

To: Board of Education  
Fr: Matt Gibson  
Re: **January 26, 2010 Agenda Item 2. Together We Celebrate Success – ACT’s Red Quill Awards to Brookfield Central and Brookfield East**

**Presentation** – Together We Celebrate Success venue.

**Background** – As indicated by the attached two letters, Brookfield Central and Brookfield East both won ACT’s Red Quill Award this year. As you will recall, Brookfield East also won this award last year.

The Red Quill is an excellence award to honor educational professionals who recognize the need for diligent analysis of data and who have a willingness to develop and enhance curriculum and instruction based on learning community needs. It honors schools that have clearly demonstrated a high level of dedication and focus through efforts to provide all students with exceptional opportunities to succeed. Moreover, it honors schools that have consistently demonstrated a high level of achievement. For example, to be eligible for a Red Quill award, schools must use the EXPLORE and PLAN tests and show a five year trend of improved ACT scores. Eighteen public and private high schools from the Midwest (nine states) region are selected annually for this honor and according to ACT Red Quill Committee Chairperson and Consultant Phil Daniel few schools win it two years in a row!

Mr. Daniel will be at the board meeting to present the awards and Principals Don LaBonte and Brett Bowers will be present to receive them.

**Recommended Board Action** – **That the Board of Education commends Brookfield Central and Brookfield East as 2009 recipients of the ACT Red Quill Award of Excellence.**

MG/January 19, 2010

**Attachment** – Letters from ACT



December 18, 2009

Donald LaBonte  
Principal  
Brookfield Central High School  
16900 W. Gebhardt Rd  
Brookfield, WI 53005

Dear Donald,

It is my pleasure to inform you that Brookfield Central High School has been selected to receive ACT's Red Quill Award for 2009. This is the fourth year for our annual recognition of excellence. The Red Quill Award was developed to honor educational professionals who recognize the need for diligent analysis of data and a willingness to develop and enhance curriculum and instruction based on learning community needs. As in the past, all schools considered were excellent candidates for this honor. However, your institution and staff clearly demonstrated a high level of dedication and focus through your efforts to provide all students with exceptional opportunities to succeed.

Your students have consistently demonstrated a high level of achievement that has been validated by meaningful data provided through ACT's College/Career Readiness System. Your ACT consultant, Phil Daniel, is prepared to assist you in continuing your laudable success and will be contacting you soon to arrange a time for making a formal presentation of your Red Quill Award. Prior to this presentation date, a press release will be provided to area media outlets of your choice.

In addition to this well-earned recognition, your school will be invited to present at the 2011 ACT State Organization Conference. You will also receive two fee waivers for your state's ACT Conference next winter.

We appreciate the confidence that you have placed in ACT in helping to realize your goals of continuous school improvement and success for all students. Indeed, quality partnerships are essential for success in education. We look forward to our continuing work together.

Sincerely,

Phillip J. Daniel, Consultant  
Red Quill Committee Chairman



December 18, 2009

Brett Bowers  
Principal  
Brookfield East High School  
3305 N Lilly Rd  
Brookfield, WI 53005

Dear Brett,

It is my pleasure to inform you that Brookfield East High School has been selected to receive ACT's Red Quill Award for 2009. This is the fourth year for our annual recognition of excellence. The Red Quill Award was developed to honor educational professionals who recognize the need for diligent analysis of data and a willingness to develop and enhance curriculum and instruction based on learning community needs. As in the past, all schools considered were excellent candidates for this honor. However, your institution and staff clearly demonstrated a high level of dedication and focus through your efforts to provide all students with exceptional opportunities to succeed.

Your students have consistently demonstrated a high level of achievement that has been validated by meaningful data provided through ACT's College/Career Readiness System. Your ACT consultant, Phil Daniel, is prepared to assist you in continuing your laudable success and will be contacting you soon to arrange a time for making a formal presentation of your Red Quill Award. Prior to this presentation date, a press release will be provided to area media outlets of your choice.

In addition to this well-earned recognition, your school will be invited to present at the 2011 ACT State Organization Conference. You will also receive two fee waivers for your state's ACT Conference next winter.

We appreciate the confidence that you have placed in ACT in helping to realize your goals of continuous school improvement and success for all students. Indeed, quality partnerships are essential for success in education. We look forward to our continuing work together.

Sincerely,

Phillip J. Daniel, Consultant  
Red Quill Committee Chairman



MEMO TO: Board of Education  
FROM: Christine Hedstrom  
SUBJECT: **January 26, 2010 Agenda Item 3A2 – Personnel Matters: New Hires, Resignations(s), Retirement(s), Leave(s) of Absence, Contract Modification(s) and Layoff(s)**

**Presentation** - Consent Agenda.

**Background/Context** – One teacher has requested retirement privileges at the end of the 2009-2010 school year. Two teachers have requested a long-term leave of absence.

**Retirement:**

James Heckenkamp, a Technology Education teacher at Wisconsin Hills, has requested retirement privileges effective at the end of the 2009-2010 school year. Mr. Heckenkamp has served the students of our community for the past twenty three years.

**Leave of Absence:**

The following teachers have requested a one year leave of absence pursuant to Sec. 8.7 of the Master agreement. Section 8.7 provides that teachers may apply for an unpaid leave of absence for one to three years in duration. These teachers shall be guaranteed a return to a district position subject to the lay-off provision at the time of their return and may continue in the District's health, dental and life insurance by paying the District for the coverage selected. All teachers must have at least five years of service with the district to qualify for a leave.

- Sarah Dupee, a 4<sup>th</sup> grade teacher (50%) at Brookfield Elementary, one year leave of absence.
- Duong Duong, an elementary teacher currently on an unpaid leave, has requested a second year leave of absence.

