ELMBROOK SCHOOLS
School District of Elmbrook

MEMO TO: Board of Education
FROM: Christine Hedstrom
SUBJECT: **August 25, 2009 Agenda Item 2A2 – Personnel Matters: New Hires, Resignations(s), Retirement(s), Leave(s) of Absence, Contract Modification(s) and Layoffs**

Presentation - Consent Agenda.

Background/Context - Eight teaching contracts have been offered for the 2009-2010 school year. Two teachers have requested to resign their positions. One teacher is being recalled from layoff. Three teachers are requesting contract modifications for the 2009-2010 school year.

New Hires:

Christopher Guthrie – Special Education Teacher – Brookfield East - 100%
Christopher earned his Bachelor of Arts in Psychology and Sociology from the University of Wisconsin-Madison in 2002 and his Masters of Science in Exceptional Education from the University of Wisconsin-Milwaukee in May, 2008. He taught at John Burroughs Middle in the Milwaukee Public Schools as a Lead Math and Exceptional Education Teacher from 2006 through 2009. He was also a Secondary School TEFL Teacher in the United States Peace Corps from 2002-2004. Christopher is replacing Tina Werderman at BEHS, who resigned earlier this year.

Daniel Tess – Latin Teacher – Brookfield Central – 100%
Daniel earned his Bachelor of Arts Degree –Studies in pastoral Ministry/Other Foreign Languages from Martin Luther College in 2002. He received his Teaching Certification in German, Latin, and English as a Second Language from the University of Wisconsin-Milwaukee in January 2009. Daniel student taught Latin at Brookfield East and ESL at Dixon Elementary in the 2008-2009 school year. He was also a long-term sub in the District this past spring. Daniel is replacing Kathryn Wright who resigned her position.

The following positions are funded with stimulus dollars, thus the contracts offered are limited to one year with no rights to continuing employment:

Shelli Hughes – Special Education Teacher – Dixon Elementary – 50%
Shelli received her Bachelor of Arts Degree from the University of Wisconsin-Stout with a major in Vocational Rehabilitation and a minor in Special Education in 1991 and her Master of Education from Cardinal Stritch University in 1995. Shelli was a Special Education Teacher in MPS at the Academy for Accelerated Learning and Milwaukee French Immersion School from 1992-1998. She has been a teaching assistant at Dixon Elementary for the past two years. This position is being funded with stimulus dollars, thus carries a term of one year.

Denise Infield – Special Education Teacher – Burleigh Elementary – 50%
Denise received her Bachelor's Degree in Special Education from Illinois State University in 1981. She also earned her Reading Teacher License in May, 2009 from the University of Wisconsin-Milwaukee. She worked as a long-term substitute in Special Education for the Germantown School District last year. Denise was a Special Education Teacher for MPS and the Alsip School District in Alsip, Illinois from 1981-1985. This position is being funded with stimulus dollars, thus carries a term of one year.

Christine Maranan – Speech Pathologist – Brookfield East – 100%
Christine received her Bachelor of Science Degree in 1996 and Master's Degree in Communication Sciences and Disorders in 1999 from the University of Wisconsin-Milwaukee. She also has a

Certificate of Clinical Competence. Christine was a Speech Pathologist for Cooperative Educational Services in Albuquerque, New Mexico for the past nine (9) years. This position is being funded with stimulus dollars, thus carries a term of one year.

Rachael Medal – Special Education Teacher – Tonawanda Elementary – 50%
Rachel earned her Bachelor of Science in Education from the University of Wisconsin-Oshkosh in June, 2009. She student taught at Jefferson Elementary in Oshkosh and Shattuck Middle School in Neenah, Wisconsin this past spring. Rachel also has other pre-student teacher experience in various schools in the Oshkosh area while attending college. She was also a substitute teacher for Arts for Kids Childcare Center in Oshkosh and Autism Line Therapist for Pace Autism LLC in Milwaukee. This position is being funded with stimulus dollars, thus carries a term of one year.

Kara Pickerell – Special Education Teacher – Brookfield East – 100%
Kara earned her Bachelor's of Science in Special Education – L.D. from the University of Wisconsin-Milwaukee in 1994 and her Master's Degree from Cardinal Stritch University in 2006. Kara student taught in MPS at Silver Spring Elementary and Juneau High School during the 1994-1995 and 1995-1996 school year. She was a Special Education Teacher at North Division from 1996-2000. Kara taught last year at Lincoln Intermediate School in the West Allis-West Milwaukee School on a long term substitute assignment. This position is being funded with stimulus dollars, thus carries a term of one year.

