

DRAFT
REGULAR MEETING - BOARD OF EDUCATION
SCHOOL DISTRICT OF SOMERSET
June 23, 2014

President Brian Moulton Called the meeting to Order at 7:02 p.m.

Roll Call was taken. Present were Brian Moulton, Robert Gunther, Marie Colbeth, Michael Connor, Kelly Ott, Tom Walters, and Tammie Wishard.

Connor moved, with second by Walters, to approve the agenda as presented. Motion carried unanimously.

Groups or Individuals Wishing to Be Heard: Moulton read the rules for this portion of the meeting. John Siggins, student council rep, spoke of the homecoming tailgate party with will be 8/3/14. Other student council members were in attendance and handed out a flyer. Kathy Brakke spoke for the Somerset Teachers Association, they asked to meet on 5/22/14, but meeting did not take place. She wanted the board to be aware of their concern and desire to meet. Lorri Baillargeon spoke on behalf of Cheryl Ek who was not able to attend. Baillargeon read Ek's letter in regards to the teacher's association and Educator Effectiveness. Ek wanted to share this for two reasons which Baillargeon read. Her and her colleagues are working hard and questions asked are needed for clarification. Baillargeon presented a memo that was sent out by Teacher's Association to the board. Baillargeon will email the statement she read via email to the board.

Positive Recognition

The Board recognized 2014 Girls' State Track Participant and state champion, Samantha Flandrick. Coach Kreibich provided background with regard to the girls' track season this year. She stated Sam worked very hard and did extremely well. Samantha was in attendance with her parents.

The Board recognized 2014 Boys' State Track Participants including Mitchell Foster III, Heaven Hunt, Dallas Johnson, Dalton Johnston, Aaron Joppru, Max Praschak, Sam Schoenborn and Bailey White. Kreibich provided a re-cap of the boys track season. Praschak was the state champion in hurdles, he introduced his family that was in attendance. Coach Jahner also recapped the season and was excited that Somerset had two state champions this year. Gunther presented certificates, thanking the athletes and coaches for their dedication.

The Board recognized 2014 Somerset School District Retirees Rosanne Erickson and Jody Keller. Superintendent Randy Rosburg stated the district was fortunate to be able to recognize the retirees for their years of service and commitment to the school program and to the students. Erickson was in attendance and also thanked the district and said she will really miss the kids.

Meeting was recessed at: 7:15 p.m. and reconvened at 7:32 p.m.

Consent Agenda: Ott moved, with second by Connor to approve the Consent Agenda:

- A. Approve Minutes of the Regular Session of May 19, 2014
- B. Approve Minutes of Special Session of May 29, 2014
- C. Approve Minutes of Executive Session of May 29, 2014
- D. Approve Minutes of the June 2 Special Session
- E. Approve Payment of May/June Board Bills
- F. Approve Hire of Kay Vater, .30 Elementary Art Teacher
- G. Approve Hire of Kristin Siskow, 0.7 FTE High School Social Studies Teacher
- H. Approve Hire of Zac Eichten as High School EBD Teacher
- I. Approve 2014-2015 Fall and Winter Coaching and Advising Assignments
- J. Approve Resignation of Natalie Bump, Special Education Aide
- K. Approve Resignation of Julie Mocadlo, Physical Education Instructor
- L. Approve the WERMC 66.0301 Agreement for 2014-2015
- M. Approve the MidAmerica HRA Plan
- N. Approve the Increase to the New High School English Position to 1.0 FTE from 0.6 FTE

O. Approve 2014-2015 Graduation Date, Time and Location

Motion carried unanimously.

Discussion

Business Services Committee: Chairperson Marie Colbeth spoke of the 2014-15 budget and that it is a work in progress. She asked Dave Gerberding, Director of Business Services and Operations to provide updates as well. Gerberding shared the initial information from Health Partners has been received and discussions are still ongoing. Spoke of WERMC renewal as well as the MidAmerica Plan. Gerberding also spoke of Mr. Moore's memo in regards to the high school English position and the request to change the previous approved 0.6 FTE to a 1.0 FTE. Colbeth asked to see annual comparisons with other districts. Gerberding stated that information is provided from CESA and other surveys. Some of the information is very detailed and some is more high level. Gerberding shared this information is also provided in the HR committee. Colbeth asked to see an overview of the HRA benefit. Gerberding shared the information as to the cost to the district and number of participants.

Superintendent Information: Rosburg stated current enrollment is at 1,592 which is down slightly from last month and that it is typical in the summer to see a slight drop. Tentative committee meetings slated for July 7, 2014. Rosburg explained how the NEOLA review process works.

Board Report: *CESA II Update:* Tom Walters gave an update on the last CESA meeting. CESA just had their election. Walters will be the CESA rep. The CESA parking lot is being redone in Turtle Lake and is a bigger project than originally planned. CESA will be holding a meeting in August, the members will be part of Zoom, which allows participants to be a part of the meeting from home. Ott asked if this would be considered an official meeting, Walters explained that since no voting would take place it would be.

Community & School Involvement: Walters shared his trip to Washington DC was wonderful and the eighth grade students behaved very well. He thanked Miss Eichten for the work she does as it really shows in how well behaved the students are. Colbeth asked is any of the school districts have policies /guidelines around students participating in music. The admin team will follow up on this. Walters asked about the inventory of music instruments that was to be taking place. Follow up will take place on this item. Connor shared his experience in the Memorial Day Services and shared they did honors at five programs and the parade. He said it is a tradition that has been in place for many years, this was Connor's 41st year. Walters and Colbeth shared that the graduation ceremony was excellent and having the military part of it was a nice addition. The board also shared that attendance at Pea Soup Days was good, despite the weather.

Directors and Principals Reports: Eichten shared the report stating that much work was accomplished throughout the school year and professional development will continue throughout the summer. Eichten also shared that Linda Law, Stacy Toenjes and Cory Lindenberg presented their plan to develop common disciplinary literacy language, practices and rubrics for teachers to use across campus. The information was very well received by teachers. Walters asked about infinite campus, Eichten likes it and will learn more this summer. Wishard asked if community was part of this to which Eichten and Sheridan shared that it is. Sheridan spoke of the conference call that just took place with Infinite Campus, stating it was an informal training session but much knowledge was shared.

Action

Governance Committee: Committee Chair Connor moved, with second by Gunther, to approve the updated versions of the NEOLA Series 2000, 3000, 4000 and 5000 First Draft Documents. Colbeth did not support approving due to the process of how the approvals go through with NEOLA. Motion carried with one Nay vote by Colbeth.

Ott moved, with second by Colbeth, to adjourn at 7:57 p.m. Motion carried.

Brian Moulton, Board President

Tammie Wishard, Board Clerk

Enc. 2

DRAFT
SCHOOL DISTRICT OF SOMERSET
BOARD OF EDUCATION
SPECIAL SESSION
MONDAY, JUNE 23, 2014
6:00 PM
Learning Center Conference Room

Board President Brian Moulton called the meeting to order at 6:00 p.m.

Roll Call was taken. Present were Brian Moulton, Bob Gunther, Tom Walters, Tammie Wishard, Mike Connor and Marie Colbeth and Kelly Ott. Also present were Sara Eichten, Trisha Sheridan, Dave Gerberding, Shannon Donnelly and Superintendent Randy Rosburg.

Ott moved, with second by, Walters to move to Closed Session of the Board pursuant to WI Statute 19.85(1) (c) and (f) for preliminary consideration of a specific matter which, if discussed in public, could have an adverse impact on the reputation of those involved. Upon roll call vote, all members voted, "yes" to move into Closed Session.

Ott moved, with second by Wishard to move out of Closed Session. Upon roll call vote, all members voted "yes" to move out of Closed Session.

Ott moved, with second by Wishard to adjourn at 6:58 p.m. Motion carried unanimously.

Brian Moulton, President

Tammie Wishard, Clerk

**DRAFT
SCHOOL DISTRICT OF SOMERSET
BOARD OF EDUCATION
SPECIAL SESSION
MONDAY, JULY 7, 2014
7:00 PM
Learning Center Conference Room**

Board President Brian Moulton called the meeting to order at 7:04 p.m.

Roll Call was taken. Present were Brian Moulton, Tom Walters, Tammie Wishard, Mike Connor, Marie Colbeth and Kelly Ott. Also present were Dave Gerberding, Lorri Baillargeon, Kathy Brakke, Jen Grambort, Cory Lindenberg and Superintendent Randy Rosburg. Absent was Bob Gunther.

Colbeth moved, wish second by Connor to Approve Hiring John Walsh as the Director of Programs: There were 14 candidates that applied for the position, six of the candidates were interviewed. The interview team consisted of three teachers who were either a varsity level coach, advisor or both; middle and high school principals and the superintendent. All voted 'yes' to hire John Walsh as the Director of Programs.

Ott moved, with second by Colbeth to Approve Hiring of Dr. Chris Kamrath as the Elementary Principal. There were 18 candidates that applied for the position, six of the candidates were interviewed. Each candidate participated in three interviews, each comprised of a separate interview team. All voted 'yes', with Wishard abstaining in the vote, to hire Dr. Chris Kamrath as the Elementary School Principal.

Walters moved with second by Ott to Approve a Process for Filling the IT Manager Position. RMM solutions completed an IT Staffing and Assessment. Wage, timeline and process were discussed. The timeline and process for hiring an IT Manager or IT Remote Service may be about equal. With the hire of an IT Manager a level of IT Contracted Services still exists. Both have the potential to provide quality management of district technology. Committee recommends pursuing the RFP process and hire IT Remote Services for the 2014-2015 school year. All voted 'yes', to pursue the RFP process and hire IT Remote Services for the 2014-2015 school year.

Review and Approve Neola "First Draft" Policies Series 6000, 7000 and 8000. The NEOLA 6000, 7000 and 8000 First Draft Policies were reviewed. Committee recommends approval of the NEOLA 6000, 7000 and 8000 First Draft Policies be brought forward to the full board in July for approval.

Ott moved, with second by Connor to adjourn at 8:25 p.m. Motion carried unanimously.

Brian Moulton, President

Tammie Wishard, Clerk

Alto

Enc. 4

A/P Summary Check Register

FPREG01A

Bank	Check No	Amount	Date	Vendor	Type
01	01021613	55.65	06/23/14	7714 Pizza Planet	C
01	01021614	341.40	06/24/14	37567 Shannon Donnelly	C
01	01021615	122,905.83	06/24/14	4936 Safe-Way Wisconsin Inc	C
01	01021616	1,276.77	06/24/14	13439 Valleyfair	C
01	01021617	350.00	06/24/14	9164 Wisconsin Assoc of Sch Busines Officials	C
01	01021618	166.67	06/25/14	3271 MidAmerica Admin & Retirement Solutions	C
01	01021619	2,038.96	06/26/14	1074 Employee Benefits Corporation	C
01	01021620	207.88	06/26/14	42340 Angie Hastreiter	C
01	01021621	557.50	06/26/14	36374 MN Child Support Payment Ctr	C
01	01021622	3,142.90	06/26/14	30465 Madison National Life	C
01	01021623	2,552.02	06/26/14	1139 Midwest Natural Gas Inc	C
01	01021624	317.64	06/26/14	14028 Sprint	C
01	01021625	853.95	06/27/14	1007 Amazon	C
01	01021626	30.33	06/27/14	9849 Brenda Boucher	C
01	01021627	377.79	06/27/14	34576 London Casey	C
01	01021628	80.72	06/27/14	16756 Patrice Edgar	C
01	01021629	156.16	06/27/14	20796 Susan Kadlec	C
01	01021630	119.98	06/27/14	11703 Office Max	C
01	01021631	46.95	06/27/14	37281 Rebecca Reams	C
01	01021632	25.42	06/27/14	6963 Toni DeFoe	C
01	01021633	85.63	06/27/14	27324 Lora Sorenson	C
01	01021634	487.02	06/27/14	3018 United Way	C
01	01021635	53.50	06/27/14	18937 Wisconsin Support Collections Trust Fund	C
01	01021636	80.61	06/27/14	13897 Roger Zolldan	C
01	01021637	166.25	06/30/14	7714 Pizza Planet	C
01	01021638	260.00	06/30/14	23701 Apostle Septic Service	C
01	01021639	230.49	06/30/14	94 B & J Hardware, LLC	C
01	01021640	460.00	06/30/14	1252 Cooperative Educational Svc Agency #11	C
01	01021641	224.01	06/30/14	18961 Ecolab Institutional	C
01	01021642	100.00	06/30/14	42870 Rachel Garcia	C
01	01021643	3,239.89	06/30/14	531 Heartland Business Systems	C
01	01021644	744.15	06/30/14	12068 Heinemann	C
01	01021645	49.99	06/30/14	558 J.W. Pepper & Son Inc	C
01	01021646	100.00	06/30/14	42889 Michael LaBossiere	C
01	01021647	2,107.65	06/30/14	9121 RDJ Specialties, Inc.	C
01	01021648	111,744.06	06/30/14	42595 Roofers Mart of Minnesota	C
01	01021649	9.43	06/30/14	27324 Lora Sorenson	C
01	01021650	875.38	06/30/14	8273 Tierney Brothers, Inc.	C
01	01021651	27.50	06/30/14	42897 United States Treasury	C
01	01021652	5,155.10	06/30/14	1171 Walmart Community	C
01	06252014	96,960.03	06/25/14	35009 First National Community Bank	M
01	06302014	21,892.21	06/30/14	3085 Wisconsin Dept of Revenue	M

Total Bank No 01 380,657.42

Total Hand Checks (Including Hand Voids)	118,852.24
Total Computer Checks (Including Computer Voids)	261,805.18
Total ACH Checks (Including Voids)	.00
Total Computer Voids	.00
Total Hand Voids	.00
Total ACH Voids	.00
Grand Total:	380,657.42

Batch Yr	Batch No	Amount
14	000517	21,892.21

6.

