

**Governance Board Meeting
Sheboygan Leadership Academy
Sheboygan, WI
Regular Meeting Minutes
Monday September 24, 2018**

The regular meeting of the Governance Board of the Sheboygan Leadership Academy (SLA) was held on Monday the 24th day of September 2018 at 6:00pm at Sheboygan Leadership Academy, upstairs conference room, 1305 St Clair Avenue Sheboygan, Wisconsin. This regular meeting was announced in compliance with the Open Meeting Law of the Wisconsin State Statutes.

Present: Mr. Darryl Carlson, Mr. Mark Hickmann, Mr. Andrew Morgan, Mrs. Denise Quasius, Mrs. Jessica Schaezter, Mr. Tim Stielow, Mrs. Laura Studee, Mrs. Jenny Taylor

Absent: Mrs. Karen Grupe

Call to Order

Meeting was called to order at 6:03 pm by Mrs. Denise Quasius

Approval of Agenda

The agenda for the September 24, 2018 Governance meeting was reviewed. A motion was made by Mr. Darryl Carlson and seconded by Mr. Mark Hickmann to approve the agenda. All voted Aye.

Approval of Minutes

The minutes of the August 27th meeting were reviewed. A motion to approve the minutes was made by Mr. Darryl Carlson and seconded by Mr. Mark Hickmann. All voted in favor.

Open Session (Community Input)

Mrs. Denise Quasius recognized Mr. Ron Van Rooyen with a gift for his significant contributions to the start up of Sheboygan Leadership Academy. Mr. Van Rooyen's efforts included securing the current building on St Clair Avenue from RCS of Sheboygan, without which the school would not have had a place to establish.

Principal's Report

a) Section I: Student Outcomes

- i. School update – Mrs. Laura Studee gave the following reports:

Enrollment Update:

Current registered enrollment: 207

2017 enrollment was 214. Enrollment is lower throughout the SASD

Assessment Update:

Results of Forward testing has been received. Reviewed and released at October meeting. The State report card will be available in November.

Marketing Update:

None to report

Community Outreach Update:

Meet your teacher open house was held September 13 from 6:00pm - 7:15pm

SLA Rummage sale was held in September (fundraiser for 8th grade trip); raised \$1,300.

Operations:

Thanks to a \$22,433 grant from the Department of Justice 4 safety enhancing projects were completed this summer: shatter proof film for entrance window, cement barriers placed at the school entrance, panic door lock, video system with 13 security cameras.

Video viewing and retention policy to be composed by Laura and brought the Governance Board for approval.

Staffing:

A new lunch server was hired in September.

Mr. Darryl Carlson made a motion to approve the principal's report. Mr. Mark Hickmann seconded the motion and it passed.

General Reports

b) Section II: Board Oversight

i. Charter Oversight:

1. Oversight obligations through October 31, 2018 were reviewed.

ii. Committee Reports:

1. Executive Committee:

- a. Executive committee met on September 19, 2018. At that meeting discussion centered on the administrator's performance review.

A motion was made by Mr. Darryl Carlson and seconded by Mr. Mark Hickmann to approve the Executive Committee report as presented. All voted in favor.

2. Financials:

- a. Mr. Tim Stielow indicated there were no financial statements to report on for the months of August and September. The audit is complete. Report to be issued in following months. At the Finance committee meeting that was held, a finance committee member job description was completed to be sent out in correspondence and to the United Way of Sheboygan volunteer posting site.

A motion was made by Mr. Mark Hickmann and seconded by Mr. Darryl Carlson to accept the financial report. All voted Aye.

3. Facilities:

- a. Mr. Mark Hickmann reported that a meeting between the City of Sheboygan,

Laura Studee, Mrs. Patti Tarnowski, and the school's landscape architect is scheduled for this Thursday regarding a mid block crosswalk.

- b. Mr. Mark Hickmann indicated the building committee entered into a contract with Abacus Architects to complete Phase I, a report assessing the interior and exterior infrastructure, traffic patterns and mechanicals of the building. Formation of a committee consisting of Mrs. Denise Quasius, Mrs. Laura Studee, a member from the facilities committee, a member of the teaching staff, and a member of the finance committee to be completed prior to building walk through by Abacus.
- c. Mr. Mark Hickmann indicated a new snow removal contract was negotiated.
- d. Painting of the retaining wall has been completed.

Mrs.

Mr. Tim Stielow made a motion to accept the facilities report as presented. Mr. Darryl Carlson seconded it. The motion carried.

4. Personnel:

Mrs. Denise Quaisus reported that at the last personnel committee meeting:

- a. Mrs. Peggy Henseler was elected Chairwoman.
- b. Reimbursement for course work by staff was discussed.
- c. Changes to the retirement plan were tabled.
- d. Employee and substitute teacher pay scales were tabled. Goal is to approach SASD revamped employee pay scale.
- e. The Personnel Advisory Committee will meet as issues arise instead of monthly
- f. The personnel committee voted to recommend to the Governance Board implementation of the Family and Medical Leave Act (FMLA) through its inclusion in the employee handbook.

A motion was made by Mrs. Denise Quaisus to implement the Family and Medical Leave Act. The motion was seconded by Mr. Darryl Carlson. Motion carried.

5. Legislative

- a. Mr. Andrew Morgan indicated the committee is monitoring educational issues as brought up in the Federal State and local elections.
- b. At the last Public Protection meeting in September, there was no placement at the TLP house, which was closed June 1, 2018. Mrs. Denise Quaisus and Mrs. Laura Studee continue to monitor.
- c. Mr. Darryl Carlson is working on the conditional use permits for the fence issue and a potential rental tenant.
- d. A request was made for the committee to monitor the SASD agendas and meeting minutes for pertinent topics.
- e. Mr. Andrew Morgan indicated the committee meets the second Monday of the month at 6:30pm.

A motion was made by Mr. Darryl Carlson and seconded by Mr. Mark Hickmann to accept the legislative committee meeting report as presented. All voted Aye.

6. Recruitment

- a. Mrs. Jessica Schaezter and Mrs. Jenny Taylor to be members of this committee.
- b. Committee to have its first meeting next month.

iii. Fundraising update:

- a. Come Away with Us fundraiser date is February 23, 2019
- b. Pizza fundraiser to be held January 12, 2019.

c). Section III: Board Development

i. Strategic Plan

1. Strategic planning goals for 2018-2019 school year were reviewed by Mrs. Denise Quasius

Unfinished Business

None

New Business

None

A motion was made by Mr. Darryl Carlson and seconded by Mr. Mark Hickmann to adjourn the meeting at 7:13pm.

Next SLA Governance Board Meeting: September 24, 2018 at 6:00pm



Timothy L Stielow, Secretary Sheboygan Leadership Academy Governance Board

The mission of the Sheboygan Leadership Academy is to inspire students to become leaders through their academic achievement, moral development, and service to others.