presented the 2012-2013 individual teaching contracts for Board review. In particular, the contract reflects inclusion of language from the employee handbook and sets forth the (previous year's) base wage, step increase, level movement, national board/doctorate stipends, and minimum total salary for the upcoming school year. No Board action was required.

The Certification of the Board of Canvassers prepared by Director of Business Services Ken Mischler, certifying the number of votes cast in the April 3, 2012, Board of Education election, was referenced.

On motion by Karen Rohrer, seconded by J.J. Ploederl, the Board voted unanimously (5-0) to hold its organizational meeting at 4:00 p.m. on Monday, April 23, 2012. There will be a second meeting immediately following the organizational meeting to vote on teacher non-renewals and issuance of contracts.

Athletic Director John Johnson reported on the winter sports season, reflecting on structure required to build a quality athletic program. He highlighted coaches' evaluations, the number of coaches, time spent with athletes, MPSD athletic pride, and other accomplishments.

Superintendent Mark Swanson's district activity report highlighted the following: Receipt of Maritime Museum Aquatic Invasive Species grant; two Destination Imagination teams will compete in Stephens Point this weekend; a new Board representative will be needed for the McKinley Charter Board; Board members were encouraged to attend spring district sports events; and the organizational meeting will be held on Monday, April 23 followed by a second meeting.

On motion by Jim Protsman, seconded by Lee Braunel, and carried, the School Board unanimously (5-0) approved the College Preparatory Mathematics Series (CPM) for grades 6-12 and the textbook, American Politics Today, for AP government classes.

Superintendent Swanson reviewed the current budget reduction situation with the Board. At this time, projected savings are: teacher staffing reductions -\$1.5 million; custodial/maintenance reductions -\$400,000; reduction of additional positions -\$200,000; savings from capital project borrowing -\$150,000, for a total of \$2.25 million of the required \$2.4 million.

On motion by Lee Braunel, seconded by Karen Rohrer, the following elementary and secondary staffing recommendations for 2012-2013 were approved 4-1 (Ploederl dissenting). Elementary: -2.5 based on enrollment, -2.0 5K based on enrollment and non-SAGE classrooms going to maximum of 20 students, -.5 4K based on part-time Precious in His Site teacher was only hired for remainder of 2011-2012, -1.0 one 4K special education due to restructuring, -1.0 elementary limited term special education teacher, for a total of -7.0 elementary; Secondary:

Business Ed. 0, Family and Consumer Science -0.3, Tech Ed -1.0, Art -0.8, Phy Ed -1.9, Music 0, English -2.6, Foreign language -1.6, Math -1.6, Science -0.6, Social Studies -1.0, Alternative Education -2.0, for a total secondary of -13.4, for an overall total of -20.4.

School Board member Jim Protsman gave a presentation on the role of body-mind science in educational practices. Protsman's report highlighted: neutralizing negative effects of fluorescent light on cognitive function, boosting productivity in computers, and circumstances in which cell phone radiation depressed cognitive function. Board member Lee Braunel voiced concern over approving a project in which a Board member has a personal investment, such as publishing papers or books. Jim Protsman introduced his motion that "MPSD should carefully review evidence from body-mind cognitive science to determine how practices based on this science can be used to improve student cognitive performance and learning." It was noted that upon approval of this motion, it would be referred to the curriculum committee. In response to inquiry, it was confirmed by Jim Protsman that the goal of this motion is for board review and not implementation. Motion was seconded by J.J. Ploederl and passed 4-1 (Braunel dissenting).

On motion by Karen Rohrer, seconded by J.J. Ploederl, and carried, the Board approved the Washington Junior High School "Transform You" trip request, scheduled for May 11-12, 2012, to Chicago, Illinois.

Board member Lee Braunel acknowledged Michael Herrity's nine years of service on the School Board.

On motion by Jim Protsman, seconded by J.J. Ploederl, the meeting adjourned at 8:51 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Michael A. Herrity  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
April 23, 2012

A special meeting of the Board of Education was called to order by Board President Jim Protsman at 4:34 p.m. Members present were Ms. Karen Rohrer, Mr. Lee Braunel, Mr. J.J. Ploederl, Ms. Chrystal Myer, Ms. Catherine Shallue, Ms. Karen Gratz, and Mr. Jim Protsman. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Director of Human Resources Andrea Holschbach and Superintendent Swanson reviewed the non-renewal process. The reduction of 20.4 FTEs (full-time equivalencies) equates to 15.3 positions, with three retirements anticipated. After discussion, Linda Gratz made a motion to accept the list of non-renewals as presented. Karen Rohrer seconded the motion, which passed 6-1 (Ploederl dissenting).