A/P Summary Check Register

FPREG01A

<u>Bank</u>	<u>Check No</u>	<u>Amount</u>	<u>Date</u>	<u>Vendor</u>	<u>Type</u>
				14	000539 96,960.03
				14	000541 55.65
				14	000549 124,874.00
				14	000550 166.67
				14	000552 8,816.90
				14	000557 2,398.06
				14	000559 166.25
				14	000560 125,327.65

Skyward

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
DOME RANCH	1022200	07/01/2014	227.50
SchoolKidzcom LLC	1022201	07/01/2014	990.00
Dairy Queen - New Ri	1022202	07/02/2014	113.40
Key Government Finan	1022203	07/02/2014	106,839.96
Aegis Corporation	1022204	07/03/2014	4,995.00
Angie Hastreiter	1022205	07/03/2014	365.57
Community Insurance	1022206	07/03/2014	15,358.00
Fawn Doe Rosa	1022207	07/03/2014	168.00
Frontline Placement	1022208	07/03/2014	5,253.90
Gibbs Farm Museum	1022209	07/03/2014	330.00
Grand Slam Sports	1022210	07/03/2014	756.00
Tamarack Nature Cent	1022211	07/03/2014	420.00
WHY NOT PADDLE	1022212	07/03/2014	290.00
WILD RIVER FITNESS	1022213	07/03/2014	30.00
WISCONSIN DEPT OF JU	1022214	07/03/2014	50.00
Angie Hastreiter	1022215	07/03/2014	287.17
Employee Benefits Co	1022216	07/03/2014	1,786.26
MN Child Support Pay	1022217	07/03/2014	557.50
Waste Management of	1022218	07/03/2014	2,205.98
Wisconsin Support Co	1022219	07/03/2014	53.50
Just Jump	1022220	07/14/2014	130.00
New Richmond Theatre	1022221	07/14/2014	150.00
Osceola Pool	1022222	07/14/2014	112.00
PINZ Bowling Center	1022223	07/14/2014	630.00
University of Wiscon	1022224	07/14/2014	184.00
The Works	1022225	07/14/2014	617.50
Anderson's	1022226	07/16/2014	1,427.21
Apostle Septic Servi	1022227	07/16/2014	130.00
BAILLARGEON, JENNI	1022228	07/16/2014	1,633.98
Ball, John	1022229	07/16/2014	288.26
Benck Mechanical Inc	1022230	07/16/2014	229.62
Bristol Ridge Golf C	1022231	07/16/2014	200.00
BW T&F Enterprises L	1022232	07/16/2014	310.00
Chippewa Valley Spor	1022233	07/16/2014	1,082.00
Cooperative Educatio	1022234	07/16/2014	75.00
COVEY, TONI	1022235	07/16/2014	22.28
Eckroth Music Compan	1022236	07/16/2014	202.00
Econofoods	1022237	07/16/2014	90.63
EO Johnson Company I	1022238	07/16/2014	464.60
FamilyMeans	1022239	07/16/2014	890.00
Follett School Solut	1022240	07/16/2014	169.93
Foss, Sabrina	1022241	07/16/2014	51.04
Grainger	1022242	07/16/2014	70.51
Heartland Business S	1022243	07/16/2014	486.00
ISS Facility Service	1022244	07/16/2014	42,121.00
Klaas, Nancy	1022245	07/16/2014	102.30
Lamp Recyclers Inc	1022246	07/16/2014	101.46
LECCIA, MICHELLE	1022247	07/16/2014	15.00
McVitty, Angela	1022248	07/16/2014	90.12
Menards - Hudson	1022249	07/16/2014	24.00
NELCO	1022250	07/16/2014	473.90
Neopost USA Inc	1022251	07/16/2014	165.00
New Richmond High Sc	1022252	07/16/2014	600.00
Partners In Excellen	1022253	07/16/2014	6,200.00
Pioneer Manufacturin	1022254	07/16/2014	1,095.00
Pizza Planet	1022255	07/16/2014	172.00

8.

Board Check Listing (Dates: 07/01/14 - 07/16/14)

VENDOR	CHECK CHECK		AMOUNT
	NUMBER	DATE	
Plunkett's Pest Cont	1022256	07/16/2014	114.17
Praxair Distribution	1022257	07/16/2014	100.14
Reams, Rebecca	1022258	07/16/2014	91.01
Reliance Electric Mo	1022259	07/16/2014	925.00
ROOFERS MART INC	1022260	07/16/2014	35,292.33
Rosebud Ceramics, Ba	1022261	07/16/2014	93.30
Sorenson, Lora	1022262	07/16/2014	99.35
Target Bank	1022263	07/16/2014	18.38
Verizon Wireless	1022264	07/16/2014	49.78
Viking Coca-Cola Bot	1022265	07/16/2014	106.40
Walmart Community	1022266	07/16/2014	3,150.11
Weld, Riley, Prens &	1022267	07/16/2014	275.50
Whitlock, Beckah	1022268	07/16/2014	50.00
Wild Mountain	1022269	07/16/2014	201.00
Xcel Energy	1022270	07/16/2014	21,851.96
Assoc of Wisconsin S	1022271	07/16/2014	2,795.00
Ban-Koe Systems, Inc	1022272	07/16/2014	1,343.00
Chippewa Valley Spor	1022273	07/16/2014	1,696.00
Cooperative Educatio	1022274	07/16/2014	3,021.00
Cooperative Educatio	1022275	07/16/2014	10,080.00
COVEY, TONI	1022276	07/16/2014	76.87
Demulling Lawn Care	1022277	07/16/2014	3,654.00
Electronix Express R	1022278	07/16/2014	250.95
Ellner's Window Tmnt	1022279	07/16/2014	3,500.00
EO Johnson Company I	1022280	07/16/2014	2,024.00
Foss, Sabrina	1022281	07/16/2014	98.13
HealthPartners	1022282	07/16/2014	139,727.70
INDIANHEAD SPECIALTY	1022283	07/16/2014	22.90
MidAmerica Admin & R	1022284	07/16/2014	30,000.00
National School Boar	1022285	07/16/2014	2,675.00
Partners In Excellen	1022286	07/16/2014	400.00
Reams, Rebecca	1022287	07/16/2014	17.83
SFM	1022288	07/16/2014	19,728.00
ShoutPoint, Inc	1022289	07/16/2014	2,070.00
First National Commu	7032014	07/03/2014	29,521.82
	Totals for checks		517,004.71

FUND SUMMARY

FUND	DESCRIPTION	BALANCE SHEET	REVENUE	EXPENSE	TOTAL
10	General Fund	245,776.29	0.00	216,471.79	462,248.08
21	Special Revenues	3,221.64	0.00	990.00	4,211.64
27	Special Education	6,291.00	0.00	2,937.17	9,228.17
49	Other Capital Projects Fund	35,292.33	0.00	0.00	35,292.33
50	Food Service	0.00	0.00	333.30	333.30
60	Agency Fund	1,427.21	0.00	0.00	1,427.21
80	Community Service	499.58	0.00	3,764.40	4,263.98
***	Fund Summary Totals ***	292,508.05	0.00	224,496.66	517,004.71

***** End of report *****

June 20, 2014 through July 16, 2014

Checks:	Ck #1021613-1021652 (40 cks)	\$261,805.18
	Ck #1022200-1022289 (89 cks)	\$487,482.89
	2 First Natl Bank	\$126,481.85
	1 Wis Dept of Rev	\$21,892.21
		<hr/>
		\$897,662.13
	Less voided checks:	
		<hr/>
		\$897,662.13

**DRAFT
SCHOOL DISTRICT OF SOMERSET
BOARD OF EDUCATION
HUMAN RESOURCES COMMITTEE *
LEARNING CENTER CONFERENCE ROOM
MONDAY, JULY 7, 2014
5:30 P.M.**

MINUTES

Brian Moulton called the meeting to order at 5:30 p.m.

Roll Call was taken. Present were Brian Moulton, Mike Connor and Kelly Ott. Also present were Marie Colbeth, Lorri Baillargeon, Cheryl Ek, Kathy Brakke, Cory Lindenberg, Jen Grambort and Superintendent Randy Rosburg.

2014-2015 Benefits and Wages: Health Insurance: Premiums are known for 2014-2015. The health insurance renewal came back with a 9% increase. The district has changed the plan so the actual increase for 2014-2015 is an overall decrease of -2.7% for the district and -3.4% for employees. The changes in the plan raises the high deduction from \$3000/6000 to \$4000/8000, district contribution to the HSA remains at \$1000/2000, employee contribution to the HSA increases from \$500/1000 to \$1500/3000, the annual premium decreases for the district from \$460/1044 to \$444/1009 and for employees from \$613/1393 to \$593/1345 with the district providing, as needed, the same dollar amount for the unvested HRA funds in the amount of \$1500/3000. Committee recommends approval of the changes to the district provided health insurance plan be brought forward to the full board in July for approval.

Dental Insurance: The dental insurance renewal came back flat, no increase. Currently, the district provides 100% of the coverage costs for dental insurance for employees. We asked the provider of dental insurance to cost out a change in the plan from 100% district provided to 90% district and 10% employee contribution. The change to the plan came back with a flat increase too. The change in this plan decreases the district contribution from \$17121/15408 and increases the employees' contribution from \$0. To \$55/153 per year. Committee recommends approval of the dental plan with the district covering 90% and employees covering 10% of the annual premium be brought forward to the full board for approval in July.



Opt out: There are 30 employees who use the opt out in lieu of health insurance coverage. Of the 30, eight have spouses who use the district provided family health insurance. The opt out amount for spousal opt out is equal to single coverage, \$6,137. The other 22 employees use the opt out rather than district provided insurance. When the Employee Handbook was created three years ago or so a survey was conducted with opt out user who were not spousal users. The data gathered showed that most all of the opt out users would take single or family district provided health insurance. The cost of removing the opt out for these 22 employees was determined to not be a cost effective solution at that time. Gradually grandfathering out the spousal opt out option would provide a cost savings for the district. Reducing the opt out amount for the spousal employees by equal amounts over three or four years is a viable option. Committee recommends grandfathering out the spousal opt out option for employees hired after June 30, 2014 be brought forward to the full board for approval in July.

Health Reimbursement/Retirement (HRA): The district provides HRA funds to 21 district employees in the administrative and supervisory support staff employee groups. Originally, the HRA was for reimbursements for health items not covered by health insurance coverage. The HRA is available as a full HRA or Limited HRA depending on whether an employee used a high-deductible health insurance plan. The HRA benefit was bargained with these two employee groups by the board during the time period in which both groups, of twelve month employees, received zero or point sometime wage increases. Newly hired administrator and supervisory support staff employees are not eligible for the OPEB benefit as it has been grandfathering away since 2006 for all new hires. In lieu of OPEB, administrators and supervisory support staff employees receive funds in an HRA account, as a retirement funded account. The goal when converting the Collective Bargaining Agreement to an Employee Handbook was to keep it the same as much as possible. That same practice has been applied to the administration and supervisor support staff individual contracts.

Short -Term Disability Insurance: The district is providing short-term disability insurance as an optional benefit for employees who elect this coverage. The district provides this benefit at no cost to the district. The employee is responsible for all costs relating to this benefit. With short-term disability insurance available to employees, the district may transition away for providing employee sick bank accounts. Employee sick bank accounts do cost the district funds. Committee recommends providing short term disability insurance as an optional benefit for employees be brought forward to the full board for approval in July.

Long Term Care Insurance: The district is providing long-term care insurance as an optional benefit for employees who elect this coverage. The district provides this benefit at no cost to the district. The employee is responsible for all costs relating to this benefit. Committee recommends providing long-term care insurance as an optional benefit for employees who elect this coverage be brought forward to the full board in July for approval.

Wages: There is no requirement for 2014-2015 for the district to negotiate total base wage or the distribution of a total base wage or for a wage increase to be at or below the CPI. With the teachers and support staff not recertifying as a union for 2014-2015 the district may provide wage increases for these two employee work groups as has been for supervisory support staff and administrators in the past. The district is budgeting for a 2% cost of living wage increases for all employees. A 2% wage increase is the average budgeted for the 2014-2015 school year. Committee recommends approval of a 2% wage increase for all employees with the 2% for teachers equally distributed amongst all teachers be brought forward the full board for approval in July.

Meet and Confer Meetings: Prior to the end of the school year, Superintendent Rosburg held Meet and Confer meetings for all interested and available district employees. The purpose of these meetings was to share with employees the plan for providing benefits and wages for the 2014-2015 school year, to receive their feedback from individuals on this plan and to hear from individuals what other ideas they might have regarding benefits and wages for 2014-2015. Employees were accepting of a 2% wage increase if it was not consumed by increases in employee benefit costs. Teachers supported equal distribution of a wage increase as they wanted to make sure non-veteran teachers had a better opportunity to realize a larger wage increase. Interest exists in collaboratively establishing a performance pay opportunity to increase wages for teachers and support staff employees. Employees who did not attend the meetings provided input and feedback via call, meetings and email messages. All employees received via email a message explaining the planned benefits and wages for 2014-2015. Positive feedback was heard from staff on this process, the opportunity to learn and provide feedback.

Association: There are some teachers in the district that are represented by an Association. The ideas from the association were discussed.

IT Manager Position: RMM Solutions completed an IT Staffing and Assessment. The IT manager wage was discussed. RMM Solutions proposed hiring an IT manager to cover almost all district IT manager responsibilities at the local, average wage. RMM Solutions proposed hiring their proactive Managed Services and GreenLight IT Services for an amount less than the hiring of an IT manager. The timeline and process for hiring an IT Manager or IT Remote Service may be about equal. With the hire of an IT Manager a level of IT Contracted Services still exists. With the hire of IT Remote Services comes the IT Contracted Services with an appropriate level of on campus oversight of existing IT work regarding hardware, software and staff. RMM Solutions proposes starting out with IT Remote Services to organize the current IT hardware, software and staff. Then, consideration could be given to hiring an IT Manager with the appropriate skill set to move forward the work of the IT department. Committee recommends pursuing the RFP process and hire IT Remote Services for the 2014-2015 school year be brought forward to the full board in July for approval.

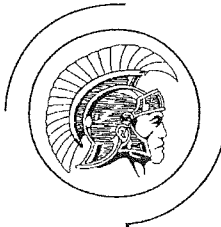
Ott moved with second by Connor to move to Closed Session in Accordance with State Statute 19.85 (1) (c) for the purpose of discussing negotiations proposals for district employees. Upon roll call vote, all members voted ‘yes; to move into closed session.

Ott moved, with second by Connor to move out of Closed Session. Upon roll call vote, all members voted “yes” to move out of Closed Session.

Topics for Future Agendas:

Ott moved, with second by Connor to adjourn the meeting at 6:50 p.m.

*A quorum of the Board of Education may be in attendance.



