

**EAST TROY COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION  
Regular Meeting Minutes – March 17, 2025**

The East Troy Community School District Board met in regular session on March 17, 2025. The meeting was called to order by Ted Zess at 6:00 p.m followed by the Pledge of Allegiance. Board members also present were Anna Janusz, Adam Witkiewicz, Kevin Bong, and Steve Lambrechts. Also present were Dr. Christopher Hibner, Amy Foszpanczyk, Taylor Baumeister, Kirstin Kanoff, Amanda Jones, administrators/supervisors, and eight 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***

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A motion was made by Steve Lambrechts and seconded by Adam Witkiewicz for the approval of the agenda as posted. Motion carried unanimously.

***V. APPROVAL OF MINUTES***

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A motion was made by Steve Lambrechts and seconded by Adam Witkiewicz for the approval of the regular board meeting minutes from February 17, 2025. Motion carried unanimously.

***VI. PUBLIC PARTICIPATION PER BOARD POLICY***

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None.

***VII. FINANCIAL REPORT***

A motion was made by Adam Witkiewicz and seconded by Steve Lambrechts for the approval of February 2025 payments in the amount of \$2,137,197.73 and receipts in the amount of \$7,358,134.56 as reflected on the financial statements. Motion carried unanimously.

***VIII. DISCUSSION/ACTION ITEMS***

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- A. Approval of donation(s): Christine Hamele, School Counselor at Little Prairie Primary, presented two donations. The first was a donation from Citizens Bank in the amount of \$250.00 to Little Prairie (Co)Operation Learn program. The second was a donation from First Citizen's State Bank in the amount of \$250.00 to Little Prairie (Co)Operation Learn program. A motion

was made by Anna Janusz and seconded by Adam Witkiewicz to accept the donations. Motion carried unanimously with the board's thanks. Dr. Hibner presented a donation from an anonymous donor in the amount of \$23,000.00 to East Troy Community School's High School Athletics Program for a new score board. A motion was made by Adam Witkiewicz and seconded by Kevin Bong to accept the donations. Motion carried unanimously with the board's thanks.

- B. Staffing Retirement(s): A motion was made by Anna Janusz and seconded by Kevin Bong to accept the retirement of Linda Dodge and Michael Mass. Motion carried unanimously.
- C. Staffing Resignation(s): A motion was made by Anna Janusz and seconded by Adam Witkiewicz to accept the resignation of Benjamin Hertel, Melissa Konkell, Laura Feider, Jennifer Diehn, and Matthew Burdt. Motion carried unanimously.
- D. Health Insurance Benefits / Renewal for 2025 - 2026: Alex Beaudry, Employee Benefits Consultant with USI, presented. A motion was made by Ted Zess and seconded by Steve Lambrechts for the approval of the health insurance renewal for 2025-2026. Motion carried unanimously.
- E. Traffic design for middle school / high school related to phase I of the referendum projects: Jason and Mike with PSI presented. A motion was made by Ted Zess and seconded by Adam Witkiewicz for the approval of the traffic design for the middle school / high school related to phase I of the referendum projects. Motion carried unanimously.
- F. Approval of Start College Now and Early College Credit Program requests: A motion was made by Anna Janusz and seconded by Steve Lambrechts to approve the Start College Now and Early College Credit applications as presented. Motion carried unanimously.
- G. Approval of overnight field trip requests: Stacey Kuehn, High School Principal, presented two overnight field trip requests. First for the High School Band to attend and perform at the Eau Claire Jazz Festival in Eau Claire, WI from April 11 to April 13. Second for High School HUNCH to present at NASA in Houston, Texas from April 6 to April 12. A motion was made by Anna Janusz and seconded by Adam Witkiewicz for the approval of the overnight field trips. Motion carried unanimously.
- H. Rescind Title IX Policy 412/2264: A motion was made by Adam Witkiewicz and seconded by Steve Lambrechts to rescind Policy 412/2264 - Nondiscrimination on the Basis of Sex in Education Programs or Activities and Rule: Nondiscrimination on the Basis of Sex in Education Programs or Activities Guideline . Motion carried unanimously.