**Recommended Board Motion: That the Board of Education approves the retirement of James Heckenkamp and the leave of absence requests for Sarah Dupee and Duong Duong.**



TO: Board of Education  
FROM: Cindy Frey, Communications Administrative Assistant  
SUBJECT: **January 26, 2010 Agenda Item 3A3 – Commendations**

### Executive Summary

It is recommended that the Elmbrook Board of Education record into the minutes a Resolution of Commendation publicly recognizing and extending congratulations to:

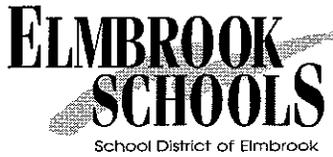
1. The Finance and Operations Committee of the Board of Education submits the following gifts received December 2009 for recognition by the Board of Education:

Brookfield Elementary School PTO	
Toward Playground Equipment	\$ 750.00
Dixon Elementary School PTO	
Toward Playground Equipment	\$ 2,476.86
Hillside Elementary School PTO	
Document Camera	\$ 590.00
Tonawanda Elementary School PTO	
Interactive Clickers	\$ 1,519.00
e-Books and Paper Holders	1,147.53
Books, Benches and Desk	1,044.00
Cart/Baskets/Benches	534.26
Clipboards and Toobaloos	461.59
Legos and Manipulatives	214.93
Flip Video Camera	178.19
Digi Walker Batteries	149.50
Headsets and Chairs	124.00
Three Books	50.00
Wells Fargo Community Support Campaign (For Tonawanda Elementary)	
Grandmother's United Way Donation	\$ 60.00
Wisconsin Hills Middle School PTO	
Technology Grant	\$ 6,600.00
Physical Education Health Riders	3,600.00

Wisconsin Hills Middle School Student Fund-Raising Orchestra Performer	\$ 1,000.00
Brookfield Central High School Student Fund-Raising Musical Accompanist	\$ 1,025.00
Toward Football Jerseys	436.28
Dance Security	195.00
Brookfield Central Lancers Booster Club (For Brookfield Central) Athletic Department Ice Maker	\$ 4,539.50
Toward Football Jerseys	1,829.17
Football Helmets	990.00
Football Shoulder Pads	715.49
BC <sup>2</sup> (For Brookfield Central High) Check Sent in December	\$ 6,364.27
Sally Beckstrom (For Brookfield East) Car For Applied Technology & Engineering Department	\$ 1,570.00 (Est.)
Brookfield East High School Student Fund-Raising Musical Pit Musicians	\$ 600.00
Turnabout Dance DJ	400.00
Turnabout Security	100.00
East 2010 & Beyond (For Brookfield East) Donations during December	\$ 2,270.00
Ladish Company Foundation (For Brookfield East) Nature Center Improvements	\$ 4,000.00
22Curtis Parr (For Brookfield East) Snow Blower and Lawn Mower	\$ 200.00 (Est.)
<b>Total for November</b>	<b>\$ 45,731.57</b>

#### CONGRATULATIONS

**Recommended Motion: That the Board of Education recognizes and extends congratulations to the commendations as presented.**



To: Board of Education  
Fr: Matt Gibson  
Re: **January 26, 2010 Item 3.A.5. District Administrative Team Contracts and 2010-2011 Salaries**

**Presentation – Consent agenda**

**Contract Terms** - Given Board action on January 13, 2009 (a year ago) to move to rolling contracts for administrators eligible for them per state statutes (assistant superintendent, principal, and associate principal) all DAT contracts are up for renewal either for 2010-2012 (two year contracts) or 2010-2011 (one year contracts).

**Benefit Changes** – Benefits for administrators for 2010-2011 reflect the following changes:

- Revised provision of twenty percent employee contribution to health and dental premiums (versus ten percent now) for administrators that do not participate in the district wellness program.
- Revised provision of ten percent employee contribution to health and dental premiums (versus five percent now) for administrators that do participate in the district wellness program.
- Elimination of physical examination provision (up to \$350 once every two years for administrators under age 50 and once every year for administrators over age 50). (Administrators are encouraged to obtain physical exams via the existing insurance plan).
- Elimination of collision deductible car insurance provision (\$200 toward administrator's collision deductible insurance) if the administrator's car is damaged while on authorized school business.
- New provision of five furlough days during 2010-2011 with the understanding that they may be taken without pay or that available vacation days may be substituted for them. (For 12-month administrators only and for 2010-2011 only to be evaluation prior to the 2011-2012 salary and benefit process).
- New provision to introduce an optional consumer driven health plan effective September 1, 2010.
- Continuing provision that benefits for administrative team members may be modified each year even though some contracts are for two years.
- Continuing provision that the Board of Education is reviewing employee health and dental benefits and reserves the right to make modifications to the plan. By signing contracts, it is understood by administrators that the Board has the right to modify benefit provisions on an annual basis to match the health and dental benefits as provided to the teachers in the district.

**2.0% Total Package Parameter for Salary and Benefits and Rationale** – A 2.0% total package parameter for 2010-2011 salary and benefits was approved by the Board on January 12, 2010. The rationale for the 2.0% package follows:

- Historical salary and benefit packages in the 3.9% to 4.1% range which, given decreases in revenue cap authority, are no longer viable.
- Acknowledgement of revenue and expenditure gaps evident in the five-year financial plan.
- Acknowledgement of two district administrative team staff reductions for this year (student services director and human resources manager) to save costs.
- Acknowledgement of one district administrative team staff reduction for next year (purchasing supervisor) to save costs.
- Increase in employee premium share of health and dental benefits to 20% if not in a wellness program or 10% if in a wellness program, and projected continuation of employee premium share increases for existing plan for future years.
- Acknowledgement that revenues are projected to increase by 2% and salaries and benefit increases should mirror revenue increases to address the revenue/expenditure gaps.
- Rather than a pay freeze which many public and private sector employers are currently implementing where possible, a moderate salary and benefit package increase to mirror revenue increases and to recognize the valuable leadership role that administrators provide in the district.

**Recommended Board Motion** – That, based on the benefits changes and the 2.0% package parameter, the Board of Education approves 2010-2011 contracts and salaries for administrators listed in Table 1 and 2010-2012 contracts and 2010-2011 salaries for administrators listed in Table 2.

**Table 1 – 2010-2011 Contracts and Salaries (including any adjustments)**

<u>Administrator</u>	<u>2010-2011 Increase</u>	<u>2010-2011 Salary</u>
Chris Birr	\$1,373	\$ 70,060
Pam Brees	\$1,455	\$ 78,840
Tanya Fredrich	\$1,964	\$ 80,250
Stacy Gahan	\$1,400	\$ 72,950
Corey Golla	\$1,533	\$ 87,130
Chris Keadle	\$1,481	\$ 81,630
Stacey Knight	\$1,395	\$ 72,400
Rae McClain	\$1,422	\$ 75,310
Susan McDonald	\$1,416	\$ 74,730
Scott Miller	\$1,980	\$ 81,980
Peggy Riemer	\$1,418	\$ 74,890
Ramona Stavros	\$2,147	\$ 99,730
Melanie Stewart	\$1,589	\$ 93,020
Chris Thompson	\$2,199	\$105,290
Claire Topp	\$1,474	\$ 80,830
Mary Washbush	\$2,056	\$ 90,010

