

**TWO RIVERS PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION
Regular School Board Meeting**

DATE: July 11, 2016

TIME: 6:30 p.m.

PLACE: TRHS, Room 218

AGENDA

1. Call to order
2. Roll call: Commissioners Michael Canty, Jennifer Harteau, Nancy Pinchard, Jaimie Salta, Julie Schroeder, Randy Williams and Eileen Charles.
3. Written notice of this meeting has been sent to the news media on Friday, July 8, 2016.
4. Pledge of Allegiance
5. Approval of Agenda
6. Approval of the minutes from the following meetings:
 - ◆ Regular School Board Meeting – June 13, 2016
 - ◆ Committee of the Whole Board Meeting – June 27, 2016
7. Recognition of Invited Visitors and Guests:
 - ◆ Summer School Students
8. Questions and comments from citizens on agenda items:
9. Communications: None.
10. Financial Statements:
 - A. Bills to be Paid - \$2,242,598.18
 - B. Activity Funds/Financial Statements
11. Board Committee Reports: None
12. Old Business: None.
13. New Business:
 - A. Approve the Following Contracts:
 - ◆ Lindsay Allen, Guidance Counselor, L.B. Clarke Middle School
 - ◆ Austin Schroeger, IT Director, District
 - B. Approve Teacher Contracts – Advancement of One Professional Practice Step
 - C. Approve Administrator Contracts
 - D. Approve Support Staff Pay Increase
 - E. Approve Junior/Senior Honors Resource Period Release Application
 - F. Approve Memorandum of Understanding with Hawkins Ash CPA's for Audits

14. District Administrator's Report:

A. Updates from administrative units

- ◆ Curriculum and Instruction
- ◆ Maintenance and Operations
- ◆ Information/Finance
- ◆ Individual Building Administrators
- ◆ Pupil Services
- ◆ Technology
- ◆ Food Service

B. Coming Events:

July 25 – Committee of the Whole Board Meeting, 6:30 p.m.

August 8 – Regular School Board Meeting, 6:30 p.m.

August 22 – Committee of the Whole Board Meeting, 6:30 p.m.

15. CLOSED SESSION:

THE BOARD OF EDUCATION WILL VOTE ON CONVENING IN CLOSED SESSION PURSUANT TO STATE STATUTE 19.85 (1) (c). ANY BUSINESS CONDUCTED IN CLOSED SESSION OR SUBSEQUENT OPEN SESSION SHALL CONFORM WITH THE STATED AGENDA.

- Individual Support Personnel Modifications 19.85 (1) (c)

16. ADJOURNMENT

**TWO RIVERS PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION**

Regular School Board Meeting – June 13, 2016

1. The meeting was called to order by President Charles at 6:30 p.m.
2. The following members were present: Commissioners Michael Canty, Nancy Pinchard, Julie Schroeder, Randy Williams and Eileen Charles. Commissioners Jennifer Harteau and Jaimie Salta were excused.
3. Written notice of this meeting was sent to the news media on Friday, June 10, 2016.
4. The Pledge of Allegiance was recited.
5. Motion by Com. Canty, seconded by Com. Pinchard to approve the agenda as posted; motion carried unanimously.
6. Motion by Com. Schroeder, seconded by Com. Pinchard, to approve the minutes from the Regular School Board Meeting of May 9, 2016 and the Committee of the Whole Board Meeting of May 23, 2016; motion carried unanimously.
7. Recognition of invited visitors and guests:
 - ◆ Larry Schlosser introduced Kesle Messman, the first GED02 graduate at TRHS. Kesle thanked the Board for allowing her to return to school and she also thanked Mr. Hansen, and stated without him she wouldn't have graduated. Kesle is now enrolled in the Culinary Arts program at LTC.
8. Questions and comments from citizens on agenda items: None.
9. Communications: The Board received letters of appreciation from Ellen Johnson, Secretary, Quarter Century Club and Cathy Tegen, new Quarter Century Club member. Lisa Quistorf commented that the annual dinner is a wonderful tribute to our employees and retirees who were employed by the District for 25 or more years.
10. Committee Reports: None.
11. Financial Statements:
 - A. Motion by Com. Pinchard, seconded by Com. Williams, to approve May bills in the amount of \$934,710.47; motion carried unanimously.
 - B./C. Activity funds and financial statements reviewed.
12. New Business:
 - A. Motion by Com. Canty, seconded by Com. Pinchard to approve the resignation/retirement requests for the following:
 - ◆ Mark Matthews, IT Director, District – retirement effective July 30, 2016
 - ◆ Sonja Rosencrans, Cross Categorical Teacher at Magee Elementary
 - ◆ Karla Kleist, Grade 3 Teacher at Koenig Elementary
 - ◆ Brian Schley, Guidance Counselor at L.B. ClarkeMotion carried unanimously.