Somerset School District ■ P.O. Box 100 ■ Somerset, Wisconsin 54025

Randal M. Rosburg, District Administrator ■ 715-247-3313 ■ FAX: 715-247-5588 ■ rrosburg@somerset.k12.wi.us

High School
Principal
Chris Moore
715-247-3355
FAX: 715-247-3864

Middle School
Principal
Sara Eichten
715-247-4400
FAX: 715-247-4437

Elementary School
715-247-3311
FAX: 715-247-3327

Director of
Curriculum,
Instruction, &
Assessment
Trisha Sheridan
715-247-3313
FAX: 715-247-5588

Director of Business
Services &
Operations
David Gerberding
715-247-3313
FAX: 715-247-5588

Pupil Services
Director
Shannon Donnelly
715-247-4400
FAX: 715-247-4437

Date: July 7, 2014
To: HR Committee
From: Randy
Re: HR Agenda Items

The HR committee will discuss three agenda items this evening. They are: 2014-2015 Benefits/Wages, IT Manager position and Closed Session.

Health Insurance: Health insurance premiums are known for 2014-2015. The health insurance renewal came back with a 9% increase. We have changed the plan so the actual increase for 2014-2015 is an overall decrease of -2.7% for the district and -3.4% for employees. The changes in the plan raises the high deduction from \$3000/6000 to \$4000/8000, district contribution to the HSA remains at \$1000/2000, employee contribution to the HSA increases from \$500/1000 to \$1500/3000, the annual premium decreases for the district from \$460/1044 to \$444/1009 and for employees from \$613/1393 to \$593/1345 with the district providing, as needed, the same dollar amount for the unvested HRA funds in the amount of \$1500/3000. I recommend approval of the changes to the district provided health insurance plan. (Consent or Action)


Dental Insurance: Dental insurance premiums are known for 2014-2015. The dental insurance renewal came back flat, no increase. Currently, the district provides 100% of the coverage costs for dental insurance for employees. We asked the provider of dental insurance to cost out a change in the plan from 100% district provided to 90% district and 10% employee contribution. The change to the plan came back with a flat increase too. The change in this plan decreases the district contribution from \$17121/15408 and increases the employees' contribution from \$0. To \$55/153 per year. I recommend approval of the dental plan with the district covering 90% and employees covering 10% of the annual premium cost. (Consent or Action)

Opt Out: We have 30 employees who use the opt out in lieu of health insurance coverage. Of the 30, eight have spouses who use the district provided family health insurance. The opt out amount for spousal opt out is equal to single coverage, \$6,137.

The other 22 employees use the opt out rather than district provided insurance. When we created the Employee Handbook three years ago or so a survey was conducted with opt out user who were not spousal users. The data gathered showed that most all of the opt out users would take single or family district provided health


insurance. The cost of removing the opt out for these 22 employees was determined to not be a cost effective solution at that time. It is my belief that removing the opt out from these employees would not be a cost effective solution today.

Gradually grandfathering out the spousal opt out option would provide a cost savings for the district. Reducing the opt out amount for the spousal employees by equal amounts over three or four years is a viable option. I recommend grandfathering out the spousal opt out option in equal amounts over three years starting in the 2014-2015 school year. (Action)

 Health Reimbursement/Retirement Account (HRA): The district provides HRA funds to 21 district employees in the administrative and supervisory support staff employee groups. Originally, the HRA was for reimbursements for health items not covered by health insurance coverage. The HRA is available as a full HRA or Limited HRA depending on whether an employee used a high-deductible health insurance plan. The HRA benefit was bargained with these two employee groups by the board during the time period in which both groups, of twelve month employees, received zero or point sometime wage increases. Of the 21 employees 13 SSS receive \$1000, two administrators receive \$2000, one administrator receives \$1000 and the three administrators hired after 2006 receive \$3000.

Newly hired administrator and supervisory support staff employees are not eligible for the OPEB benefit as it has been grandfathering away since 2006 for all new hires. In lieu of OPEB, administrators and supervisory support staff employees receive funds in an HRA account, as a retirement funded account. These employees receive \$1000/year in this account.

The goal when converting the Collective Bargaining Agreement to an Employee Handbook was to keep it the same as much as possible. That same practice has been applied to the administration and supervisor support staff individual contracts. (Discussion)

 Short-Term Disability Insurance: The district is providing short-term disability insurance as an optional benefit for employees who elect this coverage. The district provides this benefit at no cost to the district. The employee is responsible for all costs relating to this benefit.

With short-term disability insurance available to employees, the district may transition away for providing employee sick bank accounts. Employee sick bank accounts do cost the district funds. (Consent or Action)

Long-Term Care Insurance: The district is providing long-term care insurance as an optional benefit for employees who elect this coverage. The district provides this benefit at no cost to the district. The employee is responsible for all costs relating to this benefit. (Consent or Action)

Wages: Regarding wages, there is no requirement for 2014-2015 for the district to negotiate total base wage or the distribution of a total base wage or for a wage increase to be at or below the CPI. With the teachers and support staff not recertifying as a union for 2014-2015 the district may provide wage increases for these two employee work groups as you have for supervisory support staff and administrators in the past. We are budgeting for a 2% cost of living wage increases for all employees.

Middle Border Conference districts are providing wage increases in the amounts from 1.46% (Amery, Unionized teachers and staff, CPI) to 3.00%. Some district have a performance pay process in place, other do not. A 2% wage increase is the average budgeted for the 2014-2015 school year.

With the decrease in district provided health insurance for employees in the amount of -3.4% a 2% wage increase will be realized by most all employees who have district provided health insurance. For employees who use most or all of the deductible of the HSA they will not realize the 2% wage increase as it will be used for health insurance coverage. Employees who are not eligible for district provided health insurance will realize the 2% wage increase. I recommend approval of a 2% wage increase for all employees with the 2% for teachers equally distributed amount all teachers. (Consent or Action)

Meet and Confer Meetings: Prior to the end of the school year I held Meet and Confer meetings for all interested and available district employees. The purpose of these meetings was to share with employees the plan for providing benefits and wages for the 2014-2015 school year, to receive their feedback from individuals on this plan and to hear from individuals what other ideas they might have regarding benefits and wages for 2014-2015.

Employees were accepting of a 2% wage increase if it was not consumed by increases in employee benefit costs. Teachers supported equal distribution of a wage increase as they wanted to make sure non-veteran teachers had a better opportunity to realize a larger wage increase. Interest exists in collaboratively establishing a performance pay opportunity to increase wages for teachers and support staff employees. Employees who did not attend the meetings provided input and feedback via call, meetings and email messages. All employees received via email a message explaining

the planned benefits and wages for 2014-2015. I heard positive feedback from staff on this process, the opportunity to learn and provide feedback. (Discussion)

Association: Some teachers are represented by an Association. The ideas from the Association regarding benefits and wages for 2014-2015 are attached.

IT Manager Position: RMM Solutions completed an IT Staffing and Assessment. A report is attached from RMM Solutions regarding hiring of an IT Manager and/or IT Services. Also attached is a document outlining RMM Solution's proposal for providing IT Services.

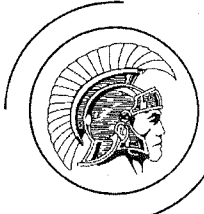
The IT Manager wage for 2014-2015 and budget for IT services equals approximately \$100,000. RMM Solutions proposed hiring an IT Manager to cover almost all district IT Manager responsibilities at a local and average annual wage of \$99,000. RMM Solutions proposed hiring their ProActive Managed Services and GreenLight IT Services for an approximate annual amount of \$83,700.

The timeline and process for hiring an IT Manager or IT Remote Service may be about equal. With the hire of an IT Manager a level of IT Contracted Services still exists. With the hire of IT Remote Services comes the IT Contracted Services with an appropriate level of on campus oversight of existing IT work regarding hardware, software and staff. RMM Solutions proposes starting out with IT Remote Services to organize the current IT hardware, software and staff. Then, consideration could be given to hiring an IT Manager with the appropriate skill set to move forward the work of the IT department. See the attached RMM Solutions' IT Staffing Repot for our school district.

It appears that hiring an IT Manager or IT Remote Services both have the potential to provide quality management of district technology. The questions before the committee and board is which option (manager or remote services) and process for securing IT Remote Services (select or response for proposals, RFP) to pursue. The selection would mean we pick a company to provide this service from companies we are familiar with who have assisted the district with IT matters. The RFP process would require a quality RFP document specific to our needs, screening and selecting a company to provide IT Remote Service. I recommend we pursue the RFP process and hire IT Remote Services for the 2014-2015 school year. Then, make a determination in the spring of 2015 whether to remain with contracted IT services or to pursue an IT Manager with some level of contracted IT service support too. (Action)

Closed Session: Convene to closed session.

ENC. 8.



Somerset School District ■ P.O. Box 100 ■ Somerset, Wisconsin 54025

Randal M. Rosburg, District Administrator ■ 715-247-3313 ■ FAX: 715-247-5588 ■ rrosburg@somerset.k12.wi.us

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Director of
Pupil Services
Shannon Donnelly
715-247-4400
FAX: 715-247-4437

To: BOE
From: Randy 
Date: July 21, 2014
Re: Open Enrollment Exception Request

We have an Open Enrollment Exception Request. The personal information on the application form has been covered.

The request satisfies the 20 day window of time in which the Somerset Board of Education has in order to take action on this matter at the July BOE meeting.

Option 7 on the application request form is the reason for the Exception request under the Open Enrollment Exception language. It has been determined that it is in the best interest of the student to attend McFarland virtual school. The original application request form lists all of the necessary information that is requested regarding this matter.

The request is for a student to open enroll out within (10) ten days of the Somerset Board of Education approval of the Open Enrollment Exception request.

The student application is listed as an individual item under the Consent portion of the July 21st BOE meeting agenda.

On review of all the related data, the recommendation for the Somerset Board of Education is to approve the Open Enrollment Exception requests for the student.



Wisconsin Department of Public Instruction
**PUBLIC SCHOOL OPEN ENROLLMENT—
ALTERNATIVE OPEN ENROLLMENT APPLICATION**
PI-9421 (Rev. 08-14)

INSTRUCTIONS: Submit completed form to the district administrator of the nonresident school district. Do not send this form to the Department of Public Instruction.

Additional instructions and information are at the end of this form.

Collection of this data is a requirement of s. 118.51, Wisconsin Statutes.

School Year for which Open Enrollment Exception is Requested 2014-15	Date Received in Nonresident School District Mo./Day/Yr.
--	--

I. GENERAL INFORMATION

To be completed by the parent or legal guardian (or the pupil if age 18 or older). The form must be submitted to the nonresident school district with any required documentation (see back of form).

Legal Name of Pupil First, Middle Initial, Last (A separate form must be completed for each pupil)

Sex Birthdate Mo./Day/Yr.

Name of Parent or Legal Guardian

Home Phone Area/No.

Work Phone Area/No.

Cell Phone Area/No.

Email

Mailing Address

City

State

ZIP

Street Address If different than above

City

State

ZIP

What grade will the pupil be in for the 2014-15 school year? 3-year-old Kindergarten PreK or 4-year-old Kindergarten

Early childhood /special education
Only if resident district also offers program and child is eligible.

Nonresident School District This is the school district the pupil is applying to attend. You may apply to no more than three (3) school districts in a school year. You must apply to each school district separately. If you submit applications to more than three (3) school districts, all applications will be invalid.

McFarland

Check one (Optional)

Hispanic/Latino

Not Hispanic/Latino

Optional—If you are applying for the pupil to attend a specific school(s) or program(s) in the nonresident school district, indicate here. Enrollment in a specific school or program is not guaranteed.

Check all that apply (Optional)

American Indian/ Alaska Native

Asian

Black/African American

Native Hawaiian/ Other Pacific Islander

Other Pacific Islander

White

White

Resident School District This is the school district in which you are currently residing. You must indicate a school district here.

Somerset

What school district, private school, or home-based education program is the pupil currently attending?

Yes No

Has the pupil been expelled at any time during the 2012-13, and/or 2013-14, and/or 2014-15 school year or are any disciplinary proceedings pending that could lead to expulsion?

Is the pupil currently attending public school in the nonresident school district?

Are siblings of the pupil currently attending public school in the nonresident school district? Name(s)

Are siblings of the pupil also applying at this time to attend the nonresident school district? Name(s)

Does the pupil have an individualized education program (IEP)?

Does the pupil currently receive special education services?

Has the child been referred for a special education evaluation that has not yet been completed?

Parents are responsible for transportation. If the pupil is eligible for free or reduced-price lunches under the School Lunch Program, you are eligible to apply for reimbursement of transportation costs.

No. of Pupils Transported

No. of Miles Round Trip

Check if you are applying for transportation reimbursement.

—OVER—

RECEIVED JUL 14 2014

This application is not valid unless Page 2 is completed.

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Page 2

II. REASON(S) FOR REQUEST

PI-9421

The pupil's resident school board has determined that the pupil has been the victim of a violent criminal offense. Attach a copy of any finding by the resident school board or a statement by an administrator of the resident school district explaining the reason for the finding. Attach an explanation of the circumstances leading to this request.

Date of Resident School Board Determination Mo./Day/Yr.

The pupil is or has been homeless in the current or immediately preceding school year. Attach an explanation of the circumstances leading to this request.

The pupil has been the victim of repeated bullying or harassment. Attach an explanation of the circumstances leading to this request, include the date(s) on which the bullying or harassment was reported to the school district, the person(s) to whom the bullying or harassment was reported, any attempts by the pupil, parent, and/or school district to halt the bullying or harassment, and the result of these attempts.

The place of residence of the pupil's parent or guardian and of the pupil has changed as a result of military orders. Attach a copy of the orders and an explanation of circumstances caused by the issuance of orders that led to this request.

Date Military Orders Issued Mo./Day/Yr.

The pupil has moved into this state. Attach an explanation of the circumstances leading to this request.

Date Pupil Moved into State Mo./Day/Yr.

The pupil's residence has changed as a result of a court order or custody agreement or because the pupil was placed in a foster home or with a person other than the pupil's parent, or removed from a foster home or from the home of a person other than the pupil's parent. Attach a copy of any court order, custody agreement, or other document pertaining to the change of the pupil's residence. Attach an explanation of the circumstances that led to this request.

Date Pupil Changed Residence Mo./Day/Yr.

An exception to the open enrollment application period is in the best interest of the pupil. Attach an explanation of the circumstances leading to this request.

III. SIGNATURE

I AM THE PARENT OR LEGAL GUARDIAN of the above-named pupil or I am the pupil age 18 or older. I am submitting an open enrollment alternative application for the reason(s) given above. All of the requested information is provided and is complete and correct. I grant permission to the school district my child is attending to provide a copy of my child's individualized education program (IEP) and acknowledge that the school district my child is attending may provide a copy of any expulsion order or information about any pending disciplinary proceeding involving the pupil.

Signature of Parent or Legal Guardian or Pupil if 18 or Older

Date Signed Mo./Day/Yr.

