



# Wisconsin Rapids Board of Education

510 Peach Street · Wisconsin Rapids, WI 54494 · (715) 424-6701

## MINUTES

John A. Krings, President  
John Benbow, Jr.  
Larry Davis  
Sandra K. Hett  
Anne Lee  
Katie Medina  
Mary E. Rayome

September 8, 2014

### REGULAR BOARD OF EDUCATION MEETING

LOCATION: Thomas A. Lenk Educational Center, 510 Peach Street, Wisc. Rapids, WI 54494  
Conf. Rm. A/B

TIME: 6:00 p.m.

BOARD MEMBERS PRESENT: John Krings, Larry Davis, Sandra Hett, Mary Rayome, John Benbow, Anne Lee, Katie Medina

ADMINISTRATION PRESENT: Colleen Dickmann, Daniel Weigand, Kathi Stebbins-Hintz, Ryan Christianson, Trudy DeSimons, Ed Allison, Phillip Bickelhaupt, Ronald Rasmussen, Tracy Ginter, Kelly Schaeffer

MEDIA PRESENT: Jesse Austin – River Cities Community Access, Melanie Lawder – *Daily Tribune*

President John Krings called the meeting to order at 6:00 p.m.

Pledge of Allegiance

Roll Call

#### Student Representative Report

Carissa Vruwink provided updates and reports to the Board on the following topics concerning Lincoln:

- School year is off to a good start
- Homecoming planning has begun
- Student clubs are organizing, recruiting, and becoming active for the year
- “ProStart Chef Dinner” is scheduled to occur on September 28 at Michele’s Restaurant to benefit the culinary arts program

#### Approval of Minutes

**Motion by Mary Rayome, seconded by Larry Davis to approve regular Board of Education meeting minutes of August 11, 2014. Motion carried unanimously.**

#### Comments from Citizens and Delegations

None.

#### Committee Reports

A. Business Services Committee – September 2, 2014. Report given by John Benbow.

Mr. Benbow reviewed the following consent agenda items brought before the Board through the Business Services Committee, and asked if there were any motions to be held:

BS-1 Approval of a proposal for the 66.03.01 cooperative agreement for students attending the Virtual program from the Almond Bancroft and Stevens Point School District.

**Motion by John Benbow, seconded by Katie Medina to approve consent agenda item BS 1. Motion carried unanimously.**

Mr. Benbow provided updates and reports on:

- Purchases made from Riverside Publishing for special needs assessment materials, and from the City of Wisconsin Rapids for police liaison services.

Committee Reports (continued)

- 2013-14 utility and snow removal costs
- Hail and wind damage incurred throughout the district from storm on July 27, 2014 and August 25, 2014
- Installation of video cameras on six Safeway and three Lamers buses

**Motion by John Benbow, seconded by Larry Davis to approve the balance of the Business Services Committee report and minutes of the regular September 2, 2014 Business Services Committee meeting. Motion carried unanimously.**

B. Personnel Services Committee – September 2, 2014. Report given by Sandra Hett.

Ms. Hett reviewed the following consent agenda items brought before the Board through the Personnel Services Committee, and asked if there were any motions to be held.

- PS-1 Approval of the professional staff resignation requests of Marine Rotta (Teacher – Grant), and Connie Cullen (Teacher – Lincoln), pending receipt of liquidated damages.
- PS-2 Approval of the support staff resignation requests of Kathleen Thompson (Special Ed Aide – Lincoln), Yvonne Pagels (Noon Duty Aide – Grove), Tracy Weiss (Instructional Aide – Mead), Toua Lor (Instructional Aide – WRAMS), and Linda Bulloch (Saturday School Aide – Lincoln).
- PS-3 Approval of the professional staff appointments of Alyssa Hotter (Teacher Intern Grades 4/5 – Grant), Chelsey Baeb (Teacher Intern/CDS – Lincoln), Melinda Anderson (Mathematics – Lincoln), Stacy Lavongsa (Language Arts – East Jr. High), Nikki Rzentkowski (Virtual Teacher – Grant).
- PS-4 Approval of the support staff appointments of William Fischer (Head Custodian – WRAMS), Cindy Tork (Head Custodian – East Jr. High), Dan Anderson (Night Custodian, 2<sup>nd</sup> Shift – Lincoln), Julie Kramer (Special Ed Aide – East Jr. High), Joanne Dachel (Special Education Aide – Mead), Debra Nelson (Library Aide – Mead), Katherine Martin (Special Ed Aide – Grove), Jamie Schleisner (Instructional Aide – East Jr. High), Melissa Bonkoski (Special Ed Aide – Grove), Teri Gerdes (Instructional Aide – Mead), Ursala Alarie (Noon Duty Aide – Washington).
- PS-5 Approval of a request by Jacqueline Rusch (Teacher/CDS – Lincoln) for a voluntary reduction from 1.0 FTE to .5 FTE.
- PS-6 Approval of Policy 347 Rule – Guidelines for the Control and Maintenance of Student Records for second reading.
- PS-7 Approval of Policy 347 Exhibit – Request to Disclose Directory Information for second reading.

