

**EAST TROY COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Meeting Minutes – December 18, 2023**

The East Troy Community School District Board met in regular session on December 18, 2023. The meeting was called to order by President Ted Zess at 6:00 p.m followed by the Pledge of Allegiance. Board members also present were Adam Witkiewicz, Anna Janusz, and Steve Lambrechts (Steve Lambrechts arrived during the meeting). Also present were Dr. Chris Hibner, Amy Foszpanczyk, Amy Jenquin, Amanda Jones, administrators/supervisors, and three guests. Ted Zess read the open meeting statement indicating that the meeting is open to the public as required by state statute and that notice of the meeting had been sent to the media and/or posted.

IV. APPROVAL OF AGENDA AS POSTED

A motion was made by Anna Janusz and seconded by Witkiewicz for the approval of the agenda as posted. Motion carried unanimously.

V. APPROVAL OF MINUTES

A motion was made by Witkiewicz and seconded by Anna Janusz for the approval of the regular board meeting minutes from November 20, 2023. Motion carried unanimously.

VI. PUBLIC PARTICIPATION PER BOARD POLICY

None.

VII. FINANCIAL REPORT

A motion was made by Anna Janusz and seconded by Adam Witkiewicz for the approval of November 2023 payments in the amount of \$1,749,551.66 and receipts in the amount of \$339,255.15 as reflected on the financial statements. Motion carried unanimously.

VIII. DISCUSSION/ACTION ITEMS

- A. Auditors reviewing audit report (will be done virtually): David Minch from KerberRose provided an overview of the key financial information located in the Annual Financial Report, dated June 30, 2023. This Annual Financial Report is the audited compilation of East Troy Community School District's funds. He indicated that the fund balance for the district as of the

June 30, 2023 date was considered strong. Time was allowed for additional questions, in which there were none posed from the Board.

- B. Staffing recommendation(s): None.
- C. Approval of donations: Adam Witkiewicz made a motion to approve donations from the East Troy Education Foundation and Walmart. Anna Janusz seconded the motion. Motion carried unanimously.
- D. Seeking authorization for middle school Washington D.C. trip: Anna Janusz made a motion to approve the Washington D.C. trip. Adam Witkiewicz seconded the motion. Motion carried unanimously.
- E. Review of State Report Cards for each school and district: Administrators presented information as reported by the DPI State Report cards for each school and overall as a district for the 2022-23 school year. Amy Foszpanczyk began the presentation with state report card scoring information for the school district as a whole, including: Priority Area Scores in the areas of Achievement, Growth, Target Group Outcomes, and On-Track to Graduation data information. Lindsey Harris shared that since students at Little Prairie do not take state assessments, she completes a DPI required Alternate Accountability Information document that focuses on goals in ELA, Math and Attendance. She shared goals in these areas, the ways in which these goals are progress monitored, and data around each of the goals. Mark Weerts shared his pride of local community partnerships, review of local academic and social/emotional data, in addition to the data and information found in the state report cards. Adam Trindl shared the state report card data for the middle school, in addition to data points of pride that are not included in state report card scores. Staff retention was brought up, and despite huge staff turnover, the middle school continues to trend in a positive direction in terms of data reported on the state report card. Stacey Kuehn discussed the ACT prep courses and data meetings held as areas of pride that she feels directly contribute to positive data on the school report card. She mentioned the importance of advanced courses as well as dual enrollment, making East Troy Community a leader in the state in postsecondary preparation. Mrs. Kuehn also discussed the important opportunities offered within industry-recognized credentials as well as work-based learning.
- F. Approval of design and soliciting of bids for East Troy High School stadium lights and resurfacing of track: Dr. Hibner shared that previously it had been shared that ETCSD had enough of a fund balance to eliminate short term borrowing for the 2023-2024 school year due to the 2022-2023 school year. Many factors contributing to this include slightly higher revenues than projected and much of it was due to lower expenses than projected due to staff turnover

resulting in forfeiture of HRA's, as well as the delay of Chromebook replacement cycle and not using any of the positive variance toward identified maintenance projects as is often done in past years due to uncertainty at the time with budget for the 2022-2023 school year. Now that we are halfway through the 2023-2024 fiscal year and recognizing our past conversations related to identified athletic needs - track and stadium lighting, Dr. Hibner shared that these projects could be considered because of the fund balance and if being considered for completion at the end of this summer (2024), PSI advised administration that the bid process should begin in January in order to have completion of the project by August 2024. It should be noted that this bid would be for the resurfacing of the track, not replacing. Resurfacing will last approximately ten years, with the track needing full replacement in approximately ten years, thus a higher costs at that time. Brian O'Leary spoke about the need of the track and the lighting of the soccer/football fields. Jake Hernandez provided some preliminary number ranges of resurfacing and electrical, along with other considerations in regards to design cost and geotechnical survey needing to be completed. Dr. Hibner reminded the board any motion is to move forward with the design and bid process, and once completed, the items will come back to the board for consideration of approval at that time. Anna Janusz made a motion to approve the design and soliciting of bids for East Troy High School stadium lights and resurfacing of track. Adam Witkiewicz seconded the motion. Motion carried unanimously.