Rebecca Walter – Special Education Teacher – Hillside Elementary – 50%
Rebecca received her Bachelor of Arts Degrees in Special Education from Cedarville University in May, 2007. For the past two years she has been a kindergarten and first grade intervention specialist at Waynesville Elementary in Ohio. Rebecca also taught first grade ELL and ESL students in all subjects at an English Speaking school in Managua, Nicaragua from January, 2007 to March 2007. This position is being funded with stimulus dollars, thus carries a term of one year.

Resignations:
Terri Storch, a Family and Consumer Science (FACS) teacher who was on leave of absence, has requested to resign her position effective immediately.

Kathryn Wright, a Latin teacher at Brookfield Central and Wisconsin Hills, has requested to resign her position effective immediately.

Layoff Recall:
This teacher is being recalled to a vacancy created by the resignation of Terri Storch.

	Recall FTE	2008-09 Assignment	2008-09 School
Bonnita Ziegler-Davel	85%	FACS	PPMS

Contract Modification:
The following teachers have agreed to contract modifications for the 2009-2010 school year. Contract modifications are needed to meet the staffing requirements as a result of other staffing decisions and enrollment.

Mary Beth Bauer	50% to 70%	ELL – Dixon Elementary
Kim Mataya	100% to 80%	Speech Pathologist – FVS
Cathleen Peterson	90% to 100%	FACS – WHMS

Recommended Board Motion – That the Board of Education approves the contracts for Christopher Guthrie, Daniel Tess, Shellie Hughes, Denise Infield, Christine Maranan, Rachel Medal, Kara Pickerell, and Rebecca Walter. It is also recommended the Board approve the resignation of Terri Storch and Kathryn Wright. It is further recommended the Board approve the recall of Bonnita Ziegler-Davel and contract modifications for Mary Beth Bauer, Kim Mataya and Cathleen Peterson.

ELMBROOK SCHOOLS
School District of Elmbrook

To: Board of Education
From: Keith Brightman
Re: **Agenda Item No. 2A4** – Renewals of School Lunch and Elderly Nutrition Agreements for 2009-10
Date: August 25, 2009

Executive Summary

Presentation: None.

Topic and Context: Each year at this time, the agreements with the Department of Public Instruction for the provision of school lunches and the Elderly Nutrition Improvement Program need to be renewed.

Alternatives and Recommendation/Rationale: These agreement renewals will allow us to continue our school lunch and Elderly Nutrition Improvement Program for another year. Please note that, once again, the income scales for the free and reduced-priced meals have been adjusted.

Budget: Our Food Service program is self-supporting. The details of the program's budget (Fund 50) were accepted as part of the complete 2009-10 budget-approval process. Acceptance of these renewals will have no impact on any previously approved budget amounts.

Recommended Board Motion: Move that the Board of Education approve the renewals of the School Lunch Agreement and the Elderly Nutrition Agreement for the 2009-10 school year.

Attachments: Copy of the Schools Contract – Base, Food and Nutrition Programs – School Agencies (PI-1404).

KRB/pf358

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Wisconsin Department of Public Instruction
SCHOOLS CONTRACT - BASE
FOOD AND NUTRITION PROGRAMS-SCHOOL AGENCIES
PI-1404
Agency Name, Type, Addresses, And Contact Information

Wisconsin Department of Public Instruction
SCHOOL NUTRITION TEAM
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707-7841

Program Renewal-National School Lunch, School Breakfast, After School Snacks, Commodities and Special Milk Program, Elderly Nutrition improvement and Wisconsin School Day Milk Program

Agreement Number	Legal Name of School Food Authority
67-0714	Elmbrook School District

LEA No.	Congressional District	County	Type of Governing Body	Agency Participate in Commodity Program	No. of Children Served Daily
0714	5	Waukesha	Public	Yes	3,500

Residential Child Care Institution	Provision 2 Agency	Charter 2r AGency	Telephone Area/No.	Fax No.
No	No	No	(262) 781-3030	(262) 790-4095

School Food Authority Address Information

Street Address Street, City, State, Zip	Correspondance Address Street, City, State, Zip
13780 Hope Street Brookfield, WI, 53005	13780 Hope Street Brookfield, WI, 53005