**Motion by Sandra Hett, seconded by Mary Rayome to approve consent agenda items PS 1-7. Motion carried unanimously.**

*Ms. Hett requested a correction in the draft version of the regular Personnel Services Committee minutes dated September 2, 2014 to reflect Policy 347 (as opposed to 374) in Consent Agenda Item PS-7.*

**Motion by Sandra Hett, seconded by John Benbow to approve regular Personnel Services Committee meeting minutes of September 2, 2014 with the noted correction. Motion carried unanimously.**

C. Educational Services Committee – September 2, 2014. Report given by Anne Lee.

Ms. Lee reviewed the following consent agenda items brought before the Board through the Educational Services Committee, and asked if there were any motions to be held:

- ES-1 Approval of the implementation of a five period, trimester schedule at Lincoln High School beginning in the 2015-16 school year.

**Motion by Anne Lee, seconded by Larry Davis to approve consent agenda item ES 1. Motion carried unanimously.**

Committee Reports (continued)

Ms. Lee provided updates and reports on:

- Implementation of the Educator Effectiveness initiative across the district, including planned professional development opportunities.

President Krings expressed his appreciation to Principal Rasmussen and the Lincoln staff for their research and work on the trimester scheduling topic; and to Kathi Stebbins-Hintz and district staff members for their continued efforts to roll out the Educator Effectiveness initiative successfully.

**Motion by Anne Lee, seconded by Katie Medina to approve the balance of the Educational Services Committee report and minutes of the September 2, 2014, Educational Services Committee meeting. Motion carried unanimously.**

Agenda Referrals/Information Requests

None.

Legislative Agenda

Ms. Rayome provided the following updates:

- Governor Walker announced that if re-elected, he would support partially or completely removing the 1,000 student enrollment cap on the 2-year-old statewide private school voucher program, particularly for low-income students, but did not rule out students from families with higher incomes. His gubernatorial opponent, Mary Burke, opposes expanding the statewide voucher program, calling it an entitlement program and noting that most students attending private schools in the program did not previously attend public schools. Ms. Burke does, however, support the Milwaukee and Racine voucher programs.
- As has been reported in prior Educational Services Committee meetings, teacher and principal evaluations are getting a complete overhaul this school year, and new standardized tests will be used in the spring for the first time. School boards will want to monitor the value of these initiatives moving forward.

Bills

**Motion by Mary Rayome, seconded by Larry Davis to note August, 2014 receipts in the amount of \$3,430,349.91 and approve August, 2014 disbursements in the amount of \$60,587.33 from June, 2013-14 books; and August, 2014 disbursements in the amount of \$1,977,535.56 from August, 2014-15 books. Motion carried unanimously on a roll call vote.**

New BusinessEmployee Retirements, Resignations, and Appointments

None.

Resolution Authorizing Short-Term Borrowing

Daniel Weigand, Director of Business Services, explained that the federal government has changed the regulations for financial institutions who bid on cash flow bonds. One requirement includes having the banks file with the Securities and Exchange Commission (SEC). As a result, a number of banks who used to participate in bidding on short term borrowing municipality loans are no longer doing so. Procedural changes are necessary on their part before bidding. Bank of Oklahoma has been preparing for these procedures, and is the only firm that bid on the entire short term borrowing amount of \$10,000,000. While additional bids would have been desirable, the rate proposed by Bank of Oklahoma is decent. An eight-year history of short-term borrowing interest rates was shared. The .491% rate for 2014-15 is slightly higher than the 2013-14 rate of .437%, and will cost approximately \$6,000 more to borrow. The Board questioned the need to short-term borrow, and Mr. Weigand explained that while the fund balance amount is at \$3.5 million, there are times during the year when the additional \$10,000,000 is needed in order to meet payroll based upon the timing of incoming revenue, particularly in November and the end of March. The Board expressed interest in seeing more banks bid as the need arises in the future. Mr. Weigand is hopeful that other banks will make the necessary changes to be able to bid again in the future.