**Table 2 – 2010-2012 Contracts and 2010-2011 Salaries (including any adjustments)**

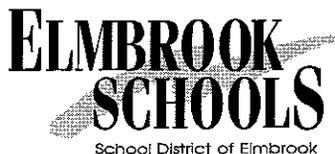
<u>Administrator</u>	<u>2010-2011 Increase</u>	<u>2010-2011 Salary</u>
Brett Bowers	\$1,759	\$111,110
Keith Brightman	\$1,794	\$114,790
Natalie Collins	\$1,556	\$ 89,600
Jim Darin	\$2,915	\$ 75,000
Eileen Depka	\$2,287	\$114,650
Lynn Gutchewsky	\$1,522	\$ 85,970
Chris Hedstrom	\$1,816	\$117,190
Alix Kasmarick	\$2,051	\$ 89,570
Julie Kremer	\$1,664	\$101,050
Anne Kreul	\$1,676	\$102,320
Don LaBonte	\$1,759	\$111,110
Robyn Martino	\$1,681	\$102,830
Michelle McKenna	\$1,467	\$ 80,120
Dan Pavletich	\$1,535	\$ 87,350
Mike Sereno	\$1,654	\$ 99,990
Jeanne Siegenthaler	\$1,605	\$ 94,780
Nick Schultek	\$1,475	\$ 80,980
Katie Weyer	\$2,444	\$ 78,670
Bil Zahn	\$1,712	\$106,110

**Rational for Adjustments  
(Included in 2010-2011 Salaries on Previous Page)**

<u>Administrator</u>	<u>Adjustment</u>	<u>Rationale</u>
Jim Darin	\$1,500	Examiner training/application, external and internal comps
Eileen Depka	\$ 500	Examiner training/application
Tanya Fredrich	\$ 500	External and internal comps and extra responsibilities
Alix Kasmarick	\$ 500	Examiner training/application
Scott Miller	\$ 500	External comps
Ramona Stavros	\$ 500	External comps and extra responsibilities
Chris Thompson	\$ 500	Continuous improvement coordination
Mary Washbush	\$ 500	Examiner training/application
Katie Weyer	\$1,000	Examiner training/application, external and internal comps

**Appreciation** - On behalf of the administrators, thank you for the January 12, 2010 total package parameter that provided the basis for the recommended 2010-2011 salaries

MG/January 19, 2010/datcontractssalaries11910



To: Board of Education  
Fr: Matt Gibson  
Re: **January 26, 2010 Agenda Item 3.B. Enrollment Management Study Team Charge**

**Presentation** – Action item. Changes in response to the January 12, 2010 discussion are **bolded** for easy reference.

**Background** – In the listening sessions that followed the five year financial plan last spring, there was majority support for attempting to sustain curriculum programs and services as well as extra curricular offerings despite declining enrollment, state revenue cap reductions, and growing gaps in revenues and expenditures. There was also majority support for flexibility in delivery variables such as class size and number of elementary schools. There was mixed opinion regarding enrollment variables such as open enrollment and four year old kindergarten (4K).

Following the information from these listening sessions, a team of volunteers continued to develop an enrollment management tool that quantifies scenario planning on questions such as what happens to staffing and budget if open enrollment numbers are adjusted upward or downward at various grade levels; what happens to elementary enrollment projections, revenue cap capacity and property taxes if 4K is reinstated; and what happens to staffing and budget flexibility if the district would operate less than six elementary schools in the future? The application of the enrollment management tool to these kinds of questions prompted a 2009-2010 board goal *that the board will develop a process and alternatives to anticipate a projected decline in resident enrollment.*

Strategies identified to date related to this goal follow:

- Developing an enrollment management tool (completed)
- Determining root causes of declining resident enrollment and whether it is projected to be short term or long term (open question)
- Discussing alternatives such as open enrollment, reconsideration of 4K, elementary school closing/consolidation/redistricting, elementary school repurposing, operational referendum, and others to determine initial board openness (openness was expressed through discussions)
- Charging a team to review the above alternatives and others and recommend board and community acceptable strategies to sustain the district (January-March 2010 study is intentionally prior to the possible elementary school closing, consolidation, and redistricting study referenced in the five-year financial plan) Pending the recommendation(s) of the January-March 2010 study and board deliberation on it, there may or may not be the need for this detailed elementary school closing, consolidation, and redistricting study in fall 2010.

**Team Charge** - The recommended charge for the January-March 2010 Enrollment Management Study Team follows:

- **Develop an action plan to complete the charge with components such as:**
  - **Statement of the problem/opportunity**
  - **Identification of root causes (asking why at least five times)**
  - **Identification of key topics for analysis to address the problem/causes**
  - **Identification of possible scenarios that respond to the causes, criteria (student learning, fiscal responsibility, and community acceptability) and team interests**
  - **Identification of deliverables for the report and recommendation(s)**
  - **Identification of schedule and responsibilities to deploy the study**
  - **Identification of spokespersons (co-chairs and superintendent) and communication plan during and following the study**
  
- Study root causes of declining resident enrollment and potential for resident enrollment recovery and **possible increases** to include items such as validating current enrollment projections, seeking other projections if needed for **robust analysis**, reviewing potential impacts on enrollment other than birth rate and survival ratios that inform current projections, and attempting to project resident enrollment longer term than five years **and up to 15 years**
  
- Study at least (additional scenarios are welcomed) **five** theoretical scenarios **with ranges from A) full classes with existing class size guidelines (implies increased class sizes) and schools at capacity (all classrooms efficiently used) to B) existing average class sizes and flexible capacity (at least two vacant classrooms/school):** (1) sustain six elementary schools via adding open enrollment, (2) sustain six elementary schools via adding open enrollment and resident 4K, (3) reduce to five elementary schools, (4) reduce to four elementary schools, and **(5) repurpose a school rather than close it.**
  
- Consider a range of revenue generation and/or expenditure reduction targets from \$2 million to \$6 million for school years 2011-2012 through 2015-2016.
  
- **Base the recommendation(s) on impacts of scenarios to strategic plan goals of student learning (highest priority), fiscal responsibility, and connected learning community (community acceptability/support).** Make every effort to shape a consensus recommendation(s) that reconciles otherwise positional viewpoints on variables studied to best equip the Board for next steps.
  