Director Holschbach answered questions regarding the proposed list of individual teacher contracts. After discussion, it was moved by Lee Braunel to approve the list of teachers who will receive contracts for the 2012-2013 school year. Motion was seconded by Linda Gratz and carried unanimously.

On motion by Lee Braunel, seconded by Chrystal Myer, motion carried to adjourn at 4:55 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Jim Protsman  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
April 23, 2012

A special meeting of the Board of Education was called to order by Superintendent Mark Swanson at 4:00 p.m. on Monday, April 23, 2012. The following Board members were present: Ms. Karen Rohrer, Mr. Lee Braunel, Mr. J.J. Ploederl, Ms. Chrystal Myer, Ms. Catherine Shallue, Ms. Linda Gratz, and Mr. Jim Protsman. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Superintendent Mark Swanson began the organizational meeting by reviewing the procedures for conducting School Board elections. Board officers' duties were highlighted.

Lee Braunel nominated Jim Protsman for the office of President. Chrystal Myer nominated J.J. Ploederl for the office of president. There being no further nominations, nominations were closed. Ballots were distributed and the subsequent vote resulted in Jim Protsman being elected as President. Jim Protsman received four votes, J.J. Ploederl received two votes, and Karen Rohrer received one vote.

Catherine Shallue nominated J.J. Ploederl for the office of Vice-President/Clerk. Lee Braunel nominated Karen Rohrer for the office of Vice-President/Clerk. There being no further nominations, nominations were closed. Ballots were distributed and the subsequent vote resulted in Karen Rohrer being elected as Vice-President/Clerk. Karen Rohrer received four votes and J.J. Ploederl received three votes.

Jim Protsman nominated Lee Braunel for the office of Treasurer. There being no further nominations, nominations were closed. Ballots were distributed and the subsequent vote resulted in Lee Braunel being elected as Treasurer. Lee Braunel received six votes and Chrystal Myer received one vote.

Board President Jim Protsman made the following committee assignments for 2012-2013: Buildings and Grounds – Lee Braunel, Chair, Karen Rohrer, Linda Gratz; Curriculum – Chrystal Myer, Chair, Catherine Shallue, J.J. Ploederl; Finance and Budget – Karen Rohrer, Chair, Lee Braunel, Linda Gratz; Personnel and Policy – Chrystal Myer, Catherine Shallue, J.J. Ploederl (chair to be determined); City Recreation Board Representative – John Johnson. Appointments made to Curricular Advisory Committees were: Drug Free Schools (AODA)/Human Growth & Development – Catherine Shallue; School Forest – Lee Braunel; Gifted and Talented – Chrystal Myer; Business Education Partnership Council – Lee Braunel; McKinley Academy Board – Linda Gratz.

Lee Braunel was appointed as the District's representative to the Cooperative Educational Service Agency annual convention to be held on Wednesday, May 9, 2012, at 6:30 p.m. at the CESA 7 facility in Ashwaubenon.

On motion by Chrystal Myer, seconded by J.J. Ploederl, motion carried to adjourn at 4:33 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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Jim Protsman  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
May 8, 2012

A regular meeting of the Board of Education was called to order by President Jim Protsman at 6:00 p.m. Members present were Ms. Karen Rohrer, Mr. Lee Braunel, Mr. J.J. Ploederl, Ms. Chrystal Myer, Ms. Catherine Shallue, Ms. Linda Gratz, and Mr. Jim Protsman. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

A motion was made by Chrystal Myer, seconded by JJ Ploederl, and unanimously carried by roll call vote to convene in closed session for the purpose of considering School District collective bargaining contracts with the Manitowoc Education Association bargaining unit and Custodial/Maintenance collective bargaining units, as authorized 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.

A motion was made by Lee Braunel, seconded by Chrystal Myer, and carried, to approve the minutes of the April 10, 2012, regular meeting and the (two) April 23, 2012, special meetings.

Career and Technical Education Coordinator Kari Krull and Youth Apprenticeship Program Liaison Rick Conrad talked about opportunities afforded students through the Youth Apprenticeship Program. Coordinator Krull informed the Board that there are currently 40 students in the Manitowoc County Youth Apprenticeship Program in 26 different business locations.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Karen Rohrer, seconded by Linda Gratz, and unanimously carried to approve voucher #251 totaling \$5,145,063.41, and voucher #542 totaling \$2,502,285.78, for a total of \$7,647,349.19. Also presented were financial statements for the month ending April 30, 2012.

