

**Governance Board Meeting  
Sheboygan Leadership Academy  
Sheboygan, WI  
Regular Meeting Minutes  
Monday December 17, 2018**

The regular meeting of the Governance Board of the Sheboygan Leadership Academy (SLA) was held on Monday the 17th day of December 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: Mrs. Karen Grupe, Mr. Andrew Morgan, Mrs. Denise Quasius, Mrs. Jessica Schaezter, Mr. Tim Stielow, Mrs. Laura Studee

Absent: Mr. Darryl Carlson, Mr. Mark Hickmann, Mrs. Jenny Taylor

**Call to Order**

Meeting was called to order at 6:05 pm by Mrs. Denise Quasius

**Approval of Agenda**

The agenda for the December 17, 2018 Governance meeting was reviewed. A motion was made by Mrs. Karen Grupe and seconded by Mrs. Jessica Schaezter to approve the agenda. All voted Aye.

**Approval of Minutes**

The minutes of the November 26, 2018 meeting were reviewed. A motion to approve the minutes was made by Mr. Andrew Morgan and seconded by Mrs. Jessica Schaezter. All voted in favor.

**Open Session (Community Input)**

None

**Principal's Report**

**a) Section I: Student Outcomes**

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

Enrollment Update:

Current registered enrollment: 207

Intradistrict enrollment for the 2019-2020 school year continues, so far 7 children have signed up to go to SLA next year.

Presentation to be given to 3K students at the Kohler Arts Center

Assessment Update:

No report given.

Marketing Update:

Billboard advertising being considered

A Winter /Spring mailing is being planned.

Community Outreach Update:

The school's winter concert drew a crowd of 600 people.

Officer Endsley recognition was part of that concert.

Bell ringing for the Salvation Army at Walgreens is being done.

Talent Show is January 24, 2019 at 6:30pm

### Operations:

Mrs. Laura Studee is working with the Hunger TASK Force and the SASD to implement serving breakfast from 7:30am to 8:30 am starting in January 2019. This is a service provided by all of the elementary schools in the SASD to address the needs of the 43% of the school's population who depend on free and reduced lunches. Two 1 hour per day part time positions have been posted. Hunger Task force has grant money available for financing portions of the program.

### Staffing:

Ms. Carol Rokicki current art teacher has tendered her resignation effective at the end of the first semester ending in January 2019. She is resigning her position for health reasons. Ms. Kristen Bork ,who has an art teacher license, and is owner of Urban Artique is being interviewed as a long term substitute teacher for this position.

Mrs. Laura Studee has accepted the resignation of second grade teacher Mrs. Chrissy Hinn. Her resignation which was tenured last week is effective January 21, 2019. Mrs. Hinn is taking a part time reading specialist position in Kaukauna Wisconsin. Mrs. Kathy Bucholtz will fill in for Mrs. Hinn from January 2, 2019 to January 22, 2019. The second grade position has been posted. Applications have been received. If a full time applicant can not be found, consideration would be given to hiring a long term sub.

Mr. Tim Stielow made a motion to approve the principal's report. Mr. Andrew Morgan seconded the motion and it passed.

## **General Reports**

### **b) Section II: Board Oversight**

#### i. Charter Oversight:

1. Oversight obligations through February 1, 2019 were reviewed.

#### ii. Committee Reports:

##### 1. Executive Committee:

- a. No meeting was held.

##### 2. Financials:

- a. Mrs. Karen Grupe provided a financial up date. Revenues year to date through november 30, 2018 were \$1,722,503 with expenses of \$595,539 resulting in revenues exceeding expense by \$1,126,964. The balance sheet reflects total assets of \$2,561,323 total liabilities of \$330,472 resulting in a total equity position of \$2,230,851. The operating account balance stood at \$223,228.

The finance committee approved and recommended Governance Board approval of the November 30, 2018 financial statements as presented. A motion was made by Mrs. Karen Grupe and seconded by Mr. Tim Stielow to accept the financial report. All voted Aye.