- Complete the study with a written **report and** recommendation(s), including rationale for scenarios recommended **and discarded** by an **initial** target date of March 23, 2010, and updating the Board (by co-chairs) at least monthly during the course of the study. **If more time is needed to conduct a thorough study and complete a recommendation(s) the team, pending member availability, may propose an extension for Board consideration so that time is not a deterrent to the best possible recommendation(s).**

**Team Membership** - The recommended team membership and co-chairs is listed on the next page. The first meeting date occurred at 6pm, Wednesday, January 20. All team members agreed to participate, **were approved by the Board on January 12, 2010, and participated on January 20.**

**Recommended Board Motion – That the Board of Education approves the revised Enrollment Management Team charge.**

MG/enrollmentmanagementteam1210/updated January 21, 2010

### Enrollment Management Study Team (First Quarter 2010)

<b>Name</b>	<b>Attendance Area; Preschool, School, or Community</b>	<b>Expertise; Research and Analysis Skills</b>	<b>Availability for Weekly Meetings</b>	<b>Evening and Time Preference</b>
<b>Tom Gehl</b> , Co-chair	Brookfield Elementary; students at BE and BCHS	Board president	Yes	W or R, 6-8
<b>Shelley Botchek</b> , Co-chair	Burleigh; three students at Burleigh	Volunteer leadership	Yes	W or R, 6-8
<b>Meghan Olsen</b>	Dixon; three students at Dixon and one student at PPMS	Marketing and communications; Volunteer leadership	Yes	W or R, 6-8 Prefer W
<b>Dot Rasmussen</b>	Hillside; students at HS, WHMS, and BCHS	Curriculum; Volunteer leadership	Yes	W or R, 6-8
<b>Ken Meyers</b>	Hillside, two students at WHMS (formerly HS)	Operations director; six sigma training	Yes	W or R, 6-8
<b>Jim Hodgson</b>	Swanson; one student at Swanson and one in preschool	Finance, research and analysis; enrollment management tool	Yes	W, 6-8
<b>Jerry Theder</b>	Swanson; Community	Research and analysis; retired general manager	Yes through third week in February	W or R, 6-8
<b>Marc McSorley</b>	Tonawanda; two students at Tonawanda	Real estate appraiser	Yes	W or R, 6-8
<b>Jana Pagel</b>	Tonawanda; one student at Tonawanda and one at PPMS	Medical sales; Volunteer leadership	Yes	W or R, 6-8

MG/enrollmentmanagementteam1210



To: Board of Education  
 From: Chris Hedstrom  
 Re: **January 26, 2009 Agenda Item 3.C. 2010-2011 Open Enrollment Seats**

**Presentation:** This is a 30-minute action item to discuss and make a recommendation for new open enrollment seats for the 2010-2011 school year.

**Background:** As a follow up to the January 12, 2010 Board of Education Meeting as well as the January 18, 2010 Finance and Operations Committee meeting, the administration examined several scenarios to determine how nonresident enrollment will impact the five year financial future of the school district. We examined the impact of:

1. Maintaining the current number of open enrollment students (487) in order to stay even with the budget projections. This would require replacing approximately 53 students that will leave the district by the end of the current school year due to graduation or expected attrition
2. Increasing the number of open enrollment students to address the projected budget deficit. The recommendation reflects the board discussion to remain conservative in elementary estimates to allow for additional resident enrollment while allowing seats to be filled at the class size optimum level (25) in grades 6-12.

As a reminder, the Board of Education opened “up to 15 seats in grades K-5 for siblings” of current Chapter 220 (C220) students that attend Elmbrook: up to six in kindergarten, up to four in grade 1, and up to five additional siblings in grades K-5. If all 15 seats are assigned, the projected number of C220 students will be 264 in 2010-11, which is a decline of 26 nonresident students in that program. The total available seats for nonresident students will be assigned to C220 students first following the parameters approved by the Board in October 2009. The remaining seats would be assigned to the Open Enrollment Program.

**Alternatives/Recommendation:** In anticipation of the 2010-2011 school year, we considered various options using the enrollment management tool that was developed by the Enrollment Management Team this year. The recommendation is to add 107 new open enrollment seats in 2010-2011. Using this figure, the estimated open enrollment population for 2010-2011 is 541 students as shown in Table 1 below.

**Table 1 - OE Current & Projected**

School Year	Actual 2009-10	Projected 2010-11
Returning Students	373	400
New Seats	82	107
Tuition Waiver from prior year	32	34
<i>Sub-Total</i>	<i>487</i>	<i>541</i>
	<b>Projected</b>	
12 <sup>th</sup> grade – graduations	(52)	
Estimated Attrition (8%)	(35)	
Total	400 to return in 2010-11	

### *Arriving at the Recommended Number*

Annual attrition of open enrollment students at approximately eight percent per year results in a loss of revenue from the program that is not assumed in our five-year financial plan (the budget deficit projection is based on maintaining the current 487 open enrollment students). Thus, the financial impact of allowing a decline of nonresident students vs. maintaining or slightly increasing nonresident enrollment is about \$6500 per student, the estimated amount the district would receive for each open enrollment student.

Adding seats over and above the 53 needed to replace departing open enrollment students could provide additional funds that would reduce the projected budget deficit. The recommendation is to open another 54 seats over and above the 53 needed to maintain the current level of open enrollment students for a total of 107 seats.

### *Aligning Seat Availability with Projected Staffing Levels*

The school district is expected to experience some decline in resident enrollment in 2010-2011 and based on that, the financial model assumes a reduction of about 12 FTE for the 2010-2011 school year. The number of open seats across the district is based on that assumption.

**Table 2 - FTE Change**

School Level	2009-2010 FTE	2010-2011 FTE	FTE Reduction
Elementary (core classrooms)	124	119	5.0 FTE
Middle (core classrooms)	101	98	3.0 FTE
High (core and electives)	140	136	4.0 FTE
Total Changes Projected			12.0 FTE

*Methodology:* The district considers class size guidelines and student-teacher ratios in determining the number of available seats for the ensuing school year that allows a cushion of space for unexpected additional resident students over and above the projections.

The number of seats available to nonresidents was determined using the following method:

1. The number of sections for each grade level at each school was established based on projected resident and nonresident students for 2010-2011 and class size guidelines (see the Table 2 above).

**Table 3 - Guidelines for Available Seats**

Grade Level	Seats Available Up To:
K-3	20
4-5	22
6-12	25

2. Based on previous experience, elementary enrollment projections fluctuate from year to year which can impact the total number of students. Thus, it is prudent to limit the number of open seats to allow for possible resident move-ins and to avoid opening

additional sections. As shown in Table 3 (above), space would be available if class sizes average less than 20 in grades K-3 and less than 22 in grades 4-5. Enrollment projections at the secondary levels (grades 6-12) are more stable and due to the increased scheduling flexibility at that level (especially at the high school), the district could allow nonresidents to enroll up to the optimal class size of 25.

*Application of the Methodology:* Using the methodology described above, the District would open seats accordingly in grades K-10 as shown in Table 4 below.