- G. Approval of high school course change related to AP Physics and AP Chemistry to every other year: A motion was made by Ted Zess and seconded by Anna Janusz to approve the course change of AP Physics and AP Chemistry to every other year. Motion carried unanimously.
- H. 2024-2025 High School Planning Guide: A motion was made by Ted Zess and seconded by Anna Janusz to approve the High School Planning Guide. Motion carried unanimously.
- I. Approval of middle school course proposal - "America: The last 60 years" - A motion was made by Ted Zess and seconded by Anna Janusz to approve the proposed middle school course "America: The last 60 years" as presented. Motion carried unanimously.
- J. Start College Now (SCN) - late application request for 2nd semester of the 2023-2024 school year: A motion was made by Ted Zess and seconded by Adam Witkiewicz to approve the Start College Now (SNC) - late application request for 2nd semester of the 2023-2024 school year as presented. Motion carried unanimously.
- K. Summer School dates for 2024: - Amy Foszpanczyk shared the proposed summer school dates and planning for summer school 2024. Sites include Little Prairie Primary, Prairie View

Elementary, East Troy Middle School. East Troy High School will offer 4 credit courses and credit recovery courses.

- L. Overnight field trip request: Anna Janusz made a motion to approve the overnight field trip request. Steve Lambrecht seconded the motion. Motion carried unanimously.
- M. Notice of School Board Election: Dr. Hibner read the notice.
- N. Personnel - professional staff employment -Moved to executive session.
- O. Evaluation of District Administrator - Moved to executive session.

IX. ADMINISTRATIVE REPORTS

A. District Administrator Report:

- i. CFAC (Citizens Facilities Advisory Committee) update - Dr. Hibner shared that the first meeting was on December 15th, with focused conversation on building background knowledge for advisory committee members. Meeting norms were established as well as facts around enrollment, cohort numbers, facility budget challenges, points of pride, as well as how the district “got here” in terms of financial challenges (passed/unpassed referendum and other various contributing factors). Building budgets were also reviewed, along with the interview process toward selecting PSI years ago, and PSI presented their basic overview. The next meeting dates scheduled will be held January 10th and 24th and February 7th and 21st. Anna Janusz requested electronic files be shared with the board on the information shared at these advisory meetings.

B. Business Manager Report:

- i. Salary Subcommittee update- Adam Wickiewicz shared that the committee reviewed the challenges of staff turnover and potential salaries contributing to those decisions, as well as hiring of new staff and salary attractability. Salary needs to support special education programming for students with IEPs was discussed, especially with the influx of numbers and needs at Little Prairie. Additionally, CPI was discussed for the district at the current rate and what that means for salaries moving forward.
- ii. Benefits Subcommittee update - Salary and Benefits Specialist position was discussed in hopes to fill that position soon. Policy 551 (Personal Days) was discussed for consideration of revisions to current policy.

C. Director of Teaching and Continuous Improvement of Student Learning Report:

- i. Student Learning Subcommittee update - Amy Foszpanczyk shared information discussed at the November Student Learning Subcommittee meeting. Topics covered include: Student and

parent surveys of course offerings, update on the Human Growth & Development advisory committee with data that was shared, and Forward Exam data and information.

D. Director of Pupil Services: Special Education RDA (Results Driven Accountability) and PCSA (Procedural Compliance Self-Assessment) update - Amanda Jones shared information about Results Driven Accountability and the impact on Special Education compliance and practices. Additionally, she shared the cyclical requirements during the 2023-24 school year of Special Education Procedural Compliance Self-Assessment, including the professional development and training of staff.

E. School Board President's Report: None.

X. POLICY REVIEW AND DEVELOPMENT

A. *1st Reading*: 551 Leaves - VIII. Vacation / III. Personal leave

B. *1st Reading*: 527 Medical Examinations

C. *1st Reading*: 528 D.O.T. Drug and Alcohol Policy for Drivers

XI. COMMUNICATION / ANNOUNCEMENTS

None.

XII. BOARD OF EDUCATION – FUTURE ITEMS

None.

XIII. ADJOURN TO EXECUTIVE SESSION

Ted Zess made a motion to adjourn to executive session for the discussion of professional staff employment and evaluation of District Administrator as provided under s.s. 19.85(1)(b) and 19.85(1)(c). Roll call vote to adjourn to executive session: Steve Lambrechts-Yes, Adam Witkiewicz - Yes, Anna Janusz - Yes, Ted Zess - Yes. Motion carried unanimously and moved to executive session at 8:42 p.m.

XIV. RECONVENE TO OPEN SESSION

Ted Zess made a motion to resume to open session at 9:00 p.m. Steve Lambrechts seconded the motion. Motion carried unanimously.

XV. ADJOURNMENT

A motion was made by Ted Zess and seconded by Steve Lambrechts to adjourn. Motion carried unanimously. Meeting adjourned at **9:00 p.m.**

Respectfully submitted,

Steve Lambrechts