School Food Authority Contacts Information

Authorized Representative	Food Service Director / Manager
Title: Asst. Supt. of Finance	Title: Food Service Director
Name: Robert Borch	Name: Cheryl Peil
Phone: (262) 781-3030 Extn: 1142	Phone: (262) 781-3030 Extn: 1148
Fax: (262) 790-4095	Fax: (262) 790-4095
Email: borchr@elmbrookschools.org	Email: peilc@elmbrookschools.org

Contract Status: Approved

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Wisconsin Department of Public Instruction
SCHOOLS CONTRACT - BASE
FOOD AND NUTRITION PROGRAMS-SCHOOL AGENCIES
PI-1404
Agency Meal Purchase, Charges, And Policy Official Information

Wisconsin Department of Public Instruction
SCHOOL NUTRITION TEAM
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707-7841

Meal Purchase / Vendor Information

Meal Provider / Vendor	Meal Provider / Vendor Name
Self Operated	Elmbrook School District

Meal Charges Information

Charges will be applied to every school building under the school food authority. Please enter the highest meal charges for each column. Different charges in a specific school building within the agency may be entered from Schedule "A" screen.

Item	Split-Sess Prek-K	Elem.	Middle/ Jr.H.S.	Sr.H.S.	Reduced	Adult
Lunch	0.00	1.75	2.00	2.00	0.40	2.65
Breakfast	0.00	0.00	1.50	1.50	0.30	2.05
After School Snack	0.00	0.00	0.00	0.00	0.00	0.00
Special Milk Program Only	0.00					

Policy Statement Official Information

Official Type	Official Title	Official Name
Determining Official Individual(s)	Principal	Building Principals
Hearing Official	Supervisor of Financial Serv.	Robert Borch
Verifying Official	Food Service Director	Cheryl Peil
Confirming Official	Food Service Secretary	Colleen Vickio

Contract Status: Approved

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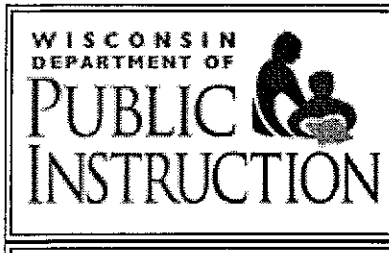

Wisconsin Department of Public Instruction
SCHOOLS CONTRACT - BASE
FOOD AND NUTRITION PROGRAMS-SCHOOL AGENCIES
PI-1404
Program Offered Information

Wisconsin Department of Public Instruction
SCHOOL NUTRITION TEAM
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707-7841

List of programs provided in one or more schools in the School Food Authority. Shows meal accountability system and money collection procedure(s) used to obtain accurate daily point of service counts by category (free, reduced price, paid).

Program Offered

National School Lunch Program

Meal Accountability System: Roster/Checklist (at end of the line)

Describe, If Other: Data entered in automated system later

Money Collection Procedure: ☑ Prepayment ☑ Post-billing ☑ Cash on Line ☐ Non-Pricing

Start Date: 09/01/2009 End Date: 06/10/2010 Total Schools: 11

School Breakfast Program

Meal Accountability System: Automated - Computer/Cash Register (at end of the line)

Describe, If Other:

Money Collection Procedure: ☑ Prepayment ☐ Post-billing ☑ Cash on Line ☐ Non-Pricing

Start Date: 09/01/2009 End Date: 06/10/2010 Total Schools: 4

Severe Need Breakfast Program

Meal Accountability System: Not In Program

Describe, If Other:

Money Collection Procedure: ☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing

Start Date: End Date: Total Schools:

After School Snack

Meal Accountability System: Not In Program

Describe, If Other:

Money Collection Procedure: ☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing

Start Date: End Date: Total Schools:

Special Milk Program

Meal Accountability System: Not In Program

Describe, If Other:

Money Collection Procedure: ☐ Prepayment ☐ Post-billing ☐ Cash on Line ☐ Non-Pricing

Start Date: End Date: Total Schools:

Type of plan providing milk to split-session kindergarten and pre-kindergarten students.

- ○ Pricing Plan (with free milk to eligible students)
- ○ Nonpricing Plan (Milk provided free to all students, or included in tuition or boarding fees)
- ○ Pricing Plan (all students pay)
- ◉ Not In Plan

Contract Status: Approved

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WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

Wisconsin Department of Public Instruction
SCHOOLS CONTRACT - BASE
FOOD AND NUTRITION PROGRAMS-SCHOOL AGENCIES
PI-1404
Federal Awards Expended - Private Schools and RCCIs Only

Wisconsin Department of Public Instruction
SCHOOL NUTRITION TEAM
125 SOUTH WEBSTER STREET
P.O. BOX 7841
MADISON, WI 53707-7841

Audit Requirement:
The Code of Federal Regulations, Title 7-Agriculture, Part 3052(7 CFR Part 3052) establishes audit requirements. Specifically, Sect. 3052.200 requires an annual audit if nonfederal entities expend $500,000 or more in a year in total federal awards. The $500,000 audit threshold applies to all federal grant awards combined.