IV. INSTRUCTIONS

Instructions to the Parent/Legal Guardian or Adult Pupil

Complete this form, include all attachments, and send or deliver this form to the nonresident school district to which you are applying. You may apply to no more than three nonresident school districts in this school year.

The nonresident school district may deny the application for the same reasons it may deny an application submitted during the open enrollment application period. There is no provision in the statutes for parents to appeal a nonresident school district's decision.

The resident school district may only deny an application for the following reasons:

- The resident school district determines that the criteria relied on by the applicant does not apply to the pupil.
- The cost to provide the special education and related services in the nonresident school district constitutes an undue financial burden to the resident school district in light of its total economic circumstances.
- The resident school district does not agree that the transfer is in the best interest of the pupil.

The resident district may not deny an application if it is based on the resident school district's finding that the pupil has been the victim of a violent crime.

Instructions to the Nonresident School District

Immediately upon receipt of this form, send a copy of the form and all attachments to the resident school district indicated on the form.

Within 10 calendar days of receiving the individualized education program (IEP), send an estimate of the basic and special education costs, on form PI-9423, to implement the pupil's IEP in the nonresident school district.

Within 20 days of receiving the form, notify the parent, in writing, whether the application is approved or denied.

The resident school district may deny the application for the same reasons it may deny an application submitted during the regular open enrollment application period.

The nonresident school district may deny the application if it does not agree that the transfer is in the best interest of the pupil.

Instructions to the Resident School District

Within 10 calendar days of receiving this form, send a copy of the individualized education program (IEP) if the pupil is a child with a disability, and of any expulsion order or information about any pending disciplinary proceeding concerning the pupil.

Within 20 calendar days of receiving this form, notify the parent, in writing, if the application is denied.

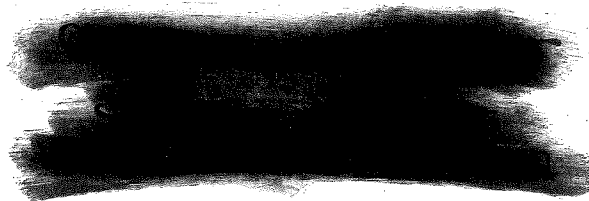
If the school board receives an estimate of basic and special education cost for a child with a disability later than the 10th calendar day after the application is submitted, the resident district shall notify the parent of approval or denial on or before the 10th calendar day after receiving the estimate of basic and special education cost.

The resident school district may only deny an application for the following reasons:

- The resident school district determines that the criteria relied on by the applicant does not apply to the pupil.
- The cost to provide the special education and related services in the nonresident school district constitutes an undue financial burden to the resident school district in light of its total economic circumstances.
- The resident school district does not agree that the transfer is in the best interest of the pupil.

The resident district may not deny an application if it is based on the resident school district's finding that the pupil has been the victim of a violent crime.

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July 9, 2014

Wisconsin Virtual Academy
4709 Dale - Curtin Drive
McFarland, WI 53558

Dear Sir or Madam:

I am enclosing the Alternative Open Enrollment Application Form for my [redacted] [redacted] will be in the [redacted] for the 2014-2015 school year. We have been homeschooling from Kindergarten through Grade 3. As [redacted] gets older, I need more variety in the ways to teach him that will give us structure, provide accountability, but at the same time be flexible to work within our family dynamic. It appears that K12 virtual online public school will meet those needs. Therefore, we are seeking to enroll [redacted] for this upcoming school year.

Thank you for considering [redacted] Open Enrollment Application. I look forward to hearing from you soon.

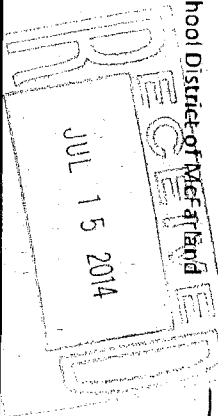
Sincerely,



Enclosure

SCHOOL DISTRICT OF MCFARLAND (SY 14-15)
WISCONSIN VIRTUAL ACADEMY (WIVA) OPEN ENROLLMENT RECORDS REQUEST-ALTERNATIVE-EXCEPTION APPLICATION

DATE: 7-15-14
TO: Open Enrollment Coordinator
FROM: Kathy Schefft, WIVA Open Enrollment Coordinator, School District of McFarland
MAILING ADDRESS: 4709 Dale-Curtin Drive, McFarland, WI 53558
PHONE: 608-838-9482
FAX: 608-838-9483
EMAIL: kschefft@k12.com
RE: Open Enrollment - Student Records Request



In accordance with s. 118.51 (8), Wis Stats, and PI 36.03 (1) (e), Wis. Adm. Code, we request information regarding the following applicants:

- 1- Information regarding a referral for special education, but has not yet been evaluated.
- 2- Information regarding any special education program, including a copy of Applicant **IEP & MOST RECENT ELIGIBILITY EVALUATION.**
- 3- Information regarding any pending disciplinary proceedings that could lead to expulsion.
- 4- Copy of any Expulsion Order for APPLICANT for 2011-2012, 2012-2013 and/or 2013-2014 school year.

Please send records for applicants listed below and this form via fax or mail within five (5) business days of receipt of this request.

Fax to: 715.247.5588

1st Request: 7/15
2nd Request: _____
3rd Request: _____

Resident District	Current/Prior Attendance	Student First Name	Student Last Name	D.O.B.	GRADE 14-15	SPED Yes/No	SPED Pending Yes/No	Expulsion Yes/No	Expulsion Pending Yes/No
<u>Somerset</u>		[REDACTED]	[REDACTED]	[REDACTED]					

**District Goal: To Improve Student Achievement and Growth
July, 2013-14**

Build common assessments to assure alignment of curriculum to state and national standards.

- Summer professional development is going strong.
 - Approximately 50 teachers and guidance counselors have attending BYOC workshops to document their guaranteed and viable curriculum.
 - Teachers, directors and a building leader attending the Minnetonka Leadership Institute to hear national experts on curriculum, instruction and assessment. The information received at the institute was affirming as it mirrored our local efforts.
 - CESA 11 Educational Consultant Kris Rangel worked with our middle level English Language Arts instructors to learn about implementing a workshop environment to meet the demands and rigor of the Common Core.
 - Our co-teaching classes will have 10 teaching teams from across the district work side by side to plan how to best serve all students.
 - Seventy-seven staff members will learn how to integrate and use technology to work smarter and increase student engagement by participating in classes including Schoology, Beyond Powerpoint, Google Sheets/Forms, and Google Sites.
 - Approximately 60 of our instructional staff have registered to attend our Summer Assessment Workshop with Elizabeth Rossini. We have recently opened up the registration to a few of the surrounding districts to bring the workshop attendance to its capacity.

Implement Response to Intervention (RTI) for K-12.

- Google Sheets is being built to store, sort and more efficiently utilize student data K-12. This collaborative tool will foster clear communication and consistency across buildings.

Other News from our Schools

Elementary School

- Welcome Chris Kamrath to Somerset School District as the new elementary principal. Chris has enjoyed his time at Somerset so far and looks forward to being a part of the Somerset community.

Middle School

- Summer school is happening at SMS and the building is alive each day from 8-noon with busy students learning and growing. Thanks to Brad and Sandy Nemece for again coordinating this great programming for our students.
- General summer maintenance is occurring around the building as George and the ISS staff are working around summer school to make sure the building is set when students return in the fall.

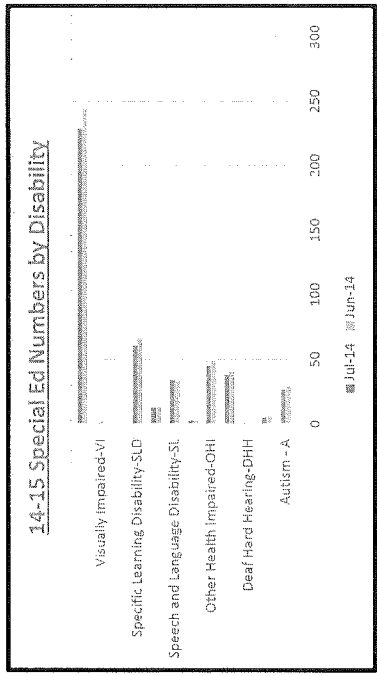
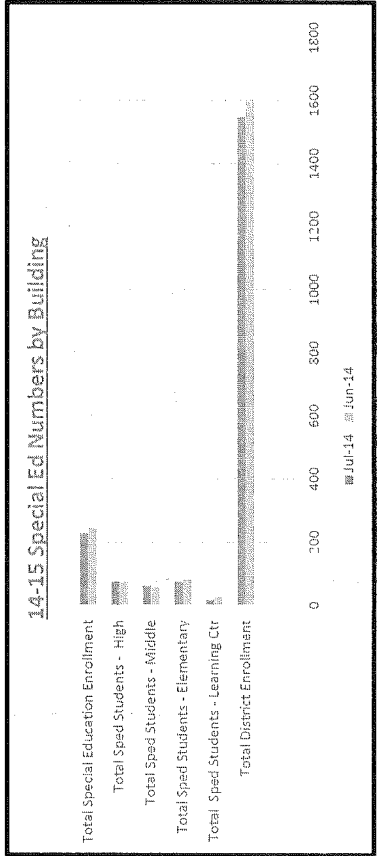
High School

- General summer maintenance is occurring around the building as Chad and the ISS staff are working around summer school to make sure the building is set when students return in the fall.
- Let's give a big Somerset welcome to the following new high school staff: John Walsh (Director of Programs) and Kristin Siskow (social studies teacher). We are very excited for their arrival!

Pupil Services

- Let's give a big Somerset welcome to the following new pupil services staff: Billie Jo Stephens (elementary special ed. teacher), Stephanie Briggs (middle school special ed. teacher), Kay Vater (elementary gifted and talented teacher/Kindergarten art teacher). In addition, Jeanne Germain will be taking over the middle school and high school gifted and talented program. We are very excited for their arrival!
- Over the course of the next month, the Pupil Services office will be coordinating all updates to the 14-15 District Emergency Procedures binder. These updates include making all necessary revisions to building maps, tornado and fire evacuation plans, building response teams, and reviewing best practice emergency management policies and procedures.

Special Education Numbers by building 14-15	Jun-14	Jul-14
Total District Enrollment	1595	1548
Total Sped Students - Learning Ctr	28	18
Total Sped Students - Elementary	84	75
Total Sped Students - Middle	57	61
Total Sped Students - High	75	75
Total Special Education Enrollment	244	229
Special Education Numbers by Disability 14-15	Jun-14	Jul-14
Autism - A	29	27
Cognitively Disabled-CD	7	5
Deaf Hard Hearing-DHH	1	1
Emotional/Behavioral Disability-EBD	40	38
Other Health Impaired-OHI	49	45
Orthopedically Impaired-OI	3	3
Speech and Language Disability-SL	33	34
Severe Developmental Delay-SDD	13	13
Specific Learning Disability-SLD	66	61
Traumatic Brain Injury-TBI	1	1
Visually Impaired-VI	2	1
Total Special Education Enrollment	244	229
# of Students Placed Outside of Dist	5	1
# of Students served at St Annes	3	3
Home-schooled or alt location	1	1
Graduates	16	
Returning Graduates		2



SOMERSET MIDDLE SCHOOL BAND INSTRUMENT INVENTORY

The majority of the basic clarinet, flute and trumpets are donations that we are using as student rentals. Larger instruments are typically owned by the school and used to full out the band's sound.

INST.	MAKE	SERIAL NO.	4 3 2 1 0		Prof. MP	COMMENTS	CASE ID	REPLACE COST	STUDENT	Rent Pd 2014-15
			COND.							
Flute	Armstrong	104 66575	3			repairs June '14 plays well	Blk plastic handle	\$ 850.00	STAFF - Tunison	
Flute	Deford	22519	3			plays well	black plastic	\$ 850.00	back up	
Flute	Deford	20587	2			tarnish - needs pad replace. - donated Sept. '13	LaCrosse sticker	\$ 850.00	STAFF - Emerson	
Oboe	Lescher	S4242	1			Resonite, No Low B Key - not playable	brown plastic	\$ 2,400.00	(not working)	
Oboe	Normandy	4119	3			Wooden, Has Low B Key - repaired 5/12	black stitched	\$ 2,400.00	STAFF	
Clarinet	Vito	C76477	3			plays well	black vito	\$ 875.00	Jordan Varga 8	
Clarinet	Vito	D73182	3			repaired Oct. '13	blk lthr Leblank	\$ 875.00	STAFF - Emerson	
Clarinet	Vito	A70491	3			corks showing wear	blk "leather"	\$ 875.00	Satin Mull 6	
Clarinet	Vito	95803	3			corks showing wear	Leblank Blk Lth	\$ 875.00	back up	
Clarinet	Vito	C68769	3			NEEDS some cork.	blk "leather"	\$ 875.00	Jessica Wiggins 6	
Clarinet	Vito	C33930	0			NO Mouthpiece - needs cork	blk plastic vito	\$ 875.00	(not working)	
Clarinet	Vito	C65452	0			needs cork	blk plastic vito	\$ 875.00	back up	
Clarinet	Bundy	S250148	1			repaired Oct. '13	black plastic dirty inside	\$ 875.00	Haley Morey Moen 7	
Clarinet	Bundy	1255245	1			Needs adjusting	square plastic	\$ 875.00	(not working)	
Clarinet	Yamaha	197420A	3			plays well	Yamaha plastic	\$ 875.00	STAFF - Tunison	
Clarinet	Bundy	1108116	0			NEEDS adjust / MP cork! (donation '12)	grey plastic not latching	\$ 875.00	(not working)	