**Motion by John Benbow, seconded by Larry Davis to approve a resolution authorizing temporary borrowing in an amount not to exceed \$10,000,000 pursuant to Sec. 67(8)(a)1, Wis. Stats. as proposed. Motion carried unanimously on a roll call vote.**

Technology/Data Services Disaster Recovery Solution

Phil Bickelhaupt, Director of Technology reviewed the history of the District's *Disaster Recovery, Backup and Storage Refresh* plan. For the past eight months, the Technology Department has been planning a solution to address a critical cooling system failure at East Jr. High in the area that housed several Information Technology (IT) pieces of equipment. As solutions have been explored, a determination was made that the best solution would be to remove the hardware from East Jr. High and create a true Disaster Recovery (DR) site for the District. Mr. Bickelhaupt provided rationale for the need for an upgrade/refresh as follows:

- Cooling system failure at East Jr. High
- Age of current equipment
  - Storage Area Network (SAN) is 5 years old – end of life is March, 2016
  - HP Backup System is now 8 years old
- System is reaching limits on capacity
- Lincoln High School is single point of failure
  - All District IT services would be unavailable if Lincoln site goes down
  - Services include payroll, Skyward, Mealtime, e-mail, Google Apps, internet access, Renaissance Learning, etc.

As solutions were explored, two questions remained a focus, along with Return to Operations (RTO) and Recovery Point Objective (RPO) expectations. The questions included:

- 1) What impact on the District would be felt if our students and staff did not have access to data and these systems?
- 2) How long could we afford to be “down” without access to these systems?

Mr. Bickelhaupt reviewed a potential Business Continuity plan in relation to IT that would address mission critical needs which effect the day-to-day operations of the district. The Board reviewed suggested RTO, RPO, Work Recovery Time (WRT), and Maximum Down Time (MDT). The plan includes creating a DR site at a location that is geographically further away from the rest of the District, and where access to a high-speed data connection is available. Equipment such as servers, storage, networking services, and a firewall would be installed to run critical services. Having a redundant internet connection means that if Lincoln becomes unavailable, mission critical services could continue.

The cost of the SAN purchase in 2009 was \$129,000. Mr. Bickelhaupt explained that as technology has continued to evolve, the proposed upgrade will include better equipment, with enhanced capabilities. The plan includes a projected growth rate of 15% over the next 5 years. The proposed cost to upgrade the DR storage solution is estimated to be \$165,200 and would occur in 4 phases:

- Phase 1 – Site location determined
- Phase 2 – Research solutions, purchase and install wiring, HVAC, storage racks/accessories, generator, Uninterruptible Power Supply (UPS), and fiber optic relocation
- Phase 2 (*continued*) – Move current SAN to new location, relocate current networking closet to new location, install new HPProLiant DL380p Gen8 servers, re-purpose old servers at DR site
- Phase 3 – Research, purchase, and install new backup software
- Phase 4 – Research, purchase, and install new SAN solution

The expected completion date for the project is spring, 2015. Funding for the project would come from the Technology Department budget and Technology Referendum funds. The Board discussed the proposal.

**Motion by Larry Davis, seconded by John Benbow to approve of the Disaster, Recovery, Storage and Backup Plan as presented, with a total estimated cost of \$165,200 to be funded through the Technology Department budget and 2006 Technology Referendum budget. Motion carried unanimously on a roll call vote.**

Update on Status of District Facility Study

Superintendent Colleen Dickmann introduced Steve Kieckhafer of Plunkett Raysich Architects. Mr. Kieckhafer has been working with a District facilities use group to perform an educational planning and building capacity analysis at the secondary level. Mr. Kieckhafer is familiar with the district as he worked in a similar capacity 8 years ago as the District was studying realignment options at that time as well. A primary focus of the current analysis is to determine whether or not the 9<sup>th</sup> grade class would be able to fit at Lincoln High School in light of the continued declining enrollment experienced over the years. Mr. Kieckhafer shared the results of a detailed educational space analysis performed at both East Jr. High and Lincoln High School.