Section 3052.320 describes the report submission requirements for nonprofit agencies required to have an audit. To determine if your agency must have an audit conducted, complete the following table.

Instructions:
This page applies only to private schools and RCCIs since public schools conduct annual audits. Private schools and all RCCIs must report the federal amount expended for each federal program providing funding. For your convenience, the department has already entered the amounts for the programs it administers with the exception of the Food Distribution Program. If the amounts are incorrect, please enter the correct numbers. If your agency participates in a federal program (i.e. Head Start, Title I, Eisenhower Grant, Kohl Breakfast Grant, etc.) in addition to the programs "listed" below, please provide the CFDA Code, name of the federal program and the federal amount expended. If the "Total Federal Amount Expended" exceeds $500,000 an EIN number must be entered.

Contract Status: Approved

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Contract Menu **Logout**

ELMBROOK SCHOOLS
School District of Elmbrook

To: Board of Education
From: Keith Brightman
Re: **Agenda Item No. 2A5** – Approval of 2009-10 Food Service Agreements
Date: August 25, 2009

Executive Summary

Presentation: None.

Topic and Context: For a number of years, we have provided lunches for other schools, per their requests and based on our capacity to comply. This year, we will be furnishing six schools with hot lunches. These schools will be provided with lunches that correspond with the Type A lunches served to our own students.

Alternatives and Recommendation/Rationale: Currently, we have sufficient capacity in our central kitchens to prepare the necessary food for all of these schools. With their participation, we are eligible to receive subsidies from the federal government.

Budget: No additional labor or capital equipment costs will be needed for these schools from last year. However, the District will receive revenue from each of these schools for the volume of lunches that they purchase. This will help to offset some of the increased costs that the Food Service program is currently experiencing.

Recommended Board Motion: Move that the Board of Education approve the contracts for providing food service during 2009-10 to Elm Grove Lutheran School, Immanuel Lutheran School, St. Dominic Catholic School, St. John Vianney Catholic School, St. Luke's Catholic School and St. Mary Catholic School.

Attachments: A copy of St. Mary's Catholic School's agreement as a sample for all.

KRB/pf359

JOINT AGREEMENT
2009-2010

AUG 1 3 2009

I. A. This AGREEMENT is made between St. Mary's Catholic School, 13000 Juneau Blvd, Elm Grove, WI
(Name and address of school agency)

53122 hereinafter referred to as "Purchaser" and School District of Elmbrook, 13780 Hope Street,
(Name and address of school agency selling meals)

Brookfield, WI 53008-1830 hereinafter referred to as "Seller".

B. Both Parties to the Joint Agreement shall have, for the food service program(s) covered herein, a Food and Nutrition Program Contract, PI-1401 approved by the Department of Public Instruction. Both Parties shall submit separate claims for reimbursement to the Department of Public Instruction for the meals served to students in their respective school agencies as noted on Schedule A of their approved contract.

C. The Joint Agreement shall not include the transfer of any responsibility that each Party has under its approved Food and Nutrition Program contract including the provision of free and reduced price meals.

II. The Purchaser and Seller agrees as follows:

A. The Purchaser agrees to buy and the Seller agrees to sell meals meeting applicable U.S. Department of Agriculture nutritional requirements as required in Schedule A of the Food and Nutrition Programs contract.

B. 1. The per lunch charge to the Purchaser shall reflect the Seller's lunch production costs. The price per lunch to be paid by the Purchaser shall be $ 2.05* for students and includes one (1) half pint of milk for the lunch pattern requirement. The purchase price shall also include: plastic flatware, straw, napkin, and delivery.

2. The lunches purchased will be served at: St. Mary's School, 13000 Juneau Blvd, Elm Grove, WI 53122
(Name and address of site)

3. The Purchaser will inform the Seller via an agreed upon method of the number of meals to be provided daily.

4. The price agreed upon in this Section will be paid for all lunches provided by the Seller to the Purchaser and the per lunch price may be adjusted at any time as mutually agreed upon by the Purchaser and Seller so as to sufficiently cover the Seller's cost to provide the lunches.