B. Motion by Com. Schroeder, seconded by Com. Canty to approve the following teacher contracts:

- ◆ Joy Jirikowic, ID Teacher at L.B. Clarke
- ◆ Brooke Barnard, Grade 6 Teacher at L.B. Clarke
- ◆ Cheri Love, Speech Language Pathologist, District
- ◆ Andrew Olks, Cross Categorical/EBD Teacher at L.B. Clarke
- ◆ Jeanne Wall, Special Education Teacher/Dean at Magee Elementary

Motion carried unanimously.

C. Motion by Com. Canty, seconded by Com. Schroeder to approve a Fee Waiver Request from the Manitowoc County Miracles to host a Special Olympics Basketball Invitational on January 28, 2017; motion carried unanimously.

D. Motion by Com. Canty, seconded by Com. Pinchard to approve Long-term Capital Improvement Plan; motion carried unanimously.

E. Motion by Com. Canty, seconded by Com. Williams to approve Resolution for the Long-term Capital Improvement Trust Fund; motion carried unanimously.

13. District Administrator's Report:

A. Updates from administrative units

- ◆ Lisa Quistorf reported that Curriculum Writing began today with the 2nd grade teachers. Angie Spaeth reported that Summer School begins on June 20th. Tim Wester provided updates on the successful end of school year events at L.B. Clarke. Tim also provided an update on the very successful Fundraiser for Taylor Budisz, where they raised \$10,156.65 through the tournament, raffle, shirts and donations. Chad Bauknecht provided an end of year update and reported that Camp Invention began today. Larry Schlosser provided an end of year update and thanked Lisa Quistorf and Eileen Charles for speaking at graduation. He also informed the Board that there are many students receiving college credits while attending high school through the Youth Options Program. Nick Westphal provided an update on staffing.

B. Coming events were announced.

14. Motion by Com. Canty, seconded by Com. Schroeder to move into closed session at 6:58 p.m. to consider the following matters:

- District Administrator Evaluation 19.85 (1) (c)

Any business conducted in closed session or subsequent open session shall conform with the stated agenda. Motion carried unanimously.

15. Motion by Com. Canty, seconded by Com. Schroeder to move out of closed session at 7:21 p.m.; motion carried unanimously. Motion by Com. Pinchard, seconded by Com. Schroeder, to adjourn the meeting at 7:21 p.m.; motion carried unanimously.