- I. Amend Title IX Policy 412/2266: A motion was made by Ted Zess and seconded by Steve Lambrechts for the approval of Policy 412/2266 - Nondiscrimination on the Basis of Sex in Education Programs of Activities and Rule: Nondiscrimination on the Basis of Sex in Education Programs or Activities. Motion carried unanimously.
- J. Approval of Neola Policies - 000's Bylaws: A motion was made by Ted Zess and seconded by Steve Lambrechts for the approval of Neola Policies - 000's Bylaws. Motion carried unanimously.
- K. Approval of 225.1 Policy: A motion was made by Adam Witkiewicz and seconded by Steve Lambrechts for the approval of Policy 225.1 - Growth and Evaluation of Administrative Staff. Motion carried unanimously.
- L. Notice of School Board election: Dr. Hibner read the notice of election.
- M. Choose Board of Canvassars for election in April: A motion was made by Ted Zess and seconded by Kevin Bong for the approval of the Board of Canvassers - Ted Zess, Steve Lambrechts, and Anna Janusz. Motion carried unanimously.
- N. Discussion and approval of bids as related to scope of phase I of referendum projects: Moved to executive session.
- O. Preliminary staffing proposals - from time to time, the board needs to adjourn to executive session to address specific personnel regarding budgetary implications for future years: Moved to executive session.
- P. Professional staff employment - contract renewal / nonrenewal: Moved to executive session.
- Q. Updated on professional staff employment pertaining to teacher licensure: Moved to executive session.
- R. Evaluation of District Administrator: Moved to executive session.

## ***IX. ADMINISTRATIVE REPORTS***

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- A. District Administrator Report: None
- B. Business Manager Report: Transportation Director Report
  - i. Strategic Priorities - Rachel Neubauer, Director of Transportation, presented on Strategic Priority 2 and Priority 3. As it relates to Strategic Priority 2 (Healthy Organizational Culture), Rachel presented on safety and the survey results from parents and staff. As it relates to Strategic Priority 3 (Increased Communication and Engagement), Rachel presented survey results from parents and staff on communication with the transportation department. During the

presentation of the strategic priorities, she shared the goal to improve the survey results and changes implemented based on survey feedback.

- ii. Red Runners - Rachel Neubauer presented on Red Runners. Along with a team of drivers, they are working on addressing the issue of Red Runners. She provided an overview of what a Red Runner is, the problem it presents, and the dangers involved. The team is focused on educating the public. Rachel shared ways the team has done outreach and education since the start of the 2024-2025 school year and the next steps for continued education and awareness efforts.

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

- i. Student Learning Subcommittee minutes from February meeting - Taylor Baumeister, Director of Secondary Teaching and Learning, presented the minutes from the February 2025 Student Learning Subcommittee to the board. The subcommittee met on February 17, 2025, and the meeting included Adam Witkiewicz, Anna Janusz, Amy Foszpanczyk, Taylor Baumeister, Amanda Jones, and Mark Weerts. Topics discussed at the subcommittee meeting included an update on the ongoing K-12 ELA Resource Audit and an update on math advancement criteria.
- ii. Act 20 Update - Amy Foszpanczyk, Director of Elementary Teaching and Learning, presented information regarding Act 20. As outlined in Act 20, educators serving students in 5K through third grade administered the aimswebPLUS Reading Screener during the winter assessment window. Individual results were provided to all families. Additionally, a personal reading plan was developed for all students who scored below the 25th percentile. This required the development of a total of 135 reading plans. Additionally, the elementary reading team met individually with each family to present the plan and address ways in which literacy will be supported both at school and at home. The spring assessment window is opening and educators in 4K through third grade will administer the screener for the second time this year. Results from this screener will be added to the existing reading plans and results will once again be shared with families.