5. Billings shall be made monthly and Purchaser will pay such invoices upon receipt.

C. The Seller guarantees that the lunches will be wholesome and suitable for human consumption. The Seller will not be held liable for an injury, illness or other affliction resulting from the Purchaser's negligence.

D. Upon receipt of the lunches by Purchaser, an authorized representative will sign for the number received. One copy of the signed receipt will be given to the Purchaser; a copy will be retained by the Seller. Accurate daily records of meals served will be maintained by the Seller school.

E. Federally donated foods allocated to the Seller for meals sold to the Purchaser will be delivered to and utilized by the Seller equitably for lunches served to students in the Seller and Purchaser schools.

F. The Seller shall keep full and accurate records of all meals sold to the Purchaser, including all income and expenditures thereto, as required by their Food and Nutrition Program contract. Likewise it shall comply with all other requirements of that contract as it produces and makes available lunches to the Purchaser.

G. The Purchasing Agency will make monthly claims for all reimbursement payments allowable for lunches served by the Purchaser and record and report the reimbursements and income in accordance with Department instructions and contractual requirements.

H. The Seller will record and report the receipt of payments from the Purchaser as "other income."

I. Other obligations agreed to between the Seller and Purchaser under the contract are limited to the following:

One 1/2 Pint of Milk $ .30
Student Super Lunch $ 1.65
Adults - Menu Lunch without milk $2.30*

OTHER OBLIGATIONS: See attachment I

III. This AGREEMENT shall become effective September 1, 2009 at which date the Seller commences selling meals under the AGREEMENT and it shall remain in effect until June 10, 2010 or at any other date if either party has given thirty days advance notice of intention to terminate.

Signatures of Authorized Representatives for the:

Purchaser: Lynn Ann Reesman
(Name and Title of Authorized Representative)

Date: 08-13-2009

Seller: Keith Brightman Assistant Superintendent
(Name and Title of Authorized Representative)

Date: 8-12-09

(Selling Agency: Complete in triplicate, submit one copy to DPI, one copy to Purchasing Agency; retain file copy.)

ATTACHMENT #1

OTHER OBLIGATIONS:

The purchaser will provide the facility and equipment to be used as a receiving kitchen as well as maintain and repair all equipment. To ensure the safe keeping of foods that belong to the lunch program, there should be access to locked dry storage, locked freezer space and locked refrigeration.

Employees in the facility need to be educated that space used by the lunch program is off limits to others. Chemicals for the dish machine as well as responsibility for the maintenance of the dish machine are the responsibility of the purchasing agency.

The School District of Elmbrook will hire labor as provided based upon the volume of students served lunches.

Volunteers will need to be trained to collect lunch tickets, help direct students in the lunch line, and assist in daily cleanup.

The purchasing agency is also responsible for purchasing any additional equipment which is needed by the lunch program. This is to include sheet pans, pots/pans, serving utensils and permanent ware lunch trays. Daily meal counts must be called into the production kitchen one hour after the school day begins.

Elementary and Secondary
Philosophy

Mission of the School District of Elmbrook

The mission of the School District of Elmbrook is to educate and inspire every student to think, to learn, and to succeed.

Vision for the School District of Elmbrook

The future of the School District of Elmbrook is to be an exemplary District with an uncompromising commitment to achieve powerful results for all students.

Students communicate effectively, master core academic subjects, have the ability to solve complex academic and community problems, become independent analytical thinkers, develop interpersonal skills, use technology appropriately, make ethical decisions, understand differences in work cultures, and exhibit creativity.

All staff collaborates and engages with each other to deliver exceptionally strong, balanced programming through relevant, dynamic instruction focused on student learning. We demonstrate our commitment to continuous improvement through research, ongoing professional development, and use of best practice. We work relentlessly to develop meaningful connections with every student to ensure success.

Families and community participate in the life of the schools through partnerships and volunteering with the district to support the mission and vision. The District values ~~the~~ this strong partnership, effectively communicates, and safeguards the community's investment. The culture of the School District of Elmbrook is built on a commitment to excellence and continuous improvement. Together we celebrate our successes.

Goal Areas To Support the District Mission and Vision

Strategic Goal Areas
- Student Learning
- Connected Learning Community
- Fiscal Responsibility

Contributing Goal Areas
- Employee Development
- Alignment of Support Systems

District Targets

Student Learning Target

By 2013, at least 97% of all students who have been in the District for one complete school year will meet or exceed Wisconsin state standards in tested areas as measured by the Wisconsin State Assessment System and district common assessments.