Respectfully submitted,

Nancy Pinchard
School Board Clerk

Lou Ann Linzmeier
Administrative Assistant

**TWO RIVERS PUBLIC SCHOOL DISTRICT
BOARD OF EDUCATION
Committee of the Whole Board Meeting – June 27, 2016**

1. The meeting was called to order by President Charles at 6:30 p.m.
2. The following members were present: Commissioners Jennifer Harteau, Nancy Pinchard, Jaimie Salta, Julie Schroeder, Randy Williams and Eileen Charles. Commissioner Michael Canty was excused.
3. Written notice of this meeting was sent to the news media on Friday, June 24, 2016.
4. The Pledge of Allegiance was recited.
5. Motion by Com. Salta, seconded by Com. Schroeder, to approve the agenda as posted; motion carried unanimously.
6. Recognition of invited visitors and guests: None
7. No agenda items for discussion.
8. Business to be transacted:
 - A. Motion by Com. Williams, seconded by Com. Harteau to accept the resignation request from Brian Schley, Guidance Counselor at L.B. Clarke; motion carried unanimously.
 - B. Motion by Com. Pinchard, seconded by Com. Williams to approve teacher contracts for the following people; motion carried unanimously.
 - ◆ Monique Jamrose, Cross Categorical/LD Teacher at L.B. Clarke
 - ◆ Rachel Kaderabek, Cross Categorical/LD Teacher at Magee
 - ◆ Erin Knipp, Grade 3 Teacher at Koenig
 - C. Motion by Com. Salta, seconded by Com. Harteau to approve End-of-Year Budget Revisions; motion carried unanimously.
 - D. Motion by Com. Pinchard, seconded by Com. Harteau to approve lunch price increase of 5 cents; motion carried unanimously.
9. District Administrator's Report:
 - A. Lisa Quistorf reported that the Administrative Retreat will take place tomorrow, June 28, 2016 and Summer School is in full swing. Lisa also reported that Lighthouse Learning Academy is at 56 students. Monty Greene, School Resource Officer (SRO), provided an update on the success of SRO's in the school buildings. He reported to the Board that the SRO Program has been in the Two Rivers Schools for over 30 years. The SRO's offer the following programs to our students: Yell and Tell for elementary students, DARE for middle school students, and Intro to Criminal Justice for the high school students. He stated that the presence of SRO's in the schools make for a safer learning environment. Building Principals provided updates on summer activities. Larry Schlosser reported to the Board that with the Cellcom grant for \$5,000 an LCD projector and sound system for the TRHS library were purchased and installed.
 - B. Coming events were announced.

10. Motion by Com. Williams and seconded by Com. Pinchard to move into closed session at 6:55 p.m. to consider the following matters:

- District Administrator Evaluation §19.85 (1) (c)

Any business conducted in closed session or subsequent open session shall conform with the stated agenda. Motion carried on a unanimous roll call vote.

11. Motion by Com. Pinchard, seconded by Com. Williams to move out of closed session at 7:16 p.m.; motion carried unanimously. Motion by Com. Pinchard, seconded by Com. Williams, to adjourn the meeting at 7:16 p.m.; motion carried unanimously.

Respectfully submitted,

Nancy Pinchard
School Board Clerk

Lou Ann Linzmeier
Administrative Assistant

BIOGRAPHICAL SKETCH

Lindsay Allen – Guidance Counselor – L.B. Clarke Middle School

The administration is recommending the hiring of Lindsay Allen for the position of Guidance Counselor for L.B. Clarke Middle School beginning with the 2016-17 school year. Lindsay is being hired to fill our current vacancy. Lindsay has significant experience in counseling youth, working as a vocational rehabilitation counselor for five years with the State of Iowa's Vocational Rehabilitation Services program. In this position, she provided transition services to over eight school districts in southern Iowa, significantly increasing the number of successful college and job placements for students with disabilities. After relocating to Green Bay last January, Lindsay took the opportunity to make the career transition to working with all students to help them succeed in the role as a professional school counselor.

Most recently, Lindsay has been working as an Employment Advisor with Fox Valley Technical College in Appleton. She also completed her school counseling internship with the West De Pere and Green Bay Public School Districts in Green Bay during the 2015-2016 school year. Lindsay graduated from Drake University out of Des Moines, IA, with a Master of Science Degree in Counseling in 2010, and completed her K-12 School Counseling Endorsement in May of this year. Lindsay lives on the eastern side of Green Bay with her husband, Chad.

BIOGRAPHICAL SKETCH

Austin Schroeger – IT Director – District

The administration is recommending the hiring of Austin Schroeger for the position of IT Director for the Two Rivers Public School District beginning July 18th, 2016. Austin is being hired to fill our current vacancy. Austin graduated from Lincoln High School in Manitowoc in 1994. He studied Computer Science at LTC from 1994-1996. Austin has been in the IT field for the last 21 years. His main focus has been enterprise class network administration. He was most recently employed by Towsley's in Manitowoc as Technology Administrator since 2003.

Austin has lived in the Manitowoc/Two Rivers area for almost 30 years and presently resides near the lakeshore on the north side of Manitowoc. He and his wife Karen, who have been married for 11 years have 3 dachshunds and foster for Midwest Dachshund Rescue. He enjoys home office computer networking, golf, movies, taking trips in his Mustang and his dogs.