D. Director of Pupil Services: None

E. School Board President's Report: None

## **X. POLICY REVIEW AND DEVELOPMENT**

- A. *2nd Reading* of Policy 761 - Food Service Meal Charging for Delinquent Accounts
- B. *1st Reading* of Neola Policies - 1000's Administration
- C. *1st Reading* of Policy 528 - Drug and Alcohol Policy for CDL holders
- D. *1st Reading* of Policy 528.1 - Drug and Alcohol Policy for non-CDL holders

**XI. COMMUNICATION / ANNOUNCEMENTS**

Dr. Christopher Hibner, District Administrator, expressed his gratitude to the administration for stepping up and doing an excellent job during his leave of absence. He gave a special thank you to Amy Foszpanczyk for her leadership and for managing things so well in his absence. He also thanked the Board of Education for their support.

Anna Janusz highlighted several recent student events including middle school and high school Solo & Ensemble, Band-O-Rama, the spring play, the girls' basketball team going undefeated in conference and winning regionals, and three wrestlers qualifying for state. She encouraged the community to stay engaged and support upcoming spring events.

**XII. BOARD OF EDUCATION – FUTURE ITEMS**

None.

**XIII. ADJOURN TO EXECUTIVE SESSION**

A motion was made by Ted Zess and seconded by Anna Janusz to adjourn to executive session to discuss and take action regarding discussion of bids as related to scope of phase I of referendum projects, staffing proposals, professional staff employment - contract renewal / nonrenewal, updated on professional staff employment pertaining to teacher licensure, and evaluation of District Administrator as provided under s.s. 19.85(1)(b), 19.85(1)(c), 19.85(1)(e), and 19.85(1)(f). Roll call vote to adjourn to executive session: Steve Lambrechts - Yes, Adam Witkiewicz - Yes, Kevin Bong - Yes, Anna Janusz - Yes, and Ted Zess - Yes. Motion carried unanimously and the Board moved to executive session at 8:16 p.m.

**XIV. RECONVENE TO OPEN SESSION**

At 10:58 p.m., a motion was made by Anna Janusz and seconded by Adam Witkiewicz to resume to open session per s.s.19.85(1)(b), 19.85(1)(c), 19.85(1)(e), and 19.85(1)(f). Motion carried unanimously.

A motion was made by Anna Janusz and seconded by Adam Witkiewicz to approve of bids as related to scope of phase I of referendum projects as presented below. Motion carried unanimously.

- Site Demo, Earthwork and Utilities Subcontractor - Wanasek Corporation
- Demolition Subcontractor - Productive Buildings, Inc.

- Concrete Subcontractor - McPherson Construction
- Insulation, Framing and Drywall Subcontractor - Loger Construction, Inc.
- Roofing Subcontractor - SRS Roofing and Sheet Metal, Inc. for Middle School Roof Replacement and Nation's Roof North, LLC for Prairie View Elementary Roof Replacement
- Metal Wall Panels Subcontractor - Nation's Roof North, LLC
- Doors, Frames, and Hardware Subcontractor - Kendall Doors + Productive Builders, Inc.
- Painting, Acoustic Ceilings, Floor Mat Subcontractor - Davis Painting + Productive Builders, Inc. + Badger Mats for Prairie View Elementary Reception Renovation to Secure Entry and Productive Builders + Badger Mats for Prairie View Elementary Chiller & Pump Replacement
- Storefronts, Glass, and Glazing Subcontractor - Milwaukee Plate Glass
- Window/Roller Shades Subcontractor - Just for Windows, LLC
- Architectural Millwork Subcontractor - Custom Laminating Specialists, LLC
- Mechanical Subcontractor - Mechanical Inc. dba Helm Service
- Temperature Controls Subcontractor - IKM Building Solutions, Inc.
- Test, Adjust, and Balance Subcontractor - Badger Balancing, LLC
- Electrical Subcontractor - Nelco Electric, Inc.
- Asphalt Paving Subcontractor - Wolf Paving Co, Inc.
- Site Fencing Subcontractor - Frontline Fence
- Variable Frequency Drives - JMB - ABB
- Pumps & Accessories - Hydro-Flo, Inc. - B&G
- Lighting Material - Revere

#### ***XV. ADJOURNMENT***

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A motion was made by Ted Zess and seconded by Steve Lambrechts to adjourn. Motion carried unanimously. The meeting adjourned at 11:05 p.m.

Respectfully submitted,

Steve Lambrechts