

PROCEEDINGS OF BROWN COUNTY CHILDREN WITH DISABILITIES EDUCATION BOARD:

A regular meeting was held on: Monday, July 17, 2017

Board Members Present: B. Clancy, J. Mitchell, L. Franke, R. Osgood

Board Member Excused: Scott King

Others Present: A. Nizzia, C. Maricque, J. Driessen, K. Pahlow

B. Clancy called the meeting to order at 3:30 PM.

**1. Action Item: Approval of June 19, 2017 Board Minutes**

**Motion made by L. FRANKE, seconded by J. MITCHELL, that the minutes from the June 19, 2017 Board meeting be approved. MOTION CARRIED UNANIMOUSLY.**

**2. Action Item: Approval of Agenda**

**Motion made by J. MITCHELL, seconded by L. FRANKE, that the agenda for today's meeting be approved. MOTION CARRIED UNANIMOUSLY.**

**3. Action Item: Donations**

A. Nizzia reviewed the donations list. Christian Outreach contributed \$4,000; Pat Schneider donated \$20,000 which will be very helpful to meeting the needs of identified projects. Other donations noted included \$5,000 for Camp SOAR from the Alberta S Kimball – Mary L Anhaltzer Foundation and the final payment from the Schreiber Community Grant Foundation for the Sensory Courtyard.

**Motion made by J. MITCHELL, seconded by L. FRANKE, that this month's donations be approved. MOTION CARRIED UNANIMOUSLY.**

**4. Action Item: Payment of Bills**

The payment to Frontline Technologies for the new subline calling system was noted.

**Motion made by L. FRANKE, seconded by J. MITCHELL, that the payment of the bills be approved. MOTION CARRIED UNANIMOUSLY.**

**5. Action Item: Financial Report**

C. Maricque noted that the final categorical aid payment and general CDEB aid will not be received until June. The shortfall caused by the server migration project was offset by savings in computer supply purchases that were not made. The County's indirect cost and technology chargebacks have increased, so this shortfall is expected to increase by the end of the year. Retiree insurance continues to be over due to the retiree VEBA payments. Savings have been recognized in health insurance and additional help that was budgeted, but not needed.

**Motion made by Motion made by L. FRANKE, seconded by J. MITCHELL, that the financial report be accepted. MOTION CARRIED UNANIMOUSLY.**

**6. Action Item: Staffing Resignations**

A. Nizzia reviewed the resignations of two aides, Carol Pointer and Cathy Hanchek. Both individuals were long-term employees that dedicated many years to Syble Hopp.

**Motion made by L. FRANKE, seconded by J. MITCHELL, that the resignations for Carol Pointer and retirement for Cathy Hanchek be approved. MOTION CARRIED UNANIMOUSLY.**

**7. Action Item: Staffing New Hires**

J. Driessen reviewed the request to approve the Early Childhood teacher contract, Renee LaFleur-Linder that will be replacing Deb Koehler's position. The individual will be at Altmeyer and Heritage.

**Motion made by Motion made by L. FRANKE, seconded by J. MITCHELL, that the contract for Renee LaFleur-Linder to fill the 1.0 vacant Early Childhood Teacher position for the 2017-18 school year be approved. MOTION CARRIED UNANIMOUSLY.**

A Nizzia presented the request to hire Darcie Mangum and Logan Pourchot for the two vacant instructional aides at Syble Hopp. Darcie previously worked as a dedicated aide for one of Syble Hopp School's recent graduates. Logan's previous experience included working at Walworth County CDEB for three years.

**Motion made by Motion made by L. FRANKE, seconded by J. MITCHELL, that the hiring of 2.0 vacant Teacher Aide positions be approved. MOTION CARRIED UNANIMOUSLY.**

**8. Action Item: Lunch and School Fees**

Although the increase for 2017-18 is only proposed to increase from \$2.75 to \$2.85 for students and \$3.45 to \$3.55 for adults, this may need to increase in future years. The current meal contract price from West De Pere School District is \$2.94 per meal which equates to about \$2.55 after the credit for the use of USDA foods. Food Services currently has an excess fund balance which will allow for the small increase even though the contract with West De Pere increased \$.40 per meal using the USDA modified price. Extra milk and reduced meal prices are proposed to stay the same.