**Table 4 - Recommended Seats C220 & OE**

Grade Level	# of Nonresident Seats Available	Grade Level	# of Nonresident Seats Available
Kgn	11	6 <sup>th</sup>	15
1 <sup>st</sup>	6	7 <sup>th</sup>	0
2 <sup>nd</sup>	3	8 <sup>th</sup>	1
3 <sup>rd</sup>	2	9 <sup>th</sup>	36
4 <sup>th</sup>	12	10 <sup>th</sup>	28
5 <sup>th</sup>	8	11 <sup>th</sup>	0
<b>Total Elementary</b>	42	12 <sup>th</sup>	0
<b>Less Possible C220</b>	-15	<b>Total Secondary</b>	80
<b>Total Elem OE</b>	27	<b>Total District OE</b>	107

### *Nonresident Percentage*

The percentage of nonresident students in 2009-2010 is approximately 11.5%, including all students. However, when comparing just K-12, excluding the early childhood, speech and Fairview South students, the percentage is 11.13%. In 2010-2011 the estimated percentage of nonresident students would be 11.06%.

### *Impact at the High School*

The high schools are staffed with a pupil teacher ratio of about 19:1 and average class size of about 23. Based on declining resident enrollment, yet holding a target pupil teacher ratio of 19:1, we anticipate a reduction of 4 FTE next year. Adding 64 students at the high school would result in a slightly higher pupil teacher ratio of 19.3:1, pushing average class sizes to about 25.

**Budget:** The five year financial projection assumes we are maintaining open enrollment income as part of the projected deficit. Sustaining the current level of open enrollment seats by replacing 53 departing students would keep the deficit even with the financial projection. Allowing additional open enrollment students at the secondary levels would help address the deficit as well as fill seats where there is more flexibility for additional students. If all 107 seats were filled with open enrollment students, the district would have a total of 541 open enrollment students in 2010-11. This increases the number of open enrollment students from 2009-2010 by 54 and will reduce the projected deficit by about \$351,000. Given that the Board has just begun to consider how to address the projected budget deficit, it is likely that further staff reductions would need to be made, over and above the 12 FTE cited earlier in this report. The additional funds can address a portion of what the District is facing now and in the future.

**Recommended Board Motion: That the Board of Education approves 107 new open enrollment seats for the 2010-2011 school year.**



Rough Draft  
Not Approved by the Committee  
January 13, 2010

Policy and Legislative Committee of the Board of Education  
Central Administrative Offices Conference Room #133

Committee Members: Tom Gehl and Gary Jones  
Also: Tanya Fredrich and Matt Gibson

The meeting was called order by Chair Gary Jones at 5:30 p.m. Public notice was provided in accordance with Wis. Stats. 19.85. **Motion** by Tom Gehl to approve the January 13, 2010 agenda. Seconded by Gary Jones and carried on a voice vote. **Motion** by Tom Gehl to approve December 2, 2009 minutes. Seconded by Gary Jones and carried on a voice vote.

Legislative Update: Matt Gibson reported that the signed Race to the Top Memorandum of Understanding was submitted to the Department of Public Instruction earlier today, that the legislature is considering two bills regarding MPS governance, Representative Mark Gundrum, who represents constituents in the District, has announced that is seeking a Waukesha County circuit judges seat, Representative Leah Vukmir who represents constituents in the District has announced that she is seeking the District 5 Senate seat, and that, at this time, there is no plan to adjust the current State budget.

5000 Series Policies: Tanya Fredrich presented the following policies and practice statements:

- Policies 5112-Attendance Exemptions and 5113-Attendance and Excuses: revised to reflect the new state law requiring that a child who is enrolled in five year old kindergarten in a public or private school regularly attend kindergarten during the school year.
- Policy 5117.1-Student Transfers: revised to add statement #5 following paragraph #1: "The transfer request maintains student continuity in an existing school when a parent/guardian moves to another school attendance area within the District."; added the sentence concerning requests that don't meet the five conditions for favorable consideration of a student transfer: "Transfer requests that don't meet these conditions are typically based on non-educational reasons such as geographic proximity, daycare arrangements, keeping friends together in the same school, and accessing particular extracurricular activities.". In addition the statement "within a given school year" was added to #1 under favorable consideration of a transfer at the secondary level so it reads "The transfer would not cause the enrollment at the two high schools to differ by more than 5% within a given school year."
- Practice Statement 5142.1-Child Abuse or Neglect: #9 revised to change the title at the end of the first line "If the school nurse is not available, the school psychologist or School Nurse Supervisor (Coordinator of Student Services title no longer exists) shall contact the county department of social services."

Report on policies presented by Gary Jones during the December 2, 2009 meeting:

- Policy 5111-Early Entrance will not require revision as a result of the new law requiring that a child who is enrolled in five year old kindergarten in a public or private school regularly attend kindergarten during the school year since it deals with early entrance to kindergarten and grade 1.
- Policy 5114.1-Suspension: The word "immoral" was questioned as listed in paragraph #1 Continuous, willful refusal to accomplish school tasks, insubordination, disorderly, vicious, illegal or **immoral** conduct and persistent violation of school regulations may be causes for suspension from school. Included in the type of behavior that may cause suspension from school are violations of any local, state or federal laws. District staff counsel reviewed the paragraph and advised no revision.
- Policy 5113.4-Police Access to Students: suggested adding "shall attempt to" item II.C. for consistency. The revised sentence is "The principal/designee shall grant such access and shall attempt to notify the parent/guardian immediately thereafter."

Tanya Fredrich reported that with review of the following policies, the 5000 series review will be complete. Those policies include 5123-Promotion/Retention/Acceleration, 5127.1-Class Rank and Valedictorian, 5127.2-Course Retake, and 5131.2-Academic Honesty.

Revised policies 5112, 5113, 5113.4, and 5117.1 and reconfirmed policies 5133–Organizations, 5133.1–Student Meals and Expense Payments, 5134.1–Equal Access for Meetings, 5136–Class Gifts to Schools, 5137–Gifts to School Personnel, 5142.1–Child Abuse and Neglect, and 5146.6–Expression, Demonstrations and Disturbances are forwarded to the Board for first reading.

Committee Chair Reporting Template: A committee discussed a meeting report template that committee chairs could use to prepare an oral report for Board meetings. Items on the template would include name and date of meeting, major topics discussed, decisions, and future topics.

Confirm Next Meeting: The next meeting is scheduled at 5:30 p.m. on Thursday, February 18 to review school fees, policies related to Class Rank, and other 5000 series policies. A meeting was scheduled at 5:30 p.m. on Thursday, March 18 to complete remaining 5000 series policies.

Announcements: The committee discussed how Board members could assist administrative staff with items such as research without conflicting with the Board governance model, i.e. a Board member who has the time may ask an administrator if they could assist with a project, thereby assist with staff capacity.

**Motion** by Tom Gehl to adjourn the meeting. Seconded by Gary Jones and carried on a voice vote. The meeting adjourned at 6:30 p.m.