Director Mischler reviewed the Independent Accountants' Report, Resident Pupil Membership Counts, which is completed every three years.

Director of Human Resources Andrea Holschbach presented the Personnel Report, consisting of five resignations, one termination, three retirements, hire of professional staff, recommended approval of completion of National Boards, and approval of extra-curricular contracts for 2011-12 spring and 2012-13 fall contracts. Motion was made by JJ Ploederl, seconded by Chrystal Myer, and unanimously carried, to approve the Personnel Report as presented.

A motion to approve the list of Lincoln High School seniors who will receive scholarship awards at the May 23, 2012, ceremony at Lincoln High School was made by Chrystal Myer, seconded by JJ Ploederl, and carried.

On motion by Catherine Shallue, seconded by Chrystal Myer, and carried, the Board accepted the donation of a golf cart valued at \$2,500 from Dan Newberg and Leroy Stoudt. The golf cart is to be used by MPSD staff at the Ron Rubick Municipal Field.

Superintendent Mark Swanson's district activity report included the following:

- Commended MPSD teaching staff in recognition of Teacher Appreciation Week;
- Art purchase ceremony will be May 9, 2012, at 4 p.m. in the Board Conference Room;
- The Quarter Century Club and retiree recognition banquet will be Wednesday, May 16 at 6:30 p.m. at the Holiday Inn.
- The MCCC's Fundraiser will be May 24 at the Knox Silver Valley Supper Club.
- Board members were encouraged to assist with Lincoln's annual scholarship night on Wednesday, May 23 at 7:00 p.m.
- Linda Gratz will assist Jim Protsman as Board representatives for the Employee Relations Committee. The next meeting will be Wednesday, May 9, 2012, at 4:30 p.m.
- An anonymous \$50,000 matching contribution for the Ron Rubick Municipal Field has been received and should generate publicity for the project.
- A collaboration between Thunder on the Lakeshore, the US Air Force, and the District will provide an opportunity for 20-25 students interested in aviation to link to an F-16 fighter crew in South Carolina for a virtual fieldtrip with high definition video and audio.
- Mark presented a comparison of MPSD in relation to the 50 largest school districts in the state, particularly citing challenges of closing the poverty level gap. Some highlights included:
  - Disability: MPSD 16.5%; State Average 14.4%
  - Free & Reduced Lunch: MPSD 49.9%; State Average 42.5%
  - AGI/Return: MPSD \$43,408; State Average \$47,773
    - MPSD ranks 45 of 50 largest districts.
  - Property Value/Pupil: MPSD \$438,172; State Average \$544,560
    - MPSD is 19.5% below State Average; MPSD ranks 39 of 50.
  - Funding Per Pupil: MPSD is 41<sup>st</sup> of 50; MPSD is 9.1% below State Average.
  - Gross Tax Rate: MPSD is 50<sup>th</sup> of 50. MPSD is 17.1% below State Average.

Superintendent Mark Swanson introduced a list of staffing reductions which would reduce the 2012-2013 budget deficit by \$373,189. The reductions included: Cable/Laminating & Printer - \$51,692; ELL Assistant - \$17,134; Bilingual Interpreter - \$44,264; Sign Language Interpreter - \$53,158; Library Aide (Lincoln) - \$39,514; IB Coordinator - \$36,023; Instructional Aide (Lincoln) - \$9,928; and two Custodians - \$121,476. On motion by Linda Gratz, seconded by Karen Rohrer, motion carried (6-1, Ploederl opposed) to accept the list of staffing reductions as presented.

Director Holschbach presented a final list of nonrenewals, in compliance with Wisconsin Statute 118.22. On motion by Karen Rohrer, seconded by Catherine Shallue, the Board approved Final Notices of Nonrenewal (6-1, Ploederl opposed).



The Board discussed administration comparables which were provided as a result of a recent Board request, for use as a data source in determining expenses.

Jim Protsman was appointed as the Board's representative and Chrystal Myer as the alternate representative to the 2013 Delegate Assembly at the Wisconsin Association of School Boards Convention held in January 2013.

On motion by Chrystal Myer, seconded by Karen Rohrer, and carried, the Board determined the date of the 2013 Quarter Century Club/Retiree Banquet to be May 15, 2013.