Alto Clarinet	Vito	none	2		(not used in some time)	black	\$ 1,700.00	(only used in clarinet ensemble music)
Bass Clarinet	Bundy	2929	3	yes	Plays well 1998		\$ 1,750.00	Zach Lustig 7
Bass Clarinet	Martin	34899	0		Wooden- rehab '11 - repairs 4 times Cracked, not repairable	Brown Case		not playable / repairable
Bass Clarinet	Vito	7315A	2		needs cork and some adjusting - from HS '12	black duct tape not latching	\$ 1,750.00	Sam Christianson 8
Bass Clarinet	Selmer	6219H	4	add !	new June 2014	black leatherette	\$ 1,750.00	TBD 6
Alto Saxophone	Yamaha	184428	3		bell dent rim in shop	dk brown lthr	\$ 2,000.00	(Emma Westmoreland)
Alto Saxophone	Yamaha	061244A	3		minor wear n tear - plays well	dk brown lthr	\$ 2,000.00	Violet Cavett 8
Alto Saxophone	Conn	K48415	2		in shop May 2012	grey plastic	\$ 2,000.00	STAFF - Emerson
Alto Saxophone	Vito	44650	3		plays well	blue	\$ 2,000.00	STAFF - Tunison
Alto Saxophone	Beauford	P30916	2		Donated & rehabed 2011, no mp don't rent out - cheap make, doesn't seal well	new gig bag	\$ 2,000.00	back up only
Tenor Saxophone	Buffet	19441	3		plays well	blk rounded but holes	\$ 2,400.00	(Sally Bodlivrick)
Tenor Saxophone	Conn	M23351	3		plays well	grey conn	\$ 2,400.00	(Stephanie Lustig)
Tenor Saxophone	Buescher	265798	0		silver Repaired 1999-2000 seems leaky May 2012	brown	\$ 2,400.00	(not working)
Tenor Saxophone	Vito	15099	2		playable	blue	\$ 2,400.00	Xander Jacobson 6
Baritone Saxophone	Martin	187947	0		red rot, showing its age repaired 2011 60 plus yrs old	Conn blk Leath		not playable / repairable
Baritone Saxophone	Vito	2781294	0		red rot - repaired '10 & 2011	very beatup blk leather - breaks		not playable / repairable
Baritone Saxophone	Vito	90103592	3	yes	Low A, Playing Cond. '99	Good	\$ 5,000.00	Kennedi Kjellberg 8
Baritone Saxophone	Cannonball L B5	159674	4	add !	Excellent - Maint Plan New Dec. '13	cloth gig bag	\$ 5,000.00	Jonathon Richard 7

Trumpet	Holton	887452	3			plays well general wear and tear	black leatherette	\$ 1,100.00	Rachel Webb 5	\$25.00
Trumpet	King	494735	3			plays well	grey plastic	\$ 1,100.00	STAFF - Emerson	
Trumpet	King	654436	2			valves sluggish - red rot, crunches	blk plastic	\$ 1,100.00		
Trumpet	King	979774	3			plays well	burgundy plastic	\$ 1,100.00	Back-up	
Trumpet	Bundy	886359	1			much corrosion/dents no D slide ring	black plastic #49	\$ 1,100.00	Back - up only	
Horn, Double	Conn	321303	1			<i>borrowed from HS repaired sharp edges with duct tape</i>			<i>Ben Dolan Harfen</i>	
Horn, Double	Conn	387784	3	yes		Maintenance plan	warped hard to close	\$ 3,000.00	Blaine Cavett 8	
Horn, Double	Yamaha YHR-567 Int	40263	4	add!		Excellent - Grant from St. Croix Valley Dec. '13	Black Plastic	\$ 3,000.00	Ben Dolan Harfen	
Horn, Single	Conn	L97573	1			Bb Slide, severely crunched tubing	Conn	\$ 2,200.00	Paige Soderstrom	
Horn, Single	Pan American	208009	1			Very corroded - dents	Poor	\$ 2,200.00	AT HS	
Horn, Single	Holton	652173	2			rehabed 2011	black	\$ 2,200.00	STAFF - Tunison	
Trombone	Conn	514129	1			crushed slide end - no mp slide doesn't move well	black plastic	\$ 1,200.00	Back Up Only	
Trombone	Bach	72046	2			wear and dents issues with slide latches	lg black leather	\$ 1,200.00		
Trombone	Bach	A28840	2			plays well	black plastic	\$ 1,200.00	STAFF - Emerson	
Trombone	Jupiter	D01815	2			bell crunch / acq 2011	black plastic	\$ 1,200.00		
Trombone	King	9818	3			plays well	black plastic	\$ 1,200.00	STAFF - Tunison	
Trombone	Yamaha	336000	3			purchased used 2013	black plastic	\$ 1,200.00	Eric Forsberg	

Euphonium	Accent	912043	3.5		Upright Gift in mem of Ron Berg '11 valve issues	some	blk lthr	\$ 1,500.00	Alex DeRosier	\$25.00
Euphonium	Accent	1003082	3.5		Upright curriculum funds '11		blk lthr warped - hard to close	\$ 1,500.00	Jordan German	\$25.00
Baritone	Jupiter	2252	2		valve front minor dents, bell crunch, red rot		blk plastic	\$ 1,500.00	STAFF - Tunison	
Baritone	Conn	200638	2		valve front many dents no MP		blk plastic	\$ 1,400.00	Alex @ home	\$10.00
Baritone	Conn	H899847	1		valve front lots of significant denting		brown plastic	\$ 1,400.00		
Baritone	Olds	494015	1		valve front dents lower tubing finish wear red rot no MP		blk plastic - only one latch!	\$ 1,400.00		
Baritone	Olds	604715	2		valve front Ambassador donated winter 2013 no MP		new blk case purchased	\$ 1,400.00	Jordan @ home	\$10.00
Tuba 3/4	Yamaha	106225	3	(off)	valve front 3/4 size		grey plastic	\$ 2,600.00	Garret Osborne 8 Lewis Schneider 5	\$25.00
Tuba 3/4	Yamaha	103153	3	(off)	upright 3/4 size		grey plastic	\$ 2,600.00	Isiah Moody 6 Antonio Gomez 5	\$25.00
Tuba 3/4	Holton	3084	2		upright for home practice	trade 2011	black plastic	\$ 2,600.00	Lewis @ home	\$10.00
Tuba 3/4	Yamaha	474	2		valve front for home practice	trade 2011	black leatherette	\$ 2,600.00	Antonio @ home	\$10.00
Tuba	Sanders	?	3		rotor bought used 2011		black plastic	\$ 5,000.00	Isiah @ home tbd	
Tuba	Conn	GB790144	2		valve front bought used 2011 dents smoothed out		back plastic handle broke	\$ 5,000.00	Shelly Varga Isiah?	
Bass Guitar and amp	Squire &		2				blk cloth gig bag	600 + 500	Violet Cavett	
Bell Kit	Vic Firth	23822	3		with all needed stands - plain		Fabric Vic Firth	\$ 280.00	bells in use band room	
Bell Kit	Vic Firth	23659	3		with all needed stands - plain		Fabric Vic Firth	\$ 280.00	bells in use band room	
Bell Kit	Pearl		2		with all needed stands - letter stamped		Fabric	\$ 280.00		
Bells	Vic Firth	31493	3		Donation Trish Sheridan '12 with all stands + sep snare		Fabric Pearl	\$ 340.00	(Taylor Hokanson)	

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TOTAL RENTAL FUNDS IN FROM STUDENT USE INSTRUMENTS (so far - only summer rentals paid)										\$165.00
INST.	MAKE	SERIAL NO.	CONDITION	COMMENTS	CASE ID	STUDENT	STUDENT	STUDENT	STUDENT	inventory May'14
Snare Drums (3)	Ludwig		2	Chrome, 14"x5" need new heads, strainers, snares	Yamaha Stands 2 conc-1 set	percussionists use band room	\$200 ea.			
Snare Drums (2)	Gretsch		2	Wood, 14"x7", red	2 Ludwig Stands		\$200 ea.			
Snare Drum	Slingerland		1	6" for drum set, missing heads, rods			\$200 ea.			
Bass Drum	Ludwig		3	Pearl Floor stand		percussionists use band room	\$ 1,200.00			
Suspended Bass Stand			2	too large for ms - not in use		to HS	\$ (600.00)			
Timpani	Ludwig		2	32"		percussionists use band room	\$ 1,500.00			
Timpani	Ludwig		2	25"		percussionists use band room	\$ 1,400.00			
Drum Set	Ludwig		3	Bass, High Tom, Floor Tom, Bass Pedal		percussionists use band room	\$ 500.00			
Drum Set Throne	Pearl		2			percussionists use band room	\$ 125.00			
Xylophone	Majestic		4	new 2010 adjustable stand		percussionists use band room	\$ 2,000.00			
Orchestra Bells	Ross		3	2 1/2 Octave with Case	missing latch	percussionists use band room	\$ 1,000.00			
Chimes			2		cover ripped	percussionists use back storage room	\$ 3,000.00			

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High Hat Cymbal	Zidjian	3	14" with Ludwig Stand		175-125	percussionists use band room
Ride Cymbal	Zidjian	3	18" with Ludwig Stand		125-75	percussionists use band room
Crash Cymbals	Zidjian	2	on stand .. Rusty got from hs		100-75	percussionists use band room
Splash Cymbal	Wuhan	3	new 2011 - "cheap"		25-50	percussionists use band room
1 Pr Crash Cymbals	Zidjian	3	concert size - very heavy		\$ 500.00	percussionists use band room
2 Pr Crash Cymbals	Sabian	3	14 in - lighter! new '13 & '14 orr marching band		\$65 ea pr	percussionists use band room
Gong	Zidjian	3	28"with stand		\$ 600.00	percussionists use band room
Woodblocks set	LatinPerc	4	set of 5 on stand		\$ 250.00	percussionists use band room
JamBlocks	LatinPerc	3	2 red one blue		40 ea	percussionists use perc. cabinet
Woodblock 3wood	variety	2	3 sizes		30 ea	percussionists use perc. cabinet
Tambourines	2	2	one with head, one without some breakage		15 ea	percussionists use perc. cabinet
finger cymbals	pair +1	2	finish wear but servicable		\$ 20.00	percussionists use perc. cabinet
triangles	2	3	large and small		35 & 40	percussionists use perc. cabinet
sleighbells	1	1	rusty and held together with duct tap		\$ 60.00	percussionists use perc. cabinet
cabasa	1	3			\$ 35.00	percussionists use perc. cabinet
cowbell		2	rusty (have other sizes with general music)		\$ 30.00	percussionists use perc. cabinet
ratchet	1	3			\$ 33.00	percussionists use perc. cabinet
brake drums	2	2	donated from auto shop		\$ 20.00	percussionists use perc. cabinet
slapstick		2	home made		\$ 40.00	percussionists use perc. cabinet
maracas		2	very quiet wood		\$ 16.00	percussionists use perc. cabinet

3A

guiro			3	some wear			\$ 18.00	percussionists use perc. cabinet
vibraslap			3	kept in office closes			\$ 45.00	office storage
claves			2	very worn - often moved to Arican drums			\$ 18.00	percussionists use perc. cabinet
wind chimes			2	several pieces missing			\$ 85.00	back storage room
Bell Kit	Ross		1	2 1/2 Octave with Case	hard case			
Bells / Sn Pd	Ross	??	1	some keys falling off				use by timpani in lieu of pitch pipe
Practice Pads			2	metal and bounce pad				
Practice Pads	Ludwig		2	black rubber - top of snare drum				in use band room
Piano	Boston		4	New 1999-2000				
Piano	Holland		1	Very Old Upright, cracked sound board				
Piano	Story & Clark		1					
Piano	Holland		1					
Electric Keyboard	Casio WK-1200		4	New 1999-2000	none			
Electric Keyboard	Casio WK-1300		4	New 1999-2000	none			
Electric Keyboard	Casio Tone 202	2B504354	3		none			