Carol Chetney, Recorder

Elementary and SecondaryAttendanceAge of AttendanceExemptions

A child shall attend school between the ages of 6 and 18 years except as designated in Wis. Stats. 118.15 (1)(a) or unless he/she has graduated from high school. A parent/guardian is also required by Wisconsin law to compel regular school attendance from age five if a child is enrolled in kindergarten in the District.

With the written approval of the child's parent/guardian, any child who is 16 years of age or older and a child at risk, as defined in Wis. Stats. 118.153 (1)(a), may attend, in lieu of high school or on a part-time basis, a technical college if the child and his/her parent/guardian agree, in writing, that the child will participate in a program leading to the child's high school graduation. The district board of the technical college district in which the student resides shall admit the student.

Students age 16 and over who request to be excused from regular school attendance under Wis. Stats. 118.15 (1)(c) may pursue a high school diploma (or a high school equivalency diploma if the student is 17 or over) under the following program or curriculum modifications contained in Wis. Stats. 118.15 (1)(d):

- a. Modifications within the child's current academic program.
- b. A school work training or work-study program.
- c. Enrollment in an alternative public school or program.
- d. Enrollment in a nonsectarian private school or program.
- e. Homebound study.
- f. Enrollment in a public educational program outside of the school district pursuant to a contractual agreement between school districts.

Students in grades 11 and 12 may apply to take course work at an institution of higher education (center or institution within the University of Wisconsin System; a vocational, technical and adult education school; or a private, nonprofit institution of higher education in the state) under the Youth Options program. These courses would lead to credit gained toward high school education. Application must be made to the Director of Student Services and Post Secondary Student Learning by March 1 for the coming fall semester and October 1 for the coming spring semester.

A child not in proper physical or mental condition to attend school or specific courses may be excused from attendance upon presentation of the Statement from Medical Professional to Consider Homebound Instruction form (Practice Statement 5113) completed by a licensed medical professional (licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner living and residing in this state who is listed in the Christian Science Journal).

Instruction in a home-based private educational program that meets the criteria under Wis. Stats. 118.165 (1) may be substituted for attendance at a public or private school.

The Board of Education may excuse a student from school for good cause.

No person shall be denied admission to any public school in the District or be denied participation in, be denied the benefits of or be discriminated against in any curricular, co-curricular, pupil services, recreational or other program or activity because of the person's gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Elementary and Secondary  
Attendance  
Age of Attendance  
Exemptions

The District encourages informal resolution of complaints under this policy. However, if any person believes that the School District of Elmbrook or any part of the school organization has failed to follow the law and rules of Wis. Stats. 118.13 and PI 9, Wis. Admin. Code, or in some way discriminates against persons on the bases listed above, he/she may bring or send a written complaint to the following address: Assistant Superintendent for Educational Services, School District of Elmbrook, 13780 Hope Street, P.O. Box 1830, Brookfield, WI 53008-1830. Telephone No. 262-781-3030.

- Wis. Stats. 118.15 (1)(a) through (1)(d)
- Wis. Stats. 118.15 (3)(a) through (3)(b)
- Wis. Stats. 118.15 (4)
- Wis. Stats. 118.55 (2)
- Wis. Stats. 118.165 (1)

Policy

Adopted: January 23, 1973

Reconfirmed: 11/82, 11/98

Revised: 12/76, 10/77, 11/79, 11/85, 2/89, 12/94, 1/2002, 11/2005, 11/2008

2/2010

Board of Education  
School District of Elmbrook  
Brookfield, WI 53005

Elementary and SecondaryAttendanceAttendance and Excuses

(5112)

(6005)

The process of education requires regular continuity of instruction, classroom participation, learning experiences and study benefits for each individual student. Regular contact between pupils in the classroom and their participation in well-planned instructional activities under the tutelage of a competent teacher are vital to learning. Frequent absences of pupils from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. This is a well-established principle of education, which underlies and gives purpose to the requirements of compulsory schooling.

The Board of Education, in recognition of the statutory requirements for school attendance (Wis. Stats. 118.15 and 118.16) and the overwhelming public interest in an educated society, believes that school attendance should take precedence over non-school activities. Unless a child is excused or has graduated from high school, a parent/guardian is required by Wisconsin law to compel regular school attendance from age six until age 18 (Assembly Bill 119). A parent/guardian is also required by Wisconsin law to compel regular school attendance from age five if a child is enrolled in kindergarten in the District.

The school shares a responsibility with parents/guardians in teaching young people responsible habits of dependability through regular and punctual attendance. Such habits have a pertinent carry-over to daily life and adult employment. When parents/guardians wish their children to be absent from school, they must assume full responsibility for their children's activities. Requests for absences are to be registered in advance with the principal/designee. In addition, students will not be released from school premises or a class under any circumstances unless it is determined by the principal/designee that the request has been made by a qualified person (parent or guardian) and for sufficient and good reason.

In the event of a student absence, the parent/guardian must notify the school within one hour or as soon as practicable after the scheduled start of school. If the parent/guardian has not provided prior notice or called, then a school representative should call the parent/guardian to inquire about the student's absence. A written notice may be required from the parent/guardian to verify all excused absences before the student is readmitted to school or class. Pupils absent for reasons other than those identified or excused by the Board shall be considered unexcused and truant.

The following are considered by the District as excused absences:

1. Illness – mental or physical. Medical verification may be required.
2. Family emergency or crisis.
3. Attendance at the funeral of a relative or friend.
4. Appointments with medical specialists. Such appointments are to be made, whenever possible, when school is not in session. When emergencies arise, appointments as early or as late in the school day as possible are recommended. Verification of appointments may be required.
5. Family trips that can be taken only during the normal school term. The intent of this statement is to provide opportunity for students to accompany their parent/guardian on a vacation, which cannot be scheduled when school is not in session. A parent/guardian shall be required to notify the building principal/designee prior to leaving on vacation, of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent/guardian accompaniment are not excused absences.
6. Attendance at special family celebrations or religious holidays.
7. Attendance at special events of educational value as approved by the principal/designee. This statement does not excuse attendance at baseball games, rock concerts, "Skip Days," picnics, etc.
8. A written request from the parent or guardian received prior to date(s) of absence for no more than ten (10) accumulated days in a school year as per Wis. Stats. 118.15.

Elementary and SecondaryAttendanceAttendance and Excuses

(5112)

(6005)

Students shall be allowed to make up work missed due to an excused absence and shall be graded on the quality of the product produced. Students may receive a failing grade on all daily classroom work missed due to an unexcused absence, but will be permitted to make up major tests and projects within a reasonable period of time. Students shall be graded on the quality of the product produced.