**Motion made by J. MITCHELL, seconded by L. FRANKE, that the full-priced student lunch fees be increased from \$2.75 to \$2.85, the reduced-priced meal remain the same at \$.40 and the extra milk fee remain the same at \$.30. The price of adult meal will be increased from \$3.45 to \$3.55. MOTION CARRIED UNANIMOUSLY.**

**9. Action Item: Room Rental**

K. Pahlow reviewed the room rental agreements with the districts that have Brown County CDEB programs on-site at the district. The agreements range from \$2 - \$5 per year.

**Motion made by Motion made by L. FRANKE, seconded by J. MITCHELL, that the room agreements with the participating school districts be approved. MOTION CARRIED UNANIMOUSLY.**

#### **10. Action Item: Authorization to sell Duplex**

A Nizzia requested that the Board allow BC CDEB Administration to work with the appropriate entities to sell the duplex located at 1134 & 1136 Patrick Henry. In April of 2006, ten community members donated a down payment on a \$197,500 rental property. The intent of the donors was to generate funds from the rental of the property for the Parent's Organization that could be used to fund student activities such as the Community Based Instruction. Unlike the Weyers Duplex which is absolutely needed for the student curriculum, the rental located at 1134 & 1136 Patrick is strictly a rental property intended to generate income for the Parent Organization.

The management of the rental property which includes items such as finding renters, property maintenance and bookkeeping has largely been the responsibility of Syble Hopp staff. The current balance on the loan of the rental property is \$124,399. After having the property assessed through a fair market value the property could sell for close to \$200,000.

Jessica Smits, Vice President of the Parent's Organization, expressed Parent Organization support of the sale of the rental property.

**Motion made by J. MITCHELL, seconded by L. FRANKE, that Administration work with the proper entities required to sell the duplex located at 1134 & 1136 Patrick Henry. MOTION CARRIED UNANIMOUSLY.**

#### **11. Discussion Item: Administrators' Report**

K. Pahlow thanked the Board for allowing her the opportunity to be at Syble Hopp and it has been a great first two weeks.

County Administration notified Syble Hopp staff that there may be close to an \$85,000 increase in medical insurance premiums for the BCCDEB. The County is still working on the 2018 Budget and is trying to find alternative solutions to the health insurance shortfall, so this may change.

K. Pahlow verified with the State that board members of the BCCDEB need to reside within the area that the board serves. State statute requires that the board consist of at least three members. With the current four members, there may be difficulties meeting quorum. BC CDEB wants to keep a connection with St. Norberts. Dr. Osgood understood the requirement of residency and will continue to be an advocate for Syble Hopp. Dr. Osgood will inform St. Norbert faculty that may be interested of the open board seat.

A. Nizzia has been researching potential vendors to update the flooring in the cafeteria and gymnasium. The cost of this project will be about \$44,000. A number of years ago, a \$23,000 donation was received to make the stage wheel chair accessible. Due to the required pitch of a ramp, there is not enough room to build a ramp to the stage. The stage is only used once a year, so A. Nizzia will be meeting with the donor to discuss the possibility of reallocating the funds to be used for the flooring project. If this is approved, hopefully the new flooring can be completed in August prior to the students returning.

Members of the board formally acknowledged the exemplary work performed by David Zadnik as Interim Administrator. The BCCDEB was extremely fortunate to have such a qualified individual available and willing to lead the school during this time of transition. The board received stellar feedback on Mr. Zadnik's time at the school. The school was able to progress during this time of transition due to David Zadnik's leadership.

**12. Discussion Item: Parent Organization Report**

The Golf Outing was once again a success. Final numbers are still being calculated. The weather was great and there record numbers of golfers.

**13. Executive Session: The Board will move to executive session as allowed by Wisconsin Statute stats 19.85 (1)(f) to discuss donor request and personal history.**

**Motion made by J. MITCHELL, seconded by L. FRANKE, to move to Executive Session. MOTION CARRIED UNANIMOUSLY.**

**Returned to open session at 4:35 PM.**

**14. Action Item: Adjournment**

**Motion made by J. MITCHELL, seconded by L. FRANKE, to adjourn the meeting at 4:36 PM.**