SOMERSET HIGH SCHOOL BAND-INSTRUMENT INVENTORY

INSTRUMENT	MAKE	SERIAL #	CONDITION	CASE CONDITION	LOCATION	M & R	ADDED ON	RECOMMENDATIONS	Priority
CONCERT BAND-WOODWINDS									
FLUTE-PICCOLO (RESONITE)	GEMEINHARDT	80310	POOR	GOOD	H.S.			NEEDS COMPLETE REPAD-Add to M/R	HIGH
FLUTE-PICCOLO	ARMSTRONG	296209L	POOR	GOOD	H.S.			NEEDS COMPLETE REPAD-Add to M/R	HIGH
FLUTE	GEMEINHARDT	57051	FAIR	GOOD	H.S.				
FLUTE	GEMEINHARDT	E60439	FAIR	GOOD	H.S.				
FLUTE-ALTO	GEMEINHARDT	A2458	FAIR	GOOD	H.S.			NEEDS CLEANING/MINOR REPAIR	MED.
OBOE	SIGNET	12788	GOOD	GOOD	H.S.			NEEDS CLEANING/MINOR REPAIR	MED.
CLARINET-SOPRANO Eb	YAMAHA	00114	GOOD	GOOD	H.S.			NEEDS CLEANING/MINOR REPAIR	MED.
CLARINET-Bb	VITO	C33930	FAIR	GOOD	H.S.			NEEDS CLEANING/MINOR REPAIR	MED.
CLARINET-Bb	VITO	A22786	FAIR	GOOD	H.S.			NEEDS CLEANING/MINOR REPAIR	MED.
CLARINET-CASE ONLY								SELL AS SCRAP	
CLARINET-Bb	PEDEER	W3858	JUNK	POOR	H.S.			SELL AS SCRAP	
CLARINET-Bb	HENKIN	159974	JUNK	POOR	H.S.			SELL AS SCRAP	
CLARINET-Bb	VITO	01492A	JUNK	FAIR	H.S.			SELL AS SCRAP	
CLARINET-ALTO	BUNDY	15746	GOOD	GOOD	H.S.				LOW
CLARINET-BASS	BUNDY	26973	POOR	POOR	M.S.	✓		REPLACE CASE, REPAIR CLARINET,	MED.
CLARINET-BASS	JUPITER	N82311	EXCELLENT	EXCELLENT	H.S.	✓	2012		
CLARINET-CONTRA BASS	BUNDY	2036	GOOD	GOOD	H.S.			NEEDS CLEANING/MINOR REPAIR NOT USED OFTEN ENOUGH FOR M/R	MED.
SAXOPHONE-SOPRANO	VITO	00109382	GOOD	GOOD	H.S.			NEEDS CLEANING/MINOR REPAIR	HIGH
SAXOPHONE-ALTO	VITO	801956	GOOD	GOOD	H.S.			NEEDS CLEANING/MINOR REPAIR	HIGH
SAXOPHONE-ALTO	ARMSTRONG	N169507	POOR	FAIR	H.S.			NEEDS CLEANING/MINOR REPAIR	HIGH
SAXOPHONE-TENOR	YAMAHA	19240	EXCELLENT	GOOD	H.S.	✓	2003		
SAXOPHONE-TENOR	BUNDY	1132343	GOOD	GOOD	H.S.		2003		
SAXOPHONE TENOR	YAMAHA	012136A	GOOD	GOOD	H.S.	✓			
SAXOPHONE-TENOR	MARTIN	71633	GOOD	GOOD	H.S.	✓			
SAXOPHONE-BARITONE (YBS-52)	YAMAHA	20936	Excellent	Good-needs handle	H.S.	✓	1/16/2006		
SAXOPHONE-ALTO (CASE ONLY)								SELL AS SCRAP	
SAXOPHONE-BARITONE	MARTIN	187947	JUNK	POOR	H.S.			SELL AS SCRAP	
SAXOPHONE-BARITONE	VITO	2781284	JUNK	POOR	H.S.			SELL AS SCRAP	
BASSOON	LINTON	5k36730	GOOD		H.S.			REPLACE CASE	MED
CONCERT BAND BRASS									
TRUMPET	HOLTON	821047	FAIR	GOOD	H.S.			NEEDS CLEANING/MINOR REPAIR	MED
TRUMPET	CONN (DIRECTOR)	821047	FAIR	GOOD	H.S.			Donation-Needs Cleaning/minor repairs	MED
TRUMPET (CASE ONLY (donation))								SELL AS SCRAP	
CORNET	OLDS	248098	POOR	POOR	H.S.			SELL AS SCRAP	LOW
CORNET	OLDS	517908	POOR	POOR	H.S.			SELL AS SCRAP	LOW
HORN-DOUBLE	CONJINENTALS	33902	POOR	FAIR	H.S.			SELL AS SCRAP	HIGH
HORN-DOUBLE	CONN	321303	POOR	GOOD	M.S.			REPLACE ASAP-REPAIR AND	HIGH
HORN-DOUBLE	HOLTON	649790	POOR	FAIR	H.S.			REPLACE ASAP-REPAIR AND	HIGH
EUPHONIUM-470L	JUPITER	N34129	EXCELLENT	EXCELLENT	H.S.	✓	2012		
EUPHONIUM-470L	JUPITER	N34209	EXCELLENT	EXCELLENT	H.S.		2012		
EUPHONIUM	JUPITER	20081	GOOD	GOOD	H.S.			USE FOR "LOANER" AT HOME PRACTICE INSTRUMENT	HIGH
EUPHONIUM	REYNOLDS	242254	POOR	GOOD	H.S.			USE FOR "LOANER" AT HOME PRACTICE INSTRUMENT	MED
TROMBONE	KING	40326666	GOOD	GOOD	H.S.				
TROMBONE	JUPITER	JSL432	GOOD	GOOD	H.S.				
TROMBONE	BACH	E10387	GOOD	GOOD	H.S.				
TROMBONE	JUPITER	32275	GOOD	GOOD	H.S.				
TROMBONE-BASS	OLDS	5925111	GOOD	GOOD	H.S.			FULL CLEANING NEEDED-REPAIR	HIGH
TUBA-JCB-482L	JUPITER	M35410	EXCELLENT	EXCELLENT	H.S.	✓	2011		
TUBA-JCB-482L	JUPITER	M35419	EXCELLENT	EXCELLENT	H.S.		2011		
TUBA	CONN	500973	FAIR	FAIR	H.S.			FULL CLEANING, USE FOR AT HOME PRACTICE INSTRUMENT	
MARCHING BAND BRASS									
SOUSAPHONE	OLDS	493801	POOR	FAIR	H.S.			SELL AS SCRAP	
SOUSAPHONE	CONN		POOR	FAIR	H.S.			SELL AS SCRAP	
SOUSAPHONE (CHAIR)			POOR	NA	H.S.			SELL AS SCRAP	
SOUSAPHONE	JUPITER	P70085	EXCELLENT	EXCELLENT	H.S.		2013		
SOUSAPHONE	JUPITER	P70238	EXCELLENT	EXCELLENT	H.S.		2013		
MELLOPHONE	JUPITER	30929	FAIR	FAIR	H.S.			REPLACE ASAP-REPAIR AND	HIGH
MELLOPHONE	JUPITER	30048	FAIR	FAIR	H.S.			REPLACE ASAP-REPAIR AND	HIGH
MELLOPHONE	JUPITER	30090	FAIR	FAIR	H.S.			TRANSFER TO MS	HIGH
DRUM SETS									
RED-LACQUER 5 PC DRUM SET (VISION)	PEARL		GOOD		H.S.		2012	REPAIR SUPPORT LEGS	
20" RIDE CYMBAL (AVEDIS)	ZILDJIAN		GOOD		H.S.				
RIDE CYMBAL STAND	PEARL		FAIR		H.S.				
14" HI-HAT CYMBALS (AVEDIS)	ZILDJIAN		GOOD		H.S.				
HI-HAT STAND	PEARL		EXCELLENT		H.S.		2012		
CRASH CYBAL (ZBT)	ZILDJIAN		VERY GOOD		H.S.		2013		
CRASH/RIDE STAND	PEARL		GOOD		H.S.		2012		
STOOL	PEARL		GOOD		H.S.				
SILVER 5 PC DRUM SET (ACCENT)	LUDWIG		VERY GOOD		H.S.		2013		
18" CRASH/RIDE CYMBLA (ZBT)	ZILDJIAN		VERY GOOD		H.S.		2013		
CRASH/RIDE STAND	LUDWIG		VERY GOOD		H.S.		2013		
13" HI-HAT CYMBALS (ZBT)	ZILDJIAN		VERY GOOD		H.S.		2013		

HI-HAT STAND	LUDWIG		VERY GOOD		H.S.	2013		
STOOL	LUDWIG		VERY GOOD		H.S.	2013		
CONCERT PERCUSSION								
SNARE DRUM	LUDWIG	15889	GOOD		H.S.			
SNARE DRUM	LUDWIG	1971503	FAIR		H.S.			
CYMBAL STAND	PEARL		FAIR		H.S.			
1 SET TIMBALES (MET. GREY) WITH STAND	LUDWIG	2067848	FAIR		H.S.			
20" CRASH CYMBALS			GOOD		H.S.			NEED NEW STRAPS
FOLDING STAND FOR BELLS			GOOD		H.S.			
23" COPPER TIMPANI	LUDWIG		GOOD		H.S.			
26" COPPER TIMPANI	LUDWIG		GOOD		H.S.			
30" COPPER TIMPANI	LUDWIG		GOOD		H.S.			
32" WOOD BASS DRUM W/ STAND	LUDWIG		GOOD		H.S.			
1 1/2 OCTAVE GOLD CHIMES W/COVER	MUSSER		GOOD		H.S.			REPLACE COVER
3 1/2 OCTAVE XYLOPHONE	MUSSER		GOOD		H.S.			REPLACE COVER
TEMPLE BLOCKS-SYNTHETIC			GOOD		H.S.			
PERCUSSION CABINET	WENGER		FAIR		H.S.			
28" GONG WITH STAND	ZILDJIAN		GOOD		H.S.			
BONGOS (METALIC SILVER)	LUDWIG		FAIR		H.S.			
VIBRASLAP			GOOD		H.S.			
CASTINETS			POOR		H.S.			REPLACE
WIND CHIMES/STAND			GOOD		H.S.			HIGH
CONGA SET/STAND	LP-ASPIRE		GOOD		H.S.			
MARIMBA	MUSSER		EXCELLENT		H.S.	2008		
BASS DRUM SUSPENSION HOOP								SELL AS SCRAP
CONCERT BELLS W/ CASE			POOR		H.S.			SELL FOR SCRAP CURRENTLY USING MARCHING BELLS
MARCHING PERCUSSION								
QUADS (COMPETITOR)	PEARL		FAIR		H.S.			QUADS SHOULD BE REPLACED WITH HIGHER QUALITY EQUIPMENT TO MATCH REST OF DRUMLINE
								HIGH
QUADS (COMPETITOR)	PEARL		FAIR		H.S.			QUADS SHOULD BE REPLACED WITH HIGHER QUALITY EQUIPMENT TO MATCH REST OF DRUMLINE
								HIGH
MARCHING BELLS	MUSSER		POOR		H.S.			Currently used as concert bells-should be
13" SNARE (CHAMPIONSHIP)	PEARL		GOOD		H.S.	2010		
13" SNARE (CHAMPIONSHIP)	PEARL		GOOD		H.S.	2010		
13" SNARE (CHAMPIONSHIP)	PEARL		GOOD		H.S.	2010		
13" SNARE (CHAMPIONSHIP)	PEARL		GOOD		H.S.	2010		
BASS DRUM 18" (CHAMPIONSHIP)	PEARL		GOOD		H.S.	2011		
BASS DRUM 20" (CHAMPIONSHIP)	PEARL		GOOD		H.S.	2011		
BASS DRUM 22" (CHAMPIONSHIP)	PEARL		GOOD		H.S.	2011		
BASS DRUM 24" (CHAMPIONSHIP)	PEARL		GOOD		H.S.	2011		
QUADS STAND	STIK		GOOD		H.S.	2011		
QUADS STAND	STIK		GOOD		H.S.	2011		
SNARE STAND	PEARL							
SNARE STAND	RANDALL MAY		GOOD		H.S.	2011		
SNARE STAND	PEARL							
SNARE STAND	RANDALL MAY		GOOD		H.S.	2011		
SNARE STAND	PEARL							
SNARE STAND	RANDALL MAY		GOOD		H.S.	2011		
BASS DRUM STAND	PEARL							
BASS DRUM STAND	RANDALL MAY		GOOD		H.S.	2011		
BASS DRUM STAND	PEARL							
BASS DRUM STAND	RANDALL MAY		GOOD		H.S.	2011		
BASS DRUM STAND	PEARL							
BASS DRUM STAND	RANDALL MAY		GOOD		H.S.	2011		
BASS DRUM STAND	PEARL							
BASS DRUM STAND	RANDALL MAY		GOOD		H.S.	2011		
MARCHING CYMBALS 14"	PAISTE		GOOD		H.S.	2011		NEED NEW STRAPS/PADS
GUITARS/PIANOS								
BASS GUITAR (XB-200)	WASHBURN		GOOD					
BASS GUITAR CASE			GOOD					
UPRIGHT PIANO	BOSTON		GOOD		H.S.			
ELECTRIC PIANO/KEYBOARD	CASIO		EXCELLENT		H.S.	2014		
BASS AMP	FENDER	IA06C01062	VERY GOOD		H.S.	2009		

Cash Flow Chart for 2013-14 6/30/2014

Period	Beginning Cash	Taxes & State Aids	Other receipts	Loans & Investments	Total Receipts	Transfers from Investment and LGIP	Available Cash	Payroll	Accounts Payable	Transfers, Loans and Investments	Total Disbursements	Ending Cash
CHECKING/LGIP												
July	6,042,935.10	244,699.13	81,708.69		326,407.82		6,369,342.92	971,443.67	590,763.03	296,275.92	1,858,482.62	4,510,860.30
August	4,510,860.30	2,739,526.88	22,712.00	675,798.99	3,438,037.87	2,315,831.29	7,948,898.17	794,973.26	1,439,034.27		2,234,007.53	5,714,890.64
September	5,714,890.64	1,625,779.00	135,100.66	2,064,685.10	3,825,564.76	3,979,745.12	9,540,455.40	831,029.65	4,567,889.76		5,398,919.41	4,141,535.99
October	4,141,535.99		617,612.20	338,978.40	956,590.60	2,365,612.82	5,098,126.59	922,453.93	983,883.11	2,928,194.44	4,834,531.48	263,595.11
Nov ember	263,595.11	99,474.00	88,929.21	4,514,736.39	4,703,139.60		4,966,734.71	1,016,115.65	2,988,311.83		4,004,427.48	962,307.23
December	962,307.23	2,842,196.48	73,948.19	781,115.32	3,697,259.99	2,725,046.00	4,659,567.22	962,471.04	1,388,767.33		2,351,238.37	2,308,328.85
January	2,308,328.85	932,197.40	65,407.03	788,004.10	1,785,608.53		4,093,937.38	909,292.33	1,282,824.39		2,192,116.72	1,901,820.66
February	1,901,820.66	3,450,857.31	90,408.36	669,103.01	4,210,368.68	382,097.86	6,112,189.34	924,514.59	1,074,674.07		1,999,188.66	4,113,000.68
March	4,113,000.68	2,965,150.67	124,662.28	38,298.93	3,128,111.88		7,241,112.56	957,523.70	1,133,596.73	1,500,000.00	3,591,120.43	3,649,992.13
April	3,649,992.13	214,827.52	110,658.99	9,975.76	335,462.27	1,710,119.00	3,985,454.40	923,367.33	522,116.41	0.00	1,445,483.74	2,539,970.66
May	2,539,970.66	100,509.26	186,956.52	0.00	287,465.78	1,242,058.58	2,827,436.44	929,733.06	601,491.39	0.00	1,531,224.45	1,296,211.99
June	1,296,211.99	4,220,360.16	128,161.39	269,889.19	4,618,410.74	1,500,000.00	5,914,622.73	1,140,158.38	859,325.10		1,999,483.48	3,915,139.25
State Aids										LGIP BALANCE	3,024,720.43	
										FNB book BALANCE	890,418.82	

SUBTOTAL of CASH AVAILABLE \$3,915,139.25
 SpecEd Life Skills Acct \$216.35
 FNB Short Term Borrowing \$500,665.55
 Debt Service \$1,002,003.30
NET **\$5,418,024.45**

SUBTOTAL of CASH AVAILABLE \$330,000.00
 HS Roof Proceeds
\$4,220,360.16 Direct to LGIP

\$0.00 FNCB Receipts
 \$0.00 LGIP Receipts
\$0.00 Tax Total

38,

School District of Somerset - 2013 School Improvement Bonds

Month End Reconciliation for June, '14

5/31/14

\$12,210.04 Actual Cash Position

Interest Received:

6/30/14

\$1.31 Citibank SDA Interest

\$1.31 Total Interest Payments Received

Wire Transfers from WISC A/C:

\$0.00 Total Transferred Out

\$12,211.35 Total Portfolio Per Books on June 30, 2014.

Reconciliation to Bank Balances:

\$12,211.35 Investment Cost on June 30, 2014.

\$0.00 Accrued Int Purchased

\$0.00 Amortized Premium

\$0.00 Amortized Discount

\$12,211.35 Total Balances on June 30, 2014.

\$12,211.35 Actual Cash Position on June 30, 2014.

\$0.00 GROSS DIFFERENCE BETWEEN CASH AND BOOKS

39,

DRAFT
SCHOOL DISTRICT OF SOMERSET
BOARD OF EDUCATION
HUMAN RESOURCES COMMITTEE *
LEARNING CENTER CONFERENCE ROOM
MONDAY, JULY 7, 2014
5:30 P.M.

MINUTES

Brian Moulton called the meeting to order at 5:30 p.m.

Roll Call was taken. Present were Brian Moulton, Mike Connor and Kelly Ott. Also present were Marie Colbeth, Lorri Baillargeon, Cheryl Ek, Kathy Brakke, Cory Lindenberg, Jen Grambort and Superintendent Randy Rosburg.