- By 2013, performance of all federally accountable subgroups will be at 85% proficient or advanced levels as indicated by the Wisconsin State Assessment System.

- By 2013, at least 95% of all students will demonstrate their ability to apply knowledge and skills meaningfully by solving academic and real life problems through analytical and creative thinking, as measured by attaining at least 75% of possible points on the constructed response portion of the Wisconsin State Assessment System.

Fiscal Responsibility Target

The District will plan for and manage financial and other resources to achieve student learning targets, sustain infrastructure, maintain a 15% reserve, and avoid an operational override referendum through the school year 2013-2014.

Connected Learning Community Target

The district will purposefully listen to, inform, and engage all stakeholder groups in the areas of

- Student Learning
- Fiscal Responsibility
- The Elmbrook Experience
- Facilities

Policy
Adopted: December 16, 1985
Reconfirmed: 1/96, 12/98
Revised: 8/91, 9/98, 6/2003, 8/2009

Board of Education
School District of Elmbrook
Brookfield, WI 53005

Annual and Special District Meetings

1. The Annual Budget Hearing shall be held on the 4th Monday in September at 7:00 p.m.

2. The Annual Meeting shall be held on the 4th Monday in September at 8:00 p.m.

3. The Annual Meeting and the Annual Budget Hearing location shall be specified annually by the Board of Education.

4. Special Meetings of the electorate may be called to transact District business subject to Wis. Stats. 120.08 (2).

5. The provisions for consideration of a special subject if requested by electors are delineated in Wis. Stats. 120.09.

6. The powers of the Annual Meeting of a Common School District are delineated in Wis. Stats. 120.10.

Wis. Stats. 120.08 (1)
Wis. Stats. 120.08 (2)
Wis. Stats. 120.09
Wis. Stats. 120.10

Policy
Adopted: October 24, 1972
Reconfirmed: 9/85, 4/96, 11/2003, 9/2006
Revised: 5/74, 10/76, 11/78, 10/79, 12/82, 4/96, 3/99, 8/2009

Board of Education
School District of Elmbrook
Brookfield, WI 53005

Meetings of the Board of Education
Time and Place of Regular Meeting

Regular meetings of the Board of Education shall normally be at 6:00 p.m. in the Board Room of the Central Administrative Offices, Brookfield, WI. The meetings shall be held on the second and fourth Tuesdays of each month except for the following:

- ~~only one meeting in June shall on the third Tuesday of the month~~ only one meeting shall be held in June on the third Tuesday of the month
- only one meeting shall be held in July on the third Tuesday of the month
- only one meeting shall be held in August on the fourth Tuesday of the month
- the second meeting in September shall be held immediately after the Annual Meeting
- only one meeting shall be held in December on the second Tuesday of the month.

Any change in these dates shall be by majority vote of the Board.

Additional meetings of the Board may be held at such other times as deemed appropriate. Fewer meetings may be held as long as a regular meeting is held at least once each month.

Wis. Stats. 120.11 (1)

Policy
Adopted: October 24, 1972
Reconfirmed: 4/96, 11/2003
Revised: 8/75, 10/76, 11/78, 10/79, 9/81, 12/82, 9/85, 8/87, 10/89, 11/95 3/99, 8/2006, 8/2009

Board of Education
School District of Elmbrook
Brookfield, WI 53005

ELMBROOK SCHOOLS
School District of Elmbrook

To: Board of Education
Fr: Matt Gibson
Re: **August 25, 2009 Agenda Item 3.A. High School Construction Update**

Presentation – Discussion item.

Background/Context – Owner's Representative Rob Stieg will share construction status expectations for staff, students, and parents for the start of 2009-10 at Brookfield Central and Brookfield East.

For example, he will share construction items that staff and parents might expect (1) to see completed (new gyms, new event lobbies, locker room remodeling, mechanical, electrical, and plumbing upgrades), (2) to see in process in various phases through the school year (classroom remodeling, ceilings, floors), and (3) not to see until next summer in preparation for completion of the projects by September 2010. The presentation will include both wow factors and reality factors implicit in a two-year construction project.

The work this summer has proceeded on or ahead of schedule at both high schools.

Recommended Board Motion – None.