Lee Braunel left at 8:43 p.m.

Director of Elementary and Secondary Education Marcia Flaherty briefed the Board on a trip request for a grades 9-12 music trip to New York City proposed for March 20-25, 2013. Motion was made by JJ Ploederl, seconded by Chrystal Myer, and carried (6-0), to approve the trip as presented.

Committee referrals were recognized for a Buildings and Grounds Committee meeting and Curriculum Committee meeting.

On motion by JJ Ploederl, seconded by Karen Rohrer, the meeting adjourned at 8:48 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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James Protsman  
Board President

MINUTES OF BOARD MEETING  
Manitowoc Board of Education  
June 12, 2012

A regular meeting of the Board of Education was called to order by Vice-President Karen Rohrer at 6:01 p.m. Members present were Ms. Chrystal Myer, Ms. Catherine Shallue, Ms. Linda Gratz, and Ms. Karen Rohrer. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Members absent: Mr. J.J. Ploederl, Mr. Lee Braunel, Mr. Jim Protsman

J.J. Ploederl arrived at 6:03 p.m.

A motion was made by Chrystal Myer, seconded by Linda Gratz, and unanimously carried by roll call vote (5-0) to convene in closed session for the purpose of considering School District collective bargaining contracts with the custodial/maintenance collective bargaining unit, as authorized pursuant to Section 19.85(1)(e) of the Wisconsin Statutes.

The Board reconvened in open session at 7:02 p.m.

Members present were Ms. Catherine Shallue, Ms. Linda Gratz, and Ms. Karen Rohrer, Mr. J.J. Ploederl, and Mr. Lee Braunel. Also present were Superintendent Mark Swanson and Board secretary Rebecca McLafferty.

Members absent: Ms. Chrystal Myer, Mr. Jim Protsman

The meeting began with the pledge of allegiance.

A motion was made by Lee Braunel, seconded by Linda Gratz, and carried, to approve the minutes of the May 8, 2012, regular meeting.

The Curriculum Committee report was moved to later in the meeting.

Chairperson Lee Braunel highlighted the May 29, 2012, Buildings and Grounds Committee meeting. The athletic facility committee had met throughout the year, discussing the possibility of using the 35<sup>th</sup> Street facility for soccer. Amenities to be addressed included bleachers, lighting, restrooms, concession stands, sound system, emergency shelter, announcer's booth, clock and scoreboard, which are cost prohibitive. Discussion evolved to making Rubick Field the district's competitive soccer sight, since the amenities are in place. Athletic Director John Johnson gave a positive overview and indicated that both football and soccer could be scheduled at Rubick Field without conflicts. One negative was that the WIAA does not allow tournament soccer games to be played on grass football fields in the fall. On motion brought from committee, the Board voted unanimously (5-0) to allow competitive soccer on the Ron Rubick Municipal Field.

Lee Braunel also reported that during the Buildings and Grounds Committee meeting, Superintendent Swanson explained the rationale for the capital projects borrowing plan. Buildings and Grounds Director Jeff Schulz reviewed the list of potential capital projects with the committee. The projects consist of roofs, floors, doors, windows, asphalt and other projects, totaling an estimated \$1,036,150. On motion brought from committee, the Board unanimously approved the capital projects borrowing plan with its list of proposed projects, which is not to exceed \$1,036,150.

Chairperson Karen Rohrer reported on the June 11, 2012, Finance and Budget Committee meeting. The first proposal consisted of pay increases for MPSD employees, applicable up to maximum salary/level for positions:

- Teachers and non-represented certified staff will earn \$1,800 per year up; Custodial staff – an additional \$.50/hour every 6 months; Clerical staff (in 4 categories) – an additional \$.29-\$.37 per hour per year; Paraprofessionals – an additional \$.24-\$.28 per hour per year; Non-represented non-certified staff – up to 2% per hour per year. Total employees longevity pay - \$371,319.
- Effective teachers who complete the required credits may earn lane advancement worth an additional \$1,500 per year. Total teacher lanes - \$110,000.
- Beginning teachers' salaries increase from \$34,067 to \$35,230. Lane 1 teachers would move to new pay scale. Total to raise Lane 1 salaries and hire new teachers - \$36,243.
- The net budgeted for additional salary/wages is \$246,038. The total budgeted for 2012-13 for additional salary/wages is \$763,600.

Chrystal Myer arrived at 7:36 p.m.

