

**MINUTES OF THE SCHOOL BOARD MEETING  
HELD ON MONDAY, APRIL 23, 2018, AT 5:30 P.M.  
HIGH SCHOOL LMC**

**PRESENT:** Mrs. Coppens, Mrs. Brasure, Ms. Kehn, Mrs. Moll,  
Mrs. Neuens, Mrs. Sparapani, Mrs. Swanson,  
Mr. Burklund, Mr. Trevillian, Mr. Hanson, and  
Mrs. Hammill

**Others Present:** Debbie Lindgren and Shawna Lindow

The meeting was called to order by Superintendent Burklund at 5:30 p.m.

Karie Kehn and Julie Neuens were sworn in for three year terms as newly elected board members.

Roll call was taken with members present as mentioned above.

**REORGANIZATION**

**Election of Officers**

**President** – Karie Kehn nominated Tracy Coppens as President. Patti Sparapani seconded the nomination. No other nominations. Unanimous. Tracy Coppens as President.

The meeting was then turned over to Tracy Coppens.

**Vice-President** – Susan Moll nominated Lisa Swanson as Vice-President. Ann Brasure seconded the nomination. No other nominations. Unanimous. Motion carried for Lisa Swanson as Vice-President.

**Treasurer** – Patti Sparapani nominated Ann Brasure as Treasurer. Karie Kehn seconded the nomination. No other nominations. Unanimous. Motion carried for Ann Brasure as Treasurer.

**Clerk** – Karie Kehn nominated Susan Moll as Clerk. Ann Brasure seconded the nomination. No other nominations. Unanimous. Susan Moll as Clerk.

Motion by Kehn/Moll to adopt the resolution designating public depository and authorizing withdrawal and disbursement of school district monies at mBank and Forward Financial Credit Union. Unanimous.

Motion by Swanson/Kehn to approve to designate official notification of meetings at mBank, Forward Financial Credit Union, Great Lakes Fresh Market, the school website [www.niagara.k12.wi.us](http://www.niagara.k12.wi.us), and school commons area. Unanimous.

Motion by Brasure/Moll to appoint the Business Manager, Patricia Hammill, as agent for the Wisconsin Retirement Fund. Unanimous.

Motion by Kehn/Swanson to designate the Superintendent, Nathaniel Burklund, as authorized representative for the school lunch program. Unanimous.

Motion by Kehn/Moll to set the fourth Monday of the month at 5:30 p.m. as the time and date for monthly meetings. Unanimous.

Motion by Kehn/Brasure to nominate Tracy Coppens as the delegate to the Wisconsin Association of School Boards 2019 Convention. Unanimous.

Tracy Coppens went through the committees with the Board. The committees are as follows: Executive: Tracy Coppens – President, Ann Brasure – Treasurer, Susan Moll – Clerk, & Lisa Swanson – Vice-President. Buildings & Grounds – Susan Moll – Chairperson, Tracy Coppens, & Lisa Swanson. Budget & Finance – Susan Moll – Chairperson, Ann Brasure, & Patti Sparapani. Curriculum – Lisa Swanson – Chairperson, Julie Neuens, & Patti Sparapani. Personnel – Ann Brasure – Chairperson, Karie Kehn, & Patti Sparapani. Policy – Karie Kehn, Chairperson, Susan Moll, & Julie Neuens.

#### **CONSENT AGENDA**

Motion by Brasure/Moll to approve the consent agenda. Unanimous.

#### **NEW BUSINESS**

##### **Graduation Date**

Mr. Burklund informed the Board that graduation will be held on Friday, May 25, 2018, at 6:00 p.m., in the high school gym.

##### **Approve Shawna Lindow as Business Manager**

Motion by Sparapani/Swanson to approve the hiring of Shawna Lindow as Business Manager. Unanimous.

##### **Approve Changing the May 28<sup>th</sup> Board Meeting to May 21<sup>st</sup>**

Motion by Moll/Kehn to approve changing the May 28<sup>th</sup> Board meeting to May 21<sup>st</sup>. Unanimous.

##### **Approve the Second Reading of Updated NEOLA Policies**

Motion by Swanson/Brasure to approve the second reading of updated NEOLA policies. Unanimous.

**Approve to Remove Debbie Lindgren and Add Kerri Oratch to the Forward Financial Credit Card for a Credit Limit of \$7,000**

Motion by Kehn/Moll to approve to remove Debbie Lindgren and add Kerri Oratch to the Forward Financial credit card for a credit limit of \$7,000. Unanimous.