2014-2015 Benefits and Wages: Health Insurance: Premiums are known for 2014-2015. The health insurance renewal came back with a 9% increase. The district has changed the plan so the actual increase for 2014-2015 is an overall decrease of -2.7% for the district and -3.4% for employees. The changes in the plan raises the high deduction from \$3000/6000 to \$4000/8000, district contribution to the HSA remains at \$1000/2000, employee contribution to the HSA increases from \$500/1000 to \$1500/3000, the annual premium decreases for the district from \$460/1044 to \$444/1009 and for employees from \$613/1393 to \$593/1345 with the district providing, as needed, the same dollar amount for the unvested HRA funds in the amount of \$1500/3000. Committee recommends approval of the changes to the district provided health insurance plan be brought forward to the full board in July for approval.

Dental Insurance: The dental insurance renewal came back flat, no increase. Currently, the district provides 100% of the coverage costs for dental insurance for employees. We asked the provider of dental insurance to cost out a change in the plan from 100% district provided to 90% district and 10% employee contribution. The change to the plan came back with a flat increase too. The change in this plan decreases the district contribution from \$17121/15408 and increases the employees' contribution from \$0. To \$55/153 per year. Committee recommends approval of the dental plan with the district covering 90% and employees covering 10% of the annual premium be brought forward to the full board for approval in July.

Opt out: There are 30 employees who use the opt out in lieu of health insurance coverage. Of the 30, eight have spouses who use the district provided family health insurance. The opt out amount for spousal opt out is equal to single coverage, \$6,137. The other 22 employees use the opt out rather than district provided insurance. When the Employee Handbook was created three years ago or so a survey was conducted with opt out user who were not spousal users. The data gathered showed that most all of the opt out users would take single or family district provided health insurance. The cost of removing the opt out for these 22 employees was determined to not be a cost effective solution at that time. Gradually grandfathering out the spousal opt out option would provide a cost savings for the district. Reducing the opt out amount for the spousal employees by equal amounts over three or four years is a viable option. Committee recommends grandfathering out the spousal opt out option for employees hired after June 30, 2014 be brought forward to the full board for approval in July.

Health Reimbursement/Retirement (HRA): The district provides HRA funds to 21 district employees in the administrative and supervisory support staff employee groups. Originally, the HRA was for reimbursements for health items not covered by health insurance coverage. The HRA is available as a full HRA or Limited HRA depending on whether an employee used a high-deductible health insurance plan. The HRA benefit was bargained with these two employee groups by the board during the time period in which both groups, of twelve month employees, received zero or point sometime wage increases. Newly hired administrator and supervisory support staff employees are not eligible for the OPEB benefit as it has been grandfathering away since 2006 for all new hires. In lieu of OPEB, administrators and supervisory support staff employees receive funds in an HRA account, as a retirement funded account. The goal when converting the Collective Bargaining Agreement to an Employee Handbook was to keep it the same as much as possible. That same practice has been applied to the administration and supervisor support staff individual contracts.

Short –Term Disability Insurance: The district is providing short-term disability insurance as an optional benefit for employees who elect this coverage. The district provides this benefit at no cost to the district. The employee is responsible for all costs relating to this benefit. With short-term disability insurance available to employees, the district may transition away for providing employee sick bank accounts. Employee sick bank accounts do cost the district funds. Committee recommends providing short term disability insurance as an optional benefit for employees be brought forward to the full board for approval in July.

Long Term Care Insurance: The district is providing long-term care insurance as an optional benefit for employees who elect this coverage. The district provides this benefit at no cost to the district. The employee is responsible for all costs relating to this benefit. Committee recommends providing long-term care insurance as an optional benefit for employees who elect this coverage be brought forward to the full board in July for approval.

Wages: There is no requirement for 2014-2015 for the district to negotiate total base wage or the distribution of a total base wage or for a wage increase to be at or below the CPI. With the teachers and support staff not recertifying as a union for 2014-2015 the district may provide wage increases for these two employee work groups as has been for supervisory support staff and administrators in the past. The district is budgeting for a 2% cost of living wage increases for all employees. A 2% wage increase is the average budgeted for the 2014-2015 school year. Committee recommends approval of a 2% wage increase for all employees with the 2% for teachers equally distributed amongst all teachers be brought forward the full board for approval in July.

Meet and Confer Meetings: Prior to the end of the school year, Superintendent Rosburg held Meet and Confer meetings for all interested and available district employees. The purpose of these meetings was to share with employees the plan for providing benefits and wages for the 2014-2015 school year, to receive their feedback from individuals on this plan and to hear from individuals what other ideas they might have regarding benefits and wages for 2014-2015. Employees were accepting of a 2% wage increase if it was not consumed by increases in employee benefit costs. Teachers supported equal distribution of a wage increase as they wanted to make sure non-veteran teachers had a better opportunity to realize a larger wage increase. Interest exists in collaboratively establishing a performance pay opportunity to increase wages for teachers and support staff employees. Employees who did not attend the meetings provided input and feedback via call, meetings and email messages. All employees received via email a message explaining the planned benefits and wages for 2014-2015. Positive feedback was heard from staff on this process, the opportunity to learn and provide feedback.

Association: There are some teachers in the district that are represented by an Association. The ideas from the association were discussed.

IT Manager Position: RMM Solutions completed an IT Staffing and Assessment. The IT manager wage was discussed. RMM Solutions proposed hiring at IT manager to cover almost all district IT manger responsibilities at the local, average wage. RMM Solutions proposed hiring their proactive Managed Services and GreenLight IT Services for an amount less than the hiring of an IT manager. The timeline and process for hiring an IT Manager or IT Remote Service may be about equal. With the hire of an IT Manager a level of IT Contracted Services still exists. With the hire of IT Remote Services comes the IT Contracted Services with an appropriate level of on campus oversight of existing IT work regarding hardware, software and staff. RMM Solutions proposes starting out with IT Remote Services to organize the current IT hardware, software and staff. Then, consideration could be given to hiring an IT Manager with the appropriate skill set to move forward the work of the IT department. Committee recommends pursuing the RFP process and hire IT Remote Services for the 2014-2015 school year be brought forward to the full board in July for approval.

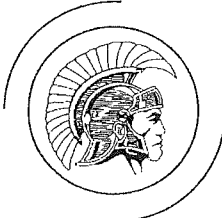
Ott moved with second by Connor to move to Closed Session in Accordance with State Statute 19.85 (1) (c) for the purpose of discussing negotiations proposals for district employees. Upon roll call vote, all members voted ‘yes; to move into closed session.

Ott moved, with second by Connor to move out of Closed Session. Upon roll call vote, all members voted “yes” to move out of Closed Session.

Topics for Future Agendas:

Ott moved, with second by Connor to adjourn the meeting at 6:50 p.m.

*A quorum of the Board of Education may be in attendance.



Somerset School District ■ P.O. Box 100 ■ Somerset, Wisconsin 54025

Randal M. Rosburg, District Administrator ■ 715-247-3313 ■ FAX: 715-247-5588 ■ rrosburg@somerset.k12.wi.us

High School
Principal
Chris Moore
715-247-3355
FAX: 715-247-3864

Date: July 7, 2014

To: HR Committee

From: Randy

Re: HR Agenda Items

Middle School
Principal
Sara Eichten
715-247-4400
FAX: 715-247-4437

The HR committee will discuss three agenda items this evening. They are: 2014-2015 Benefits/Wages, IT Manager position and Closed Session.

Elementary School
715-247-3311
FAX: 715-247-3327

Director of
Curriculum,
Instruction, &
Assessment
Trisha Sheridan
715-247-3313
FAX: 715-247-5588

Health Insurance: Health insurance premiums are known for 2014-2015. The health insurance renewal came back with a 9% increase. We have changed the plan so the actual increase for 2014-2015 is an overall decrease of -2.7% for the district and -3.4% for employees. The changes in the plan raises the high deduction from \$3000/6000 to \$4000/8000, district contribution to the HSA remains at \$1000/2000, employee contribution to the HSA increases from \$500/1000 to \$1500/3000, the annual premium decreases for the district from \$460/1044 to \$444/1009 and for employees from \$613/1393 to \$593/1345 with the district providing, as needed, the same dollar amount for the unvested HRA funds in the amount of \$1500/3000. I recommend approval of the changes to the district provided health insurance plan. (Consent or Action)

Director of Business
Services &
Operations
David Gerberding
715-247-3313
FAX: 715-247-5588

Dental Insurance: Dental insurance premiums are known for 2014-2015. The dental insurance renewal came back flat, no increase. Currently, the district provides 100% of the coverage costs for dental insurance for employees. We asked the provider of dental insurance to cost out a change in the plan from 100% district provided to 90% district and 10% employee contribution. The change to the plan came back with a flat increase too. The change in this plan decreases the district contribution from \$17121/15408 and increases the employees' contribution from \$0. To \$55/153 per year. I recommend approval of the dental plan with the district covering 90% and employees covering 10% of the annual premium cost. (Consent or Action)

Pupil Services
Director
Shannon Donnelly
715-247-4400
FAX: 715-247-4437

Opt Out: We have 30 employees who use the opt out in lieu of health insurance coverage. Of the 30, eight have spouses who use the district provided family health insurance. The opt out amount for spousal opt out is equal to single coverage, \$6,137.

The other 22 employees use the opt out rather than district provided insurance. When we created the Employee Handbook three years ago or so a survey was conducted with opt out user who were not spousal users. The data gathered showed that most all of the opt out users would take single or family district provided health

insurance. The cost of removing the opt out for these 22 employees was determined to not be a cost effective solution at that time. It is my belief that removing the opt out from these employees would not be a cost effective solution today.

Gradually grandfathering out the spousal opt out option would provide a cost savings for the district. Reducing the opt out amount for the spousal employees by equal amounts over three or four years is a viable option. I recommend grandfathering out the spousal opt out option in equal amounts over three years starting in the 2014-2015 school year. (Action)

Health Reimbursement/Retirement Account (HRA): The district provides HRA funds to 21 district employees in the administrative and supervisory support staff employee groups. Originally, the HRA was for reimbursements for health items not covered by health insurance coverage. The HRA is available as a full HRA or Limited HRA depending on whether an employee used a high-deductible health insurance plan. The HRA benefit was bargained with these two employee groups by the board during the time period in which both groups, of twelve month employees, received zero or point sometime wage increases. Of the 21 employees 13 SSS receive \$1000, two administrators receive \$2000, one administrator receives \$1000 and the three administrators hired after 2006 receive \$3000.

Newly hired administrator and supervisory support staff employees are not eligible for the OPEB benefit as it has been grandfathering away since 2006 for all new hires. In lieu of OPEB, administrators and supervisory support staff employees receive funds in an HRA account, as a retirement funded account. These employees receive \$1000/year in this account.

The goal when converting the Collective Bargaining Agreement to an Employee Handbook was to keep it the same as much as possible. That same practice has been applied to the administration and supervisor support staff individual contracts. (Discussion)

Short-Term Disability Insurance: The district is providing short-term disability insurance as an optional benefit for employees who elect this coverage. The district provides this benefit at no cost to the district. The employee is responsible for all costs relating to this benefit.

With short-term disability insurance available to employees, the district may transition away for providing employee sick bank accounts. Employee sick bank accounts do cost the district funds. (Consent or Action)

Long-Term Care Insurance: The district is providing long-term care insurance as an optional benefit for employees who elect this coverage. The district provides this benefit at no cost to the district. The employee is responsible for all costs relating to this benefit. (Consent or Action)

Wages: Regarding wages, there is no requirement for 2014-2015 for the district to negotiate total base wage or the distribution of a total base wage or for a wage increase to be at or below the CPI. With the teachers and support staff not recertifying as a union for 2014-2015 the district may provide wage increases for these two employee work groups as you have for supervisory support staff and administrators in the past. We are budgeting for a 2% cost of living wage increases for all employees.

Middle Border Conference districts are providing wage increases in the amounts from 1.46% (Amery, Unionized teachers and staff, CPI) to 3.00%. Some district have a performance pay process in place, other do not. A 2% wage increase is the average budgeted for the 2014-2015 school year.

With the decrease in district provided health insurance for employees in the amount of -3.4% a 2% wage increase will be realized by most all employees who have district provided health insurance. For employees who use most or all of the deductible of the HSA they will not realize the 2% wage increase as it will be used for health insurance coverage. Employees who are not eligible for district provided health insurance will realize the 2% wage increase. I recommend approval of a 2% wage increase for all employees with the 2% for teachers equally distributed amount all teachers. (Consent or Action)

Meet and Confer Meetings: Prior to the end of the school year I held Meet and Confer meetings for all interested and available district employees. The purpose of these meetings was to share with employees the plan for providing benefits and wages for the 2014-2015 school year, to receive their feedback from individuals on this plan and to hear from individuals what other ideas they might have regarding benefits and wages for 2014-2015.

Employees were accepting of a 2% wage increase if it was not consumed by increases in employee benefit costs. Teachers supported equal distribution of a wage increase as they wanted to make sure non-veteran teachers had a better opportunity to realize a larger wage increase. Interest exists in collaboratively establishing a performance pay opportunity to increase wages for teachers and support staff employees. Employees who did not attend the meetings provided input and feedback via call, meetings and email messages. All employees received via email a message explaining

the planned benefits and wages for 2014-2015. I heard positive feedback from staff on this process, the opportunity to learn and provide feedback. (Discussion)

Association: Some teachers are represented by an Association. The ideas from the Association regarding benefits and wages for 2014-2015 are attached.

IT Manager Position: RMM Solutions completed an IT Staffing and Assessment. A report is attached from RMM Solutions regarding hiring of an IT Manager and/or IT Services. Also attached is a document outlining RMM Solution's proposal for providing IT Services.

The IT Manager wage for 2014-2015 and budget for IT services equals approximately \$100,000. RMM Solutions proposed hiring an IT Manager to cover almost all district IT Manager responsibilities at a local and average annual wage of \$99,000. RMM Solutions proposed hiring their ProActive Managed Services and GreenLight IT Services for an approximate annual amount of \$83,700.

The timeline and process for hiring an IT Manager or IT Remote Service may be about equal. With the hire of an IT Manager a level of IT Contracted Services still exists. With the hire of IT Remote Services comes the IT Contracted Services with an appropriate level of on campus oversight of existing IT work regarding hardware, software and staff. RMM Solutions proposes starting out with IT Remote Services to organize the current IT hardware, software and staff. Then, consideration could be given to hiring an IT Manager with the appropriate skill set to move forward the work of the IT department. See the attached RMM Solutions' IT Staffing Report for our school district.