Students who are absent from school without an acceptable excuse for all or part of five (5) or more school days in a given semester are considered to be habitual truants. Habitual truants are to be processed in accordance with the guidelines set forth in Practice Statement 5113-Attendance and Excuses. The district shall review and, if appropriate, revise the district truancy plan at least once every two years.

Elmbrook students may be excused for alternative programming leading to high school completion as delineated in Policy 5112-Attendance Exemptions.

Any student's parent/guardian, or the student if the parent/guardian is notified, may request the District in writing to provide the student with program or curricular modifications. These program or curriculum modifications will be considered by the District under the following circumstances:

1. The student is temporarily not in proper physical or mental condition to attend a school program.
2. The parent or guardian has obtained a written statement of the physical or mental condition from a licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner living and residing in this state, who is listed in the Christian Science Journal as sufficient proof of the physical or mental condition of the student.
3. This written statement, Statement from Medical Professional to Consider Homebound Instruction, in Practice Statement 5113 shall indicate the time period for which it is valid, not to exceed 30 calendar days.
4. A team consisting of the parent and school personnel knowledgeable about the student shall review the physical or mental condition statement and make a determination regarding the need for homebound study. These program or curricular modifications may include but are not limited to nonsectarian correspondence courses or other courses of study approved by the District or nonsectarian tutoring provided by the District.
5. This team shall review the need for program or curricular modifications at least every 30 calendar days as needed.

If the District denies the request for program or curriculum modifications, the parent may appeal the denial using the Complaint Procedure outlined in Practice Statement 6005-Equality of Educational Opportunity-Pupil Nondiscrimination/Anti-Harassment.

The provisions of this policy are applicable to all students enrolled in the District, including those designated as children with disabilities and those who have reached the age of majority.

STUDENTS

Policy 5113

Page 3 of 3

Elementary and Secondary

Attendance

Attendance and Excuses

(5112)

(6005)

The Superintendent/designee is designated as the School Attendance Officer and shall cause to be recorded the daily attendance of each Elmbrook student. The School Attendance Officer is responsible for matters related to school attendance and truancy and shall deal with these matters in accordance with Wisconsin law and the policies of the Board. Each teacher employed by the District is required to submit to the School Attendance Officer/designee daily attendance reports on all pupils under his/her charge.

Wis. Stats. 118.15

Wis. Stats 118.16

Wis. Stats 115.79

Policy

Adopted: January 23, 1973

Revised: 12/76, 1/79, 12/79, 7/80, 11/82, 11/85, 2/95, 9/98, 10/2000,  
11/2005, 2/2010

Board of Education  
School District of Elmbrook  
Brookfield, WI 53005



Elementary and Secondary  
Attendance  
Attendance and Excuses  
Police Access to Students

I. School Related Incidents

The police department shall be summoned immediately if there is reasonable suspicion that a crime has occurred that violates state or federal laws. If law enforcement officials are summoned by school personnel, or become involved in an incident which has occurred on school grounds, or at a school-sponsored activity away from school premises, it may be necessary for them to interview the student. The principal/designee shall attempt to notify the parent/guardian as practicable.

The principal/designee should be present during the interview of a minor student.

II. Non-School Related Incidents

The principal/designee shall request that the police fully explain the reasons for requests to interview and/or obtain the release of students from school premises.

Law enforcement officials shall not be granted access to students for non-school-related instances except where one or more of the following applies:

- A. Where a law enforcement official takes a child into custody in accordance with Wis. Stats. 48.19, Taking a Child Into Custody. The principal/designee shall attempt to notify the parent/guardian immediately thereafter.
- B. Where a law enforcement official requests to interview a child in accordance with Wis. Stats. 48.981, Abused or Neglected Children.
- C. Where a law enforcement official requests immediate access to students due to a concern for loss of evidence or imminent danger to the public. The principal/designee shall grant such access and **shall attempt to** notify the parent/guardian immediately thereafter.
- D. Where the parent/guardian authorizes law enforcement officials to interview the student.
- E. Where otherwise allowed or required by law. The principal/designee shall attempt to notify the parent/guardian immediately thereafter.

The principal/designee may be present during the interview of a minor student.

Wis. Stats. 48.19  
 Wis. Stats. 48.981

Policy

Adopted: January 23, 1973  
 Reconfirmed: 11/82, 11/85, 2/89, 3/95, 11/98, 11/2005  
 Revised: 12/76, 11/79, 4/86, 12/99, 11/2001, 8/2008, 2/2010

Board of Education  
 School District of Elmbrook  
 Brookfield, WI 53005

Elementary and Secondary  
Attendance  
School Attendance Areas  
Student Transfers

A parent/guardian or adult student may request in writing to have his/her child or him/herself attend a school in the District other than the one assigned. To receive favorable consideration, a transfer request must meet the following conditions:

1. The transfer request is based upon educational reasons.
2. The current and projected enrollment of the requested school can accommodate transfer students.
3. The transfer can be accommodated within the pre-established grade/class size without the need for additional staff.
4. The student requesting the transfer would significantly benefit from a change in school assignment.
5. The transfer request maintains student continuity in an existing school when a parent/guardian moves to another school attendance area within the District.

Transfer requests that don't meet these conditions are typically based on non-educational reasons such as geographic proximity, daycare arrangements, keeping friends together in the same school, and accessing particular extracurricular activities.

To be eligible for consideration to transfer at the secondary school level, the following condition must also be met:

1. The transfer would not cause the enrollments at the two high schools to differ by more than 5% within a given school year.

If a transfer request is approved, it shall be with the understanding that:

1. Transportation to the requested school shall be provided by the parent/guardian.
2. All approved transfers are for a minimum of one year.
3. Students with approved transfers shall become the responsibility of the receiving school and receive the same considerations as the resident students.
4. Students with approved transfers may continue from year to year in their approved school or subsequent school(s) other than the one(s) assigned without resubmitting a request.

The Superintendent/designee shall develop necessary procedures for the processing of transfer requests.

No person shall be denied admission to any public school in the District or be denied participation in, be denied the benefits of or be discriminated against in any curricular, co-curricular, pupil services, recreational or other program or activity because of the person's gender, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

The district encourages informal resolution of complaints under this policy. However, if any person believes that the District or any part of the school organization has failed to follow the law and rules of Wis. Stats. 118.13 and PI 9, Wis. Admin. Code, or in some way discriminates against persons on the bases listed above, he/she may bring or send a written complaint to the following address: Assistant Superintendent for Educational Services, School District of Elmbrook, 13780 Hope Street, P.O. Box 1830, Brookfield, WI 53008-1830. Telephone No. 262-781-3030.