**Approve New Bus for the 2018-2019 School Year**

Mr. Burklund reported there was only one bus bid from Mid-State Truck. Motion by Kehn/Brasure to approve the new bus for the 2018-2019 school year for a total of \$88,147.50. Also, included in the cost – the stop arm camera and one camera inside of the bus and the title and registration. Unanimous.

**Approve CESA #8 Board of Control Representative**

Motion by Sparapani/Brasure to approve Lisa Swanson as the CESA #8 Board of Control Representative for the monthly meetings in Gillett. Unanimous.

**Discuss the CESA #8 Board of Control Representative for the Annual Agency Convention**

After some discussion board decided to make a motion for approval. Motion by Sparapani/Brasure to approve Lisa Swanson for the CESA #8 Board of Control Representative for the Annual Agency Convention. Unanimous.

**Administrators' Report**

**Business Manager** – Mrs. Hammill reported she has started to work on spreadsheets for the 2018-2019 budget. Participated in the interviews for the Business Manager position. The quarterly financials were submitted for Medicaid. A lot of field trips were calculated for various groups and she was out for surgery for seven days.

**Director of Pupil Services** – Mr. Hanson reported he worked on questions for and participated in the interviews for the Business Manager. He attended a webinar and is meeting on a new Transition Readiness Grant with Pembine, Florence, and Goodman. In the process of applying for one of the grants focused on transition and post-graduation employment skills for students with disabilities. The grants will range from \$25,000 - \$100,000. Continuing to receive guidance and direction for the development of the districts ESSA Plan which will be completed this spring. Working with Mrs. Smith on preparing our ESSA Plan so that when DPI releases the application it will be ready to go. Met with Dale Baily, DPI Statewide Early Literacy Coordinator, along with Mrs. Petschar, Mrs. Smith, and Mrs. Santoni to discuss language development and literacy and the relationship with written language especially at the lower elementary level. Dale was in the district on April 13<sup>th</sup> and observed and worked with individual teachers. He will be presenting to the elementary staff at the May 4<sup>th</sup> in-service. Corrected and amended DPI 1505-SE form per DPI request. Collaborating with Patty Hammill and Nate Burklund on Flow-through and Title budgets for this year and made claims. Submitted monthly claims to CESA #8 for processing for school based services/Medicaid claiming.

**Principal** – Mr. Trevillian reported the Top 5 Banquet was held @ Kelley Lake and our students represented the district well. Also, attended the District 2 WADA Caucus in Antigo during spring break and also attended the M&O AD and Principal meetings as well as NASF. Have been working with Kerri as she is in the process of training Darcy into her new role. The State Forensics were held on April 21<sup>st</sup> and Niagara did well again. Continuing to work on MS/HS scheduling for next year. Working with the PTO on potential elementary field trips, speakers, etc. State testing has been going well and will continue for a couple of weeks. The State Tornado Drill was performed on April 19<sup>th</sup>. The physicals for students will take place on April 25<sup>th</sup>, on April 26<sup>th</sup> there is a track invite. May events will include prom, the senior trip, theatre production, and graduation!

**Superintendent** – Mr. Burklund reported the district is in the second stage of the writing professional development. In the process of starting to plan for summer school courses and staffing. There may be a change to the physical education portion to the summer program. The staff fitness challenge has been completed and it was the most participation to-date. Met in Crivitz on April 17<sup>th</sup> with the local and county officials to discuss safety plans. Will be attending a meeting on April 24<sup>th</sup> HLC Credentialing Workgroup at the NWTC campus. Congratulations to Laura Gunderson on being chosen for an externship opportunity with Verso this summer. Working with area districts as we have three common professional development days for the next school year. Planning on bringing in keynote speakers in different content areas. Already have August 28<sup>th</sup> and October 26<sup>th</sup> professional developments days booked with 2 keynote speakers – Leroy Butler and Kevin Honeycutt. The CEP application was submitted to DPI. A thank you to Debbie Jodocy for all of her hard work on getting this done. The district took a hit this year with illness and the substitute teacher budget. Continuing to look at renewals of programs and the continuous need or lack of use. Will be reaching out to the Executive Committee to discuss the support staff salary schedule. The district did not receive a second bus quote. Working with Cecil on boiler quotes and the cost to remove the old boilers. The April 17<sup>th</sup> meeting brings light to safety advancements within our building. Meeting with neighboring districts to discuss a Transition Grant along with a Peer Mentor Grant. On April 18<sup>th</sup> and 24<sup>th</sup> we have two groups going over to Verso to serve food during their shutdown. New hires and current staff changing roles have begun their training. The state testing is almost complete. A thank you to Sherri Petschar.

Motion by Kehn/Moll to adjourn at 6:30 p.m. Unanimous.