He is very excited about joining the staff at Two Rivers Public Schools and is looking forward to directing the Technology department's success in a positive manner.

TWO RIVERS HIGH SCHOOL

Junior/Senior Honors Resource Period Release Application

Student: _____
(Print Clearly)

Phone #: _____

Grade: Senior _____ Junior _____

Have you had any disciplinary referrals this past semester? Yes _____ No _____

Have you had 3 or more tardies this past semester? Yes _____ No _____

Do you currently have a 3.0 cumulative grade point average? Yes _____ No _____

We, the undersigned, request that the student named above be considered for Honors Resource Period release privileges. It is understood that failure to meet the above criteria for Honors Resource Period will result in denial or removal of the release privileges. If at any point during the semester your GPA falls below a 3.0, you will no longer be able to leave school.

PLEASE RETURN BY WEDNESDAY, SEPTEMBER 14, 2016

Student Signature: _____

Parent Signature: _____

Date Signed: _____



Craig Rystficken
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**TWO RIVERS PUBLIC SCHOOL DISTRICT
MEMORANDUM OF UNDERSTANDING
FOR THE YEARS ENDING
JUNE 30, 2017, 2018 AND 2019**

MEMORANDUM OF UNDERSTANDING

1. AGREEMENT

This agreement is entered into on June 24, 2016, between the Two Rivers Public School District, hereafter referred to as the District, and Hawkins Ash CPAs, LLP, hereafter referred to as the Auditor. The parties agree as follows:

2. SCOPE OF WORK

The Auditor shall perform an audit of the governmental activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of the District as of, and for the years ended June 30, 2017, 2018 and 2019. The purpose of our audits is to enable us to express our opinion on the basic financial statements. We will conduct our audits in accordance with auditing standards generally accepted in the United States of America, *Government Auditing Standards* and Uniform Guidance.

No audit can give absolute assurance that errors and irregularities will be detected. If conditions are discovered that lead us to believe that material errors, defalcations, or other irregularities may exist, or if any other circumstances are encountered that require extended services, we will promptly inform management. We will not perform any extended services unless we are properly authorized in writing.

3. REPORTS

The Auditor shall submit to the District the following reports:

- (a) Independent Auditors' Report on the basic financial statements
- (b) Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*
- (c) Independent Auditors' Report on Compliance For Each Major Program and on Internal Control over Compliance Required by Uniform Guidance and *State Single Audit Guidelines*
- (d) Independent Auditors' Report on Communication with Those Charged with Governance
- (e) Independent Auditors' Report on Management Advisory Comments (if applicable)
- (f) Current and Prior Year Schedule of Findings and Questioned Costs

- (g) Data Collection Form
- (h) Wisconsin Department of Public Instruction PI-1506-AC internet filing
- (i) Wisconsin Department of Public Instruction State Aid Membership Report (if applicable)
- (j) Irregularities and illegal acts (if applicable)

4. COMPENSATION AND TERMS OF PAYMENT

Fees shall be based on the time required by the individuals assigned by the Auditor plus direct expenses. Individual hourly rates vary according to the degree of responsibility involved and the skill required. The fees for the services as described above will be:

<u>2017</u>	<u>Amount</u>
All inclusive Basic Financial Report	\$ 15,700
Membership Audit (if required)	<u>3,280</u>
	<u>\$ 18,980</u>

<u>2018</u>	<u>Amount</u>
All inclusive Basic Financial Report	\$ 16,330
Membership Audit (if required)	<u>3,380</u>
	<u>\$ 19,710</u>

<u>2019</u>	<u>Amount</u>
All inclusive Basic Financial Report	\$ 16,980
Membership Audit (if required)	<u>3,480</u>
	<u>\$ 20,460</u>

The Auditor will submit bills as work progresses and as expenses are incurred.

5. PARTNER IN CHARGE

A partner of the Firm, all of whom are Certified Public Accountants, will be in charge of all work performed and is responsible for all aspects of this engagement.

Sincerely,
HAWKINS ASH CPAs, LLP

Randall L. Miller, CPA

Randall L. Miller, Partner

RESPONSE:

The Two Rivers Public School District accepts your Memorandum of Understanding for the three year engagement.

Name

Title

Date