- b. Mrs. Karen Grupe indicated the audit of the 2017-2018 fiscal year is being reviewed by Schenck's Sr Management.
- c. Mrs. Karen Grupe indicated the Finance Committee reviewed the Federal Income tax return and approved it. It was sent to the IRS a bit later than the due date.
- d. She also indicated the budget is completed. However it is not being presented for approval this evening as further discussion needs to be completed regarding the cash flow portion of the budget as it relates to the debt service payments.

A motion was made by Mr. Andrew Morgan and seconded by Mrs. Jessica Schaezter to approve the finance committee report as presented. All voted Aye.

### 3. Facilities

Mrs. Laura Studee reported the following:

- a. Discussion with the City of Sheboygan regarding the rental of warehouse space has commenced.
- b. Engineers representing electrical, plumbing heating and air conditioning and structure have been viewing the building for the building committee.
- c. The safety film on the front door, 4 surveillance cameras and the door badge readers funded under the safety grant will be installed soon.
- d. Summer projects being considered: replacement of a portion of the roof, LED lighting in grades 1-3, replacement of middle school flooring, replacement of the flooring in the elementary school area, painting the interior, replacing of door locks, and replacing the playground equipment .
- e. The blueprint for the proposed cross walk in the middle of the block has been drawn up by Mr. Kevin Burns. In order to get City of Sheboygan approval the project must be authorized by the board, the developers agreement approved, the maximum budget be established, Mrs. Laura Studee be given the authority to negotiate with the City of Sheboygan and Mrs. Denise Quasius be given authority to sign all documents.

A motion was made by Mr. Andrew Morgan and seconded by Mr. Tim Stielow to authorize the school to pursue the construction of a mid block crosswalk, to approve the draft of the developers agreement, to establish the budget for the project at \$17,000, to give Mrs. Laura Studee the authority to negotiate with the City of

Sheboygan

and make changes to the developers agreement as long as those changes are within the \$ 17,000 budget, and to authorize Mrs. Denise Quasius to sign all documents pertaining to the crosswalk project. All voted for approval. The motion passed.

Mrs. Karen Grupe made a motion to accept the facilities report as presented. Mr. Tim Stielow seconded it. The motion passed.

4. Personnel:

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

- a. The employee health insurance plan, provided by UHC, has scheduled a premium increase for the next 12 months of 23.6%. The deductible will remain the same.
- b. Mrs. Denise Quaisus indicated that it is SLA's goal to provide salaries that are in line with the Sheboygan Area School District. The personnel committee is waiting on finance for approval of the proposed salary schedule.
- c. The committee discussed starting an employee assistance program at an annual cost of \$1,700.

The personnel committee recommended to the Board of Governance the origination of an Employee Assistance Program(EAP) for it's employees. A motion was made by Mrs. Karen Grupe to start an EAP program subject to finding a local provider and subject to finding \$1,700 in the current 2018-2019 budget to fund the cost of the program. The motion was seconded by Mr. Tim Stielow. All voted in favor. The motion carried.

- d. The personnel committee will be discussing HSAs and the Family Leave Act at its next meeting.

A motion was made by Mrs. Karen Grupe and seconded by Mr. Tim Stielow to approve the personnel committee report. All voted Aye. Motion carried.

5. Legislative

Mr. Andrew Morgan reported that:

- a. No meeting was held.

6. Recruitment

Mrs Denise Quaisus reported that:

- a. No meeting was held
- b. Two individuals who have expressed an interest in joining the finance committee have been contacted.

iii. Fundraising update:

- a. Come Away with Us fundraiser date is February 23, 2019. Theme is come away with us to New York.
- b. Pizza fundraiser to be held January 12, 2019.
- c. Letter was sent to potential school donators.

**c). Section III: Board Development**

**i. Strategic Plan**

1. Strategic planning goals for 2018-2019 school year have been completed.

**Unfinished Business**

None

**New Business**

None

A motion was made by Mrs. Karen Grupe and seconded by Mr. Tim Stielow to adjourn the meeting at 7:02pm.

**Next SLA Governance Board Meeting: January 28 at 6:00pm**

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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.**