MG/August 19, 2009

To: Board of Education
From: Eileen Depka, Assistant Superintendent for Educational Services
Re: **August 25, 2009 Agenda Item 3B – 2009-2010 Human Growth & Development Update for Grades K-5 and Grade 10**

Executive Summary

Presentation: Eileen Depka will provide a brief update of the implementation plan for Human Growth and Development for grades K-5 and grade 10 during the 2009-2010 school year. The intention of the district is to maintain status quo with grades K-5 and 10 until after the Board of Education has the opportunity to review recommendations at the middle school and to determine what, if any, changes should take place at the other grade levels.

Melanie Stewart will provide a brief update of the progress on work that has begun at the middle school.

Background/Context: Previously, the Board of Education requested that efforts be spent looking into packaged programs for Human Growth and Development for the middle schools. A team of teachers started reviewing materials during the summer and will continue this work into September and October. A recommendation will come to the board in October.

No decision has been made by the board regarding Human Growth and Development at grades K-5 and grade 10.

Alternatives/Recommendation: None

Budget: None

Recommended Board Motion: None

Attachments: None

ELMBROOK SCHOOLS
School District of Elmbrook

To: Board of Education
Fr: Matt Gibson
Re: **August 25, 2009 Agenda Item 3.C. Anticipated Major Board Agenda Items for 2009-2010 (First Draft)**

Presentation – This first draft awaits discussion/action on district, board, committees, and superintendent goals for 2009-10 and resulting topics for board agenda items and/or work sessions. It also awaits timelines on topics currently in process such as class rank and human growth and development. It is nevertheless guided by the following major 2009-10 district items. A denotes action, D discussion, C closed session, and WS work session.

1. Implement and Assess Strategic Plan Action Plans for 2009-10
   - Student Learning
   - Fiscal Responsibility
   - Connected Learning Community

2. Integrate Other Learning from WFA Feedback and Prepare Next Application
   - Embed goal setting and quality tools throughout organization
   - Provide consistent collection, analysis and responses to data, e.g. student achievement and surveys and focus group data
   - Identify key processes and review cycles focused on learning and integration
   - Establish Operations Academy (modeled after Leadership Academy) to improve non-instructional processes and results
   - Complete dashboard and balanced scorecard indicators and review cycles for strategic goal areas and other key processes above

3. Conduct Financial Plan Study Teams Identified for 2009-10
   - Enrollment Management
   - High School Schedule and Teacher Assignments
   - Middle School Schedule and Teacher Assignments
   - Elementary Multiage Classrooms
   - Distance Learning
   - Health Insurance Options
   - Operations Management
   - Parent Focus Groups
   - Charter School

4. Complete High School Building Program on Time and Within Budget

5. Settle Teacher Contract

Quarter 1

Board Meetings	Anticipated Major Agenda Items	Possible Work Session Items
July 21	A-Public depositories and signatures A-Health and dental admin contracts A-Open enrollment sib waiting list D-WFA update D-Negotiations process update D-PPMS HVAC update D-Strategic plan action plan update D-Financial plan update	
August 25	A-School lunch and elderly nutrition agreement A-Food service agreement renewals D-HS construction update D-HGD update D-Anticipated 2009-10 agenda items	WS-2009-10 District, board, and committee goals guided by strategic and financial plan input and WFA feedback
September 8 and 22	9/8 A-St. Aemilian Lakeside renewal 9/22 A-2009-10 district, board, committee, and superintendent goals D-Quarter end HS construction update D-Quarter end strategic plan update D-Quarter end financial plan update	9/8 WS-Student achievement data and 2009-10 district, board, committee, and superintendent goals 9/22 WS-Enrollment management tool and applications

Quarter 2

Board Meetings	Anticipated Major Agenda Items	Possible Work Session Items
October 13 and 27	10/13 D-HS construction alternates D-Fall budget adjustments/tax levy D-2010-11 course proposals D-Nonresident enrollment planning 10/27 A-HS construction alternates A-Fall budget adjustments/tax levy A-Chapter 220 seats A-Youth options spring requests A-2010-11 course proposals A-PPMS HVAC bid specs D-2010-11 budget parameters/calendar	10/13 WS-District, board, committee, and superintendent goal indicators
November 10 and 24	11/10 A-2010-11 budget parameters/calendar D-Enrollment projections 11/24 A-Board election process, deputy clerks, and timeline D-Financial projections D-NSBA conference attendance	11/10 WS-Board midterm self-evaluation option
December 8	A-Superintendent midterm evaluation date/time A-NSBA conference attendance D-2010 summer school D-WASB convention delegate and resolutions D-Administrative salary process D-Quarter end HS construction update D-Quarter end strategic plan update D-Quarter end financial plan update	