Policy  
 Adopted: March 27, 1990  
 Revised: 9/93, 10/94, 5/98, 2/2002, 10/2004, 2/2010  
 Reconfirmed: 11/2005

Board of Education  
 School District of Elmbrook  
 Brookfield, WI 53005



To: Board of Education  
From: Matt Gibson  
Re: **January 26, 2010 Agenda Item 4C – Wisconsin Association of School Boards  
Convention Report/Discussion**

### **Executive Summary**

**Presentation** – Discussion item.

**Background/Context** – Several Board members and district administrators participated in the Wisconsin Association of School Boards State Education Conference on January 20-22, 2010.

The purpose of this item is to share updates from the conference particularly if they may be relevant to our District.

**Recommended Board Motion** – None.



To: Board of Education  
Fr: Matt Gibson  
Re: **January 26, 2010 Agenda Item 4G – February 9, 2010 Agenda Items and Process**

**Action Items:**

- Qualified School Construction Bond Financial Proposal
- Board Policy: Second Reading
- Superintendent's 2010-2011 Salary

**Discussion Items:**

- Student Representative Report and Discussion – High School Schedule Study
- Class Rank Progress and Next Steps
- Middle School Human Growth and Development Update
- Study Team Updates from Financial Planning Process
- February 23, 2010 Agenda Items and Processes

**Closed Session Immediately Following the Board Meeting** pursuant to Wis. Stats. 19.85 (1)(e) for the purpose of discussing Teacher Negotiations and Updates on Other Represented Employee Groups

**Attachments:**

January & February Board, Committee and Other Meeting Event Reminders

# January, 2010

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 Winter Break	2
3	4	5 <ul style="list-style-type: none"> <li>• 9:15 am: Parent Network</li> <li>• 7:00 pm: Special Education Parent Advisory Bd.</li> </ul>	6 <ul style="list-style-type: none"> <li>• 9:00 am: Communications Committee</li> <li>• 11:00 am: Personnel Committee</li> </ul>	7 <ul style="list-style-type: none"> <li>• 3:30 pm: Assessment &amp; Continuous Improvement Committee</li> </ul>	8	9
10	11 <ul style="list-style-type: none"> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School Human Growth &amp; Development (HG&amp;D) Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School Human Growth &amp; Development (HG&amp;D) Materials</li> </ul>	12 <ul style="list-style-type: none"> <li>• 7:15 am: Technology Steering Team</li> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 6:00 pm: Board Meeting</li> </ul>	13 <ul style="list-style-type: none"> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 4:30 pm: Teacher Negotiations</li> <li>• 5:30 pm: Policy &amp; Legislative Committee</li> <li>7:00 pm: G/T Parent Advisory Bd.</li> </ul>	14 <ul style="list-style-type: none"> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 5:00-7:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> </ul>	15 <ul style="list-style-type: none"> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> </ul>	16
17	18 <ul style="list-style-type: none"> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 4:00 pm: Finance &amp; Operations Committee</li> <li>• 5:00-7:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> </ul>	19 <ul style="list-style-type: none"> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 4:30 pm: Teacher Negotiations</li> </ul>	20 <ul style="list-style-type: none"> <li>• State Education Convention, Midwest Airlines Center</li> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 5:30: HG&amp;D Advisory Committee</li> <li>• 6:00 pm: Enrollment Mgmt Team</li> </ul>	21 <ul style="list-style-type: none"> <li>• State Education Convention, Midwest Airlines Center</li> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> </ul>	22 <ul style="list-style-type: none"> <li>• State Education Convention, Midwest Airlines Center</li> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> </ul>	23
24	25 <ul style="list-style-type: none"> <li>• 9:00 am-12 Noon: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> <li>• 1:00-4:00 pm: Review/Feedback Session for proposed Middle School HG&amp;D Materials</li> </ul>	26 <ul style="list-style-type: none"> <li>• 5:15 pm: Closed Session of the Board for the purpose of discussing teacher negotiations</li> <li>• 6:00 pm: Board Meeting</li> </ul>	27 <ul style="list-style-type: none"> <li>• 4:30 pm: Curriculum Planning Committee</li> <li>• 6:00 pm: Enrollment Mgmt Team</li> </ul>	28	29	30
31						

## February, 2010

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

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1</b>	<b>2</b> <ul style="list-style-type: none"> <li>• <b>9:00 am:</b> Special Education Parent Advisory Board</li> <li>• <b>9:15 am:</b> Parent Network</li> <li>• <b>7:00 pm:</b> At Large Candidate Forum</li> </ul>	<b>3</b> <ul style="list-style-type: none"> <li>• <b>9:00 am:</b> Communications Committee</li> <li>• <b>6:00 pm:</b> Enrollment Mgmt Team</li> </ul>	<b>4</b> <ul style="list-style-type: none"> <li>• <b>11:00 am:</b> Personnel Committee</li> <li>• <b>3:30 pm:</b> Assessment &amp; Continuous Improvement Committee</li> <li>• <b>7:00 pm:</b> Class Rank Study Team</li> </ul>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b> <ul style="list-style-type: none"> <li>• <b>7:15 am:</b> Technology Steering Team</li> <li>• <b>6:00 pm:</b> Board Meeting</li> </ul>	<b>10</b> <ul style="list-style-type: none"> <li>• <b>5:00 pm:</b> Assessment &amp; Continuous Improvement Committee review of east side school improvement plans</li> <li>• <b>6:00 pm:</b> Enrollment Mgmt Team</li> </ul>	<b>11</b>	<b>12</b>	<b>13</b>
<b>14</b>	<b>15</b> <ul style="list-style-type: none"> <li>• <b>4:00 pm:</b> Finance &amp; Operations Committee</li> </ul>	<b>16</b> <ul style="list-style-type: none"> <li>• Primary Election</li> <li>• <b>6:30 pm:</b> Special Education Parent Advisory Board Movie &amp; Discussion</li> </ul>	<b>17</b> <ul style="list-style-type: none"> <li>• <b>6:00 pm:</b> Enrollment Mgmt Team</li> </ul>	<b>18</b> <ul style="list-style-type: none"> <li>• <b>5:30 pm:</b> Policy &amp; Legislative Committee</li> </ul>	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b> <ul style="list-style-type: none"> <li>• <b>6:00 pm:</b> Board Meeting</li> </ul>	<b>24</b> <ul style="list-style-type: none"> <li>• <b>5:00 pm:</b> Assessment &amp; Continuous Improvement Committee review of west side school improvement plans</li> <li>• <b>6:00 pm:</b> Enrollment Mgmt Team</li> </ul>	<b>25</b>	<b>26</b>	<b>27</b>
<b>28</b> <b>4:00-8:00 pm:</b> Elmbrook Education Foundation Dinner, Sharon Lynne Wilson Center						