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**SCHOOL DISTRICT OF JEFFERSON  
JEFFERSON, WISCONSIN**

**MINUTES  
FINANCE AND OPERATIONS COMMITTEE  
March 8, 2010**

8 The Finance and Operations Committee of the Board of Education of the School District of Jefferson met on  
9 Monday, March 8, 2010, in the Jefferson High School Library. Chairperson Schumacher called the meeting  
10 to order at 7:58 p.m. with Committee members Stoner and Schoofs present.

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12 **Approval of the February 8, 2010 Committee Minutes:** A motion to approve the 2-8-10 Finance  
13 and Operations Committee as presented was made by Dr. Stoner, seconded by Mrs. Schoofs. The  
14 motion passed on a unanimous voice vote.

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16 **FACILITY TOPICS:**

17 **CESA #10 Energy Managers' Proposal:** Mrs. Peachey explained that the district is nearing the end of its  
18 three-year agreement with CESA #10 for energy management services, and that they have contacted the  
19 district about the potential of a successor agreement that picks up from where the initial agreement ends. Tad  
20 Beeksma of CESA #10 presented the proposal and shared the success this program has experienced to date.  
21 He noted that Jefferson Utilities is willing to continue to work with the district to partially fund the contract.

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23 A motion to recommend the CESA #10 Energy Managers' Proposal as presented and forward for full Board  
24 approval was made by Dr. Stoner, seconded by Mrs. Schumacher. The motion passed on a unanimous voice  
25 vote.

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27 **WIAA Swimming Cooperative Team Sponsorship with Cambridge School District:** The Cambridge  
28 School District has initiated an Application for Cooperative Team Sponsorship to form a boys' swimming  
29 program coop beginning with the 2010-11 school year. The Cambridge Board of Education has approved  
30 this cooperative.

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32 A motion to forward the WIAA Application for a Boys' Swim Cooperative Team Sponsorship with  
33 Cambridge School District as presented to the full Board for approval was made by Dr. Stoner, seconded by  
34 Mrs. Schoofs. The motion passed on a unanimous voice vote.

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36 **Reminder of Building Walk Throughs on March 20:** The Board will meet in special session on Saturday,  
37 March 20, at 7:30 a.m., in the District Office Conference room in order to tour each of the five district  
38 buildings and review the proposed projects for the 2010-11 school year.

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40 **FINANCE TOPICS:**

41 **Review of Preliminary Draft of 2010-11 Budget:** Mrs. Peachey reviewed the 2010-2011 preliminary  
42 budget as it currently stands. Items noted included a proposed reduction list, the preliminary proposed  
43 maintenance projects, and the initial Open Enrollment application summary.

44  
45 **Preliminary Open Enrollment Numbers for 2010-11:** The Open Enrollment application period for the  
46 2010-11 school year concluded on Friday, February 19, 2010. The district's Open Enrollment Committee  
47 will be meeting to review applications on Tuesday, March 9, 2010. The applications will then be presented  
48 for Board approval at the March 22, 2010 Board meeting.

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50 Preliminary open enrollment data has been compiled and a summary sheet was reviewed. The district is  
51 showing a net loss at this time of 66 students which equates to a loss of \$424,704 in the budget.

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2 Mrs. Peachey explained that one reason many 4-year-old Kindergarten students are leaving the district is  
3 because of the need for “wrap-around” daycare. She did note that some of these students plan to return to the  
4 School District of Jefferson for kindergarten and beyond.

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6 **2009-10 H.S.E.D. Contracts with M.A.T.C.:** The High School guidance department has identified three  
7 additional students in need of H.S.E.D. services for the period of February 8, 2010 through May 28, 2010.  
8 The anticipated cost for these services is \$3,833.70.

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10 Motion to approve the three additional 2009-2010 H.S.E.D. Contracts with M.A.T.C. as presented and  
11 forward for full board approval was made by Dr. Stoner, seconded by Mrs. Schoofs. The motion passed on a  
12 unanimous voice vote.

13  
14 **Request for Additional .46 FTE Special Education Paraprofessional for Balance of 2009-2010 School**  
15 **Year:** Due to the specific needs of a special education student at East Elementary School, Mr. Nolan and  
16 Mrs. Pellmann are requesting the addition of a 3 ½ hour per day special education paraprofessional for the  
17 balance of the 2009-10 school year. The cost of the position would be \$3,112 and would be funded from the  
18 Flow Through School Age ARRA money.

19  
20 A motion to approve the request for an additional .46 FTE Special Education Paraprofessional for the balance  
21 of the 2009-2010 school year as presented and forward for full Board approval was made by Dr. Stoner,  
22 seconded by Mrs. Schoofs. The motion passed on a unanimous voice vote.