It appears that hiring an IT Manager or IT Remote Services both have the potential to provide quality management of district technology. The questions before the committee and board is which option (manager or remote services) and process for securing IT Remote Services (select or response for proposals, RFP) to pursue. The selection would mean we pick a company to provide this service from companies we are familiar with who have assisted the district with IT matters. The RFP process would require a quality RFP document specific to our needs, screening and selecting a company to provide IT Remote Service. I recommend we pursue the RFP process and hire IT Remote Services for the 2014-2015 school year. Then, make a determination in the spring of 2015 whether to remain with contracted IT services or to pursue an IT Manager with some level of contracted IT service support too. (Action)

Closed Session: Convene to closed session.

ENC. 11

DRAFT

SCHOOL DISTRICT OF SOMERSET

BOARD OF EDUCATION

TEACHING & LEARNING COMMITTEE MEETING*

MONDAY, JULY 7, 2014

6:40 p.m.

MINUTES

Kelly Ott called the meeting to order at 6:52 p.m.

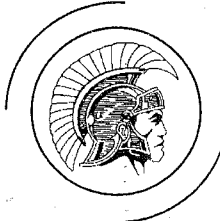
Roll Call was taken. Present were committee members Kelly Ott, Marie Colbeth and Tammie Wishard. Also present were Brian Moulton, Mike Connor, Tom Walters, Lorri Baillargeon, Kathy Brakke, Jen Grambort, Cory Lindenberg and Superintendent Randy Rosburg,

2014-2017 Technology and Media Plan: The draft 2014-2017 Technology and Media Plan was drafted by the three school media specialists and past IT Manager. The IT Council reviewed the draft plan. The plan may be updated as needed during the 2014-2017 time period of the plan, provisions within the plan and DPI process allow for ongoing updates to the plan. The plan covers the required areas and information from DPI. Once a final Technology and Media Plan is board approved it will be inserted into the DPI portal, as required. Committee recommends approval of the 2014-2017 Technology and Media Plan be brought forward to the full board for approval in July.

Topics for Future Agendas:

Motion by Wishard, with second by Colbeth, to adjourn at 7:03 p.m. Motion carried.

*A quorum of the Board of Education may be in attendance.



Somerset School District ■ P.O. Box 100 ■ Somerset, Wisconsin 54025

Randal M. Rosburg, District Administrator ■ 715-247-3313 ■ FAX: 715-247-5588 ■ rrosburg@somerset.k12.wi.us

High School
Principal
Chris Moore
715-247-3355
FAX: 715-247-3864

Middle School
Principal
Sara Eichten
715-247-4400
FAX: 715-247-4437

Elementary School
715-247-3311
FAX: 715-247-3327

Director of
Curriculum,
Instruction, &
Assessment
Trisha Sheridan
715-247-3313
FAX: 715-247-5588

Director of Business
Services &
Operations
David Gerberding
715-247-3313
FAX: 715-247-5588

Pupil Services
Director
Shannon Donnelly
715-247-4400
FAX: 715-247-4437

Date: July 7, 2014
To: Teaching & Learning Committee
From: Randy
RE: Agenda Item for T & L Meeting

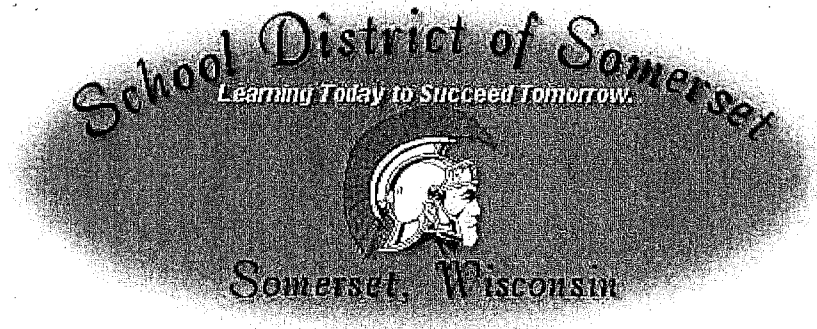
We have one item before the committee this evening. The item is: 2014-2017 Technology and Media Plan.

2014-2017 Technology and Media Plan: The draft 2014-2017 Technology and Media Plan was drafted by the three school media specialists and past IT Manager. The IT Council reviewed the draft plan. The plan may be updated as needed during the 2014-2017 time period of the plan, provisions within the plan and DPI process allow for ongoing updates to the plan. The plan covers the required areas and information from DPI. Once a final Technology and Media Plan is board approved it will be inserted into the DPI portal, as required.

I recommend BOE approval of the plan at the July 21st BOE meetings. (Action)

School District of Somerset

Information (Library Media) and Technology Plan July 2014 through June 2017



School District of Somerset

Randy Rosburg, District Administrator

July 21, 2014
Date of School Board Approval

Contact Person:

Erin Vanasse, IT Secretary
Name

(715) 247-4848 Ext. 546
Phone
evanasse@somerset.k12.wi.us
E-mail

Executive Summary

The School District of Somerset Combined Information (Library Media) and Technology Plan has been developed by a committee of educators, community members and parents to provide guidance for district focus and decisions regarding library media and technology services and resources for 2014-2017. It has also been written to fulfill state and national guidelines and funding requirements.

The plan reflects the vision and mission of the Somerset School District and was based on relevant research and best practices currently available concerning library media and technology in education.

Goals of the expiring district Library Media Plan and Technology Plan were analyzed to determine needs remaining from those plans. The current status of the district's student proficiency, educator proficiency, teaching and learning practices, access to information resources and learning tools, and support systems and leadership was analyzed, and needs derived from the assessment were identified.

Four goals which address the four Wisconsin Information and Technology Focus Areas were developed based on the current status and needs assessment of the district library media and technology programs. They included:

- Goal 1:** Improve educator knowledge of the National Education Technology Standards (NETS-S, T, A) & Information Technology Plan.
- Goal 2:** Develop and implement effective teaching and learning practices with the infusion of technology to increase student achievement.
- Goal 3:** Provide and improve secure access to information resources and learning tools that support goals of the district.
- Goal 4:** Strengthen system support and leadership.

Objectives and action plans for implementing the objectives were developed for each goal. The action plans for objectives identified activities, measurement tool(s), person(s) responsible, projected budget, timeline, and required policy changes necessary to complete the objective.

Steps for disseminating the details of the Combined Information (Library Media) and Technology Plan to the district stakeholders and methods for monitoring, evaluating, and revising the plan can be found in sections 5 & 6.

School District of Somerset
Combined Information (Library Media) and Technology Plan
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	1.2 Vision and Mission Statements	
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	2.2 Community Collaboration and Partnerships	
	2.3 Committee Members	
	2.4 Planning Process	
Section 3:	Current Status and Needs Assessment	Pages 12-19
	3.1 Assessment of Progress Towards Previous Plans' Goals	
	3.2 Analysis of Educator Proficiency	
	3.3 Analysis of Effective Teaching and Learning Practices	
	3.4 Analysis of Access to Information Resources and Learning Tools	
	3.5 Analysis of Support Systems and Leadership	
Section 4:	Goals and Objectives: Implementation Action Plan	Pages 20-26
Section 5:	Dissemination to Stakeholders	Page 27
Section 6:	Monitoring, Evaluation, and Revision	Page 27

Appendices (Will be posted to district website: www.somerset.k12.wi.us)

1. Research Bibliography
2. Strategic Plan
3. Information Technology Matrices and Curriculum Map Examples
4. District Policies, Procedures, and Guidelines
 - a. Technology Use Policy
 - b. Student Computer Use Agreement
 - c. Staff Data Access Form
 - d. Computer Software Copyright Policy
 - e. Software Request Form
 - f. Creation and Maintenance of Web Pages Policy
 - g. Computer-Assisted Instruction Policy
 - h. Selection of Library Media Center Resources and Classroom Texts
 - i. Lost or Damaged Books and Library Materials Policy
 - j. Lending Policy for Audio Visual/Computer Hardware
5. DPI Staffing Recommendations
6. Board Meeting Minutes
7. DPI and NCLB Submittal Forms

1. INTRODUCTION

The School District of Somerset Information (Library Media) and Technology Plan was developed based on analysis of relevant research and best practices in the areas of library media and technology in education. The plan was also guided by aspects of the School District of Somerset Strategic Plan 2011-2016 and the District Vision and Mission statements. (Appendix 1 - Strategic Plan) The district Strategic Plan Strategy 1A Objective states:

“We will use the curriculum review and study process to ensure that students have access to viable curriculum which identifies essential information and technology skills.”

The District’s Library Media program has developed the following mission statement:

“Somerset School District Library Media Center Program, a leader in information, technology, and collaboration, is committed to the development of students’ 21st Century Skills. This development is facilitated through providing access to current and emerging technological and educational resources for learning and leisure, by supporting school curriculum and literacy through instruction and staff development, and by providing instruction which fosters competency in the effective and responsible use of information and technology.”

1.1 Summary of Research

The Information and Technology Council and Plan Writing Team reviewed relevant research and best practices related to the use of technology and information literacy within the classroom. The highlights from the research review focused on the following areas:

- A robust library media program.
- Sustained systemic professional development.
- Effective student use of technology that fosters higher order thinking and leads to improved academic achievement.
- Authentic inquiry and problem-based learning units.

- Staff adoption and effective use of technology during teaching practices.

The major findings included:

- Recent studies show that the school media center and full-time media specialist are integral to student achievement.
- Computers are valuable tools if there is:
 - a. Convenient access
 - b. Adequate preparation
 - c. Freedom in curriculum
 - d. Teacher's personal beliefs align with constructivist pedagogy
- Educators need to see computer/technology use successfully implemented.
- It's not enough to integrate technology alone. According to "The New Literacy" educators need to integrate the 4 "E"s, which include:
 - Expose knowledge
 - Employ information
 - Express ideas
 - Ethics
- Need to combine written format with images/audio to increase student learning.
- Skills should be integrated, not taught in isolation.
- Media Specialists should collaborate with teachers to plan and teach/co-teach integrated projects.
- Classroom teachers are currently using the co-teaching model with the Special Education Department.
- The Internet contains valuable content, collaboration, and communication opportunities that can, and do, materially contribute to a students learning and preparation for the workforce. However, educating students on how to keep themselves safe while

online is the best line of defense, because no technological solution will guarantee that students are effectively protected.

- The learner should recognize the problem and determine whether or not a computer or technology will help to solve the problem or accomplish the task.
- Online Learning allows for asynchronous and synchronous expanded communication, collaboration, and creativity.
- Online Learning can create an enterprise-wide delivery system for true competency-based, student-centered learning.
- Planning documents require regular review and adjustments.

1.2 Vision and Mission Statements

School District Vision Statement:

Learning Today To Succeed Tomorrow

School District Mission Statement:

"The School District of Somerset is committed to developing motivated, educated and responsible citizens who are prepared to successfully adapt to the changing global environment."

Information (Library Media) & Technology Vision Statement:

The Somerset School District will use available resources to provide a robust library media and technology program that uses research-based information to prepare students and staff to become effective users of information and ideas in a digital, information-based, global society.

Information (Library Media) & Technology Mission Statement:

The Somerset School District Information & Technology Plan focuses on preparing students and staff by:

- Integrating ISTE's (International Society for Technology in Education) National Educational Technology Standards (NETS) or Wisconsin standards into the K-12 district curriculum.
- Helping students, teachers, and administrators learn to access and use information effectively.

- Encouraging continued collaboration among information and technology specialists, educators, students, and community
- Involve all stakeholders in decision-making process.
- Ensure greater level of accountability for students, staff, and administrators.

2. BACKGROUND INFORMATION

2.1 Demographics

Somerset, Wisconsin is a growing community located 35 miles northeast of the Twin Cities in the lower St. Croix River Valley where year-round beauty and recreation have attracted travelers for more than 100 years. Pristine waters, unique geology, and spectacular scenery give people of all ages a unique upper Midwest adventure. The community is known for its excellent governmental planning processes that ensure measured growth and quality of life for its citizens.

The School District of Somerset is composed of seven area municipalities including Village of Somerset, Town of Somerset, Town of Star Prairie, Town of St. Joseph, Town of Hudson, Town of Houlton, and Town of New Richmond. The district has approximately 12,000 residents.

The district serves an approximate student population of 1,601 students. The district has one elementary school, one middle school, and one high school located on a 150-acre campus site. The elementary school was built in 2001. The middle school was built in 1975 and significantly remodeled in 1996, 2001, and 2003. The high school was built in 1996. The district has seen approximately 50 percent growth in the past 10 years and according to housing starts in local municipalities, the district is expected to see similar growth in the long term.

The 2013-2014 school year levy was at \$6,673,966 and the general budget is \$16,463,898. The 2013-2014 mill rate was \$11.67. The estimated current shared cost per student is \$11,027. The school population includes approximately 15 percent special education students. The number of students who qualify for the free and reduced lunch program equals 25 percent. The average grade size JK-12 is 105 students.

2.2 Community Collaboration and Partnerships

The school community is enriched by many extra-curricular academic and athletic activities that provide opportunities for community partnerships.

Examples of this collaboration include the following:

- Youth Options Program
- Community-wide fine arts festival
- Community guest speakers on various topics
- Community outreach opportunities for students such as fundraisers and collecting donations for community assistance organizations
- An athletic program that functions primarily through parent/community volunteers
- Numerous parent volunteers at all levels within the district

Somerset High School partners with UW-River Falls and WITC – New Richmond for youth education options. Also, a mentorship program to assist new teachers was implemented with a partnership between the New Richmond School District, St. Croix Central, and the Somerset School District. School-to-Work opportunities are provided with local business people for district high school students. The Somerset School District continues to work with regional CESAs (10/11) to support and offer training and courses. The School District also partners with WITC-New Richmond and local community members to offer a variety of Community Education instruction.

Access to information for staff and students is enhanced through inter-library loan opportunities available through the regional library catalog Indianhead Federated Library System (MORE) and the lending services of CESA 11.

The Information Technology Manager meets regularly with area technology coordinators to discuss common issues and emerging trends. The Media Specialists meet twice a year with area Media Specialists to discuss common issues and emerging trends. The district Superintendent also meets

monthly with community members via the “Superintendent’s Input Group” to seek advisory input of the School District of Somerset.

2.3 Committee Members

Information (Library Media) & Technology Planning Council

Ryan S. Sicard, Information Technology Manager (Chair)
Trish Sheridan, Director of Curriculum, Instruction and