Quarter 3

Board Meetings	Anticipated Major Agenda Items	Possible Work Session Items
January 12 and 26	1/12 A-2010 summer school A-Administrative salary parameters A-WASB convention delegate and resolutions D-2010-11 open enrollment seats D-Verification of candidacy declarations for board of education 1/26 A-Administrative contracts/salaries A-2010-11 open enrollment seats A-PPMS HVAC awarding of bid(s) D-WASB convention report/discussion	1/12 WS-District, board, committee goal progress update 1/26 WS-Superintendent midterm evaluation
February 9 and 23	2/9 D-Summer curriculum projects D-Mandatory in-services 2/23 A-Summer curriculum projects A-Mandatory in-services A-2010-11 teacher contracts A-Academic excellence scholarships D-Long range budget	2/9 WS-Board/DAT topic TBD
March 9 and 23	3/9 D-Financial plan study team report outs 3/23 A-Youth options fall semester requests D-Quarter end HS construction update D-Quarter end strategic plan update D-Quarter end financial plan update	3/9 WS-2010-11 budget preview

Quarter 4

Board Meetings	Anticipated Major Agenda Items	Possible Work Session Items
April 13 and 27	4/13 D-2010-11 budget D-2010-11 board committees/liaisons 4/27 A-Election of board officers D-HS construction alternates D-2010-11 budget	WS-Board self evaluation (special board meeting)
May 11 and 25	5/11 A-Committee appointments A-HS construction alternates D-Textbooks and materials D-2010-11 budget D-2010-11 board meeting schedule 5/25 A-2010-11 board meeting schedule A-Superintendent's evaluation date A-Textbooks and materials A-2010-11 budget	
June 15	D-Quarter end HS construction update D-Quarter end strategic plan update D-Quarter end financial plan update	

Recommended Board Action – None.

MG/August 19, 2009/boardmajoragendaitems200910

ELMBROOK SCHOOLS
School District of Elmbrook

To: Board of Education
Fr: Matt Gibson
Re: **August 25, 2009 Agenda Item 3G – September 8, 2009 Agenda Items and Process**

Regular Meeting Action Items:
- St. Aemilian Lakeside Inc. Contract Renewal

Regular Meeting Discussion Items:
- Board Policy: First Reading
- September 22, 2009 Agenda Items and Process

Work Session to immediately follow regular Board Meeting:
- Review Student Achievement Data
- Discuss 2009-2020 Goals
    - 2009-2010 District Goals
    - 2009-2010 Board Goals
    - 2009-2010 Committee Goals
    - 2009-2010 Superintendent Goals

Attachments:
August & September Board, Committee and Other Meeting Event Reminders

August, 2009

**All meeting locations at Central Administrative Offices (CAO) unless indicated

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	**3**	**4**	**5**	**6**	**7**	**8**
9	**10** • **4:00 pm**: Assessment & Continuous Improvement Committee	**11**	**12**	**13**	**14**	**15**
16	**17**	**18**	**19**	**20**	**21**	**22**
23	**24** • **3:30 pm**: Finance & Operations Committee • **5:45 pm**: Special Closed Session – Teacher Negotiations • **6:00 pm**: Special Board Meeting – Superintendent's Evaluation	**25** • **4:45 pm**: Curriculum Committee • **6:00 pm**: Board Meeting • **7:45 or immediately following Board meeting**: Board of Education Work Session	**26**	**27** • **5:30 pm**: Policy & Legislative Committee	**28**	**29**
30	**31**					

ELMBROOK SCHOOLS
School District of Elmbrook

September, 2009

**All meeting locations at Central Administrative Offices (CAO) unless indicated

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 • **9:15 am**: Parent Network	**2**	**3** • **3:30 pm**: Assessment & Continuous Improvement Committee	**4**	**5**
6	**7**	**8** • **6:00 pm**: Board Meeting • **7:00 pm**: Board Work Session – Student Achievement Data	**9** • **4:30 pm**: Curriculum Planning Committee • **6:15 pm**: Curriculum Committee	**10** • **4:30 pm**: Teacher Negotiations	**11**	**12**
13	**14** • **4:00 pm**: Finance & Operations Committee	**15**	**16**	**17**	**18**	**19**
20	**21**	**22** • **6:00 pm**: Board Meeting	**23** • **4:30 pm**: Teacher Negotiations • **5:30 pm**: High School Building Committee	**24**	**25**	**26**
27	**28**	**20**	**30**			

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