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24 **OPERATIONS TOPICS:**

25 **Resignations:** The committee reviewed the following requests for retirement:

- 26 • Don Nolan, Director of Special Education and Pupil Services
- 27 • John Dimond, Physical Education teacher at West Elementary School
- 28 • Richard Herbst, Technology Education teacher at Jefferson Middle School

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30 A motion to approve the request for retirement from Don Nolan and forward for full Board approval was  
31 made by Dr. Stoner, seconded by Mrs. Schoofs. The motion passed on a unanimous voice vote.

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33 Committee members were reminded that retirement is a subject of bargaining, and the JEA Bargaining  
34 Teams are scheduled to meet next on Wednesday, March 10, 2010.

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36 A motion to recommend that the full Board defer any action on the requested retirements of Mr. Dimond and  
37 Mr. Herbst until a bargaining agreement has been reached with the Jefferson Education Association was  
38 made by Dr. Stoner, seconded by Mrs. Schoofs. The motion passed on a unanimous voice vote.

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40 **Employments – 2010-2011:** The committee reviewed the following recommendations for employment:

- 41 ➤ Sarah Rao, .5 FTE ESL Teacher at West Elementary School
- 42 ➤ Lynn Rustay, .6 FTE Reading Teacher at West Elementary School

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45 A motion to approve the employment recommendations for Sarah Rao and Lynn Rustay as presented and  
46 forward for Full Board approval was made by Mr. Stoner, seconded by Mrs. Schoofs. The motion passed on  
47 a unanimous voice vote.

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49 **Request for Job Share Agreement:** Sheila Larkin, Sullivan Elementary counselor, has requested a job share  
50 arrangement for the 2010-11 school year. Ms. Larkin is currently on an approved medical leave for the  
51 2009-10 school year.

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2 Sullivan Elementary has a need for school counseling services three days per week. East Elementary has  
3 traditionally been served by two counselors who split their time with the other elementary schools; one who  
4 is based in Sullivan and one based at West. If Ms. Larkin's request is approved, and a suitable candidate can  
5 be found, Ms. Larkin would have a 60% position (3 days at Sullivan) and the new job share counselor would  
6 have a 40% position (2 days at East).

7  
8 A motion to approve a job share arrangement for the Sullivan Elementary Guidance Counselor position –  
9 contingent upon the district securing a suitable candidate - as requested and forward for full Board approval  
10 was made by Mrs. Schoofs, seconded by Dr. Stoner. The motion passed on a unanimous voice vote.

11  
12 **2010-11 Job Share Agreements:**

13 Karissa Paar and Kristin Rousseau East Elementary Kindergarten teachers  
14 Sarah Dettmers and Linda Haberman Sullivan Elementary Reading teachers

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16 A motion to approve the two 2010-2011 Job Share Agreements as presented and forward for full Board  
17 approval was made by Mr. Stoner, seconded by Mrs. Schoofs. The motion passed on a unanimous voice vote.

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19 **2010-2011 66.03 Agreement with Johnson Creek School District for Educational Services:** Mrs. Peachey  
20 explained that, after the open enrollment application period ended on February 19, it was brought to our  
21 attention that a family with a current open enrolled 11<sup>th</sup> grader had not completed an application for their 8<sup>th</sup>  
22 grader to attend Jefferson High School for 2010-2011. The 8<sup>th</sup> grade student currently attends St. John the  
23 Baptist Catholic School in Jefferson and has completed the necessary course sign-up at Jefferson High  
24 School. Unfortunately, the completion of the open enrollment application was not done.

25  
26 Superintendent Garvey at Johnson Creek has graciously agreed to take to his school board a request to enter  
27 into a 66.03 tuition agreement with us so that the student can attend JHS next year. The tuition would be the  
28 same as that for open enrollment (approximately \$6,600). In February 2011, the student will need to  
29 complete an open enrollment application to continue attendance at Jefferson High School.

30  
31 A motion to approve the 2010-2011 66.03 Tuition Agreement with Johnson Creek School District as  
32 presented and forward for full Board approval was made by Mrs. Schoofs, seconded by Dr. Stoner . The  
33 motion passed on a unanimous voice vote.

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35 **Unpaid Leave Request:**

- 36 ➤ Sarah Rao, ESL Teacher, West Elementary School – 19.75 unpaid days

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38 A motion to approve the unpaid leave request from Sarah Rao as presented and forward to the full Board for  
39 approval was made by Mrs. Schoofs, seconded by Dr. Stoner. The motion passed on a unanimous voice  
40 vote.

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42 **Discussion of Possible Topics for Future Meetings:**

43 None

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45 A motion to adjourn was made by Mrs. Schoofs, seconded by Dr. Stoner. The motion passed on a  
46 unanimous voice vote.

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48 ADJOURNMENT: 9:00 p.m.

49 BOARD OF EDUCATION

50 Secretary, Pati Fitzgerald