On motion brought from the Finance and Budget Committee, the Board unanimously (6-0) approved: 1) compensation of \$371,319 for longevity pay to employees based on the recommended pay scales, 2) compensation of \$110,000 for teachers based on educational lane advancement, and 3) compensation of \$36,243 for new teachers to move to the next educational level by the removal of lane 1.

Considering the second proposal, Rohrer reported that Jeff Schulz distributed a list of proposed capital projects. Administration also recommended setting up a sinking fund to allow level principal and interest payments until 2021. On motion brought from committee, the Board unanimously (6-0) approved the concept of borrowing \$1,035,000 (the actual borrowing will be approved at a later date), and the establishment of a sinking fund to rectify huge variations in future principal payments based on the proposed schedule.

Chairperson Chrystal Myer read highlights from the June 7, 2012, Curriculum Committee meeting, which included MPSD graduate characteristics; a video presented by Marcia Flaherty describing approaches to assessment and data study; Common Core State Standards progress update; and IB program characteristics.

The payment of vouchers was presented by Director of Business Services Ken Mischler. A motion was made by Lee Braunel, seconded by Linda Gratz, and unanimously carried to approve voucher #256 totaling \$3,165,178.82, and voucher #259 totaling \$3,500,817.87, for a total of \$6,665,996.69. Also presented were financial statements for the month ending May 31, 2012.

Director of Human Resources Andrea Holschbach presented the Personnel Report, consisting of nine resignations, hire of professional and support staff, recommended approval of teacher authentic intellectual work (AIW) portfolio, approval of 2012-13 extra-curricular fall contracts, and recommended approval of summer school employees. Motion was made by JJ Ploederl, seconded by Catherine Shallue, and unanimously carried, to approve the Personnel Report as presented.

On motion by JJ Ploederl, seconded by Catherine Shallue, and unanimously carried (6-0), the Board approved expenditure of \$11,942 to First Agency, Inc., for student accident insurance coverage for the 2012-2013 school year.

On motion by Catherine Shallue, seconded by Chrystal Myer, and unanimously carried (6-0), the Board accepted a donation of \$11,967 from the Franklin Elementary School PTA, to be used to purchase new playground equipment and four picnic tables.

Marcia Flaherty distributed the district goals report for 2011-12 and highlighted key points. Board members will review the report for future discussion. The four main categories usually remain the same (Student Learning, Communication, Staff and Operations), but the objectives and action plans change.

As part of Athletic Director John Johnson's spring sports report, athletic trainers Laura Waalkens and Brittany Dunks from Holy Family Memorial talked about ongoing concussion research and services provided to the district. John Johnson also spoke about the Life of an Athlete Program, and a new sportsmanship initiative.

Superintendent Mark Swanson's district activity report included the following:

- High School graduation is Friday, June 15 at 1 p.m. He encouraged Board members to arrive by 12:15 p.m.
- The McKinley Academy successfully graduated 11 students;
- Riverview School's enrollment is up from projected 326 5-year-olds to 350; and
- A news release was received from DPI regarding Dual Enrollment – UW colleges will attempt to make a more direct path for high school juniors and seniors to take college classes in high school. Approved classes will be offered at the high school (at no cost). for college credit.

After a report from Ken Mischler, Director of Business Services, on motion by Linda Gratz, seconded by Catherine Shallue, and carried (5-1, JJ Ploederl dissenting), the Board voted to raise school lunches 10 cents and breakfast prices by 5 cents, as follows: Elementary Schools –

reimbursable lunch – from \$2.00 to \$2.10; Junior High Schools – reimbursable lunch – from \$2.10 to \$2.20; Senior High School – from \$2.15 to \$2.25; Adult Meals – remain at \$3.00; Morning Milk – remains at \$0.30; Senior High School – reimbursable breakfast – from \$1.30 to \$1.35; Junior High School – reimbursable breakfast – from \$1.25 to \$1.30; and Elementary Schools – reimbursable breakfast – from \$1.20 to \$1.25.

Dawn LeLou-Matte reported on the Manitowoc County Comprehensive Charter School. Some highlights included the 5 year anniversary of MCCCCS, improved attendance, and first year and student successes. On motion by Lee Braunel, seconded by Chrystal Myer, the Board unanimously (6-0) approved renewal of the Contract for Charter School Status with the Manitowoc Public School District.

On motion by Lee Braunel, seconded by Chrystal Myer, the meeting adjourned at 9:05 p.m.

Respectfully submitted,  
Rebecca McLafferty, Secretary

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James Protsman  
Board President