A number of factors were taken into consideration during the analysis, such as: type of classrooms available or needed based upon use (e.g., typical classroom use versus science lab, physical education, business education, computer lab space, technical education, family/consumer education, art, band/orchestra/choir/drama, etc.), periods per day, and a maximum class size of 26 as recommended in accordance with industry standards. Mr. Kieckhafer noted that Board policy has a recommended capacity for the elementary level, but not for the secondary level, which is why the industry standard was used.

The East facility was based upon classroom utilization during 7 daily periods out of 8, while Lincoln's analysis took into account the trimester schedule to be implemented in the 2015-16 year in which classrooms would be utilized 4 out of 5 periods in a day. A "usage factor" and "efficiency factor" were used in the analysis to determine maximum capacity and optimum capacity. Mr. Kieckhafer explained that based upon enrollment numbers from 2013-14, the final analysis for East Jr. High indicates that the building (as it is currently utilized for grades 8-9) is under optimum capacity by 121 students, and under maximum capacity by 273 students. At Lincoln, the analysis revealed that the building is under optimum capacity by 182 students, and under maximum capacity by 512 students. Mr. Kieckhafer also reviewed what the optimum and maximum capacity numbers would be if a maximum class size of 30 were to be utilized.

Next, Mr. Kieckhafer reviewed two potential options:

**Option 1** – Moving 9<sup>th</sup> Grade to Lincoln High School to make it a 9-12 facility  
(9<sup>th</sup> grade enrollment figure of 360 based upon 2013-14)

**Conclusion**

At 30 students per classroom, the 9<sup>th</sup> grade students could move to Lincoln High School and operate below the maximum capacity. With 0%, or declining enrollment, the operation will be better in the future. At 26 students per classroom, the 9<sup>th</sup> grade students could move to Lincoln and operate below the maximum capacity.

**Solution**

The relocation of the 9<sup>th</sup> grade would require further review of classroom scheduling. Potential modifications to Lincoln High School to accommodate additional student capacity include:

- 2 additional science classrooms by renovating existing classrooms
- staff office space by renovating existing space
- additional Special Education classroom by renovating existing space
- change utilization on 16 classrooms to 100%

**Option 2** – Moving 7<sup>th</sup> Grade to East Jr. High to make it a 7-8 facility

**Conclusion**

The 7<sup>th</sup> and 8<sup>th</sup> grade students would be able to operate at East Jr. High School below the maximum and optimum capacity.

**Solution**

The relocation of the 7<sup>th</sup> grade would require further review of classroom scheduling. It is not anticipated that further modifications would be necessary.

Mr. Kieckhafer explained that Lincoln High School is right at the edge to relocate 9<sup>th</sup> graders there. He believes that some areas in the building would need to have space needs addressed. The Board discussed the information, expressing the following:

- ◆ Philosophically, the Board supports having 9<sup>th</sup> grade move to Lincoln, but not if space is too tight
- ◆ Concerns about potential growth if local economy improves, causing a jump in enrollment
- ◆ Cost of upgrading facilities for restructuring when Board continues to face fiscal challenges
- ◆ How restructuring Lincoln/East will impact other facilities at the middle and elementary school levels
- ◆ Pool upgrade issues at Lincoln are another cost concern for the future
- ◆ More information is needed regarding solutions and cost
- ◆ A more comprehensive plan that maps out each piece and the impact of all buildings district-wide is desired
- ◆ Consider the feasibility of a 6-8 model at East Jr. High if 9<sup>th</sup> grade moves to Lincoln
- ◆ Under a 6-8 model, consider what restructuring might happen at the current middle school, and District elementary buildings
- ◆ Suggested a Board Workshop occur to continue the facility discussion

The Board thanked Mr. Kieckhafer for attending the meeting to share his analysis and expertise. Discussions with Mr. Kieckhafer will be helpful as the topic of future facility usage continues to be discussed.

Calendar

Calendar items were reviewed.

President Krings adjourned the meeting at 7:32 p.m.



John A. Krings – President

Maurine Hodgson – Secretary

Larry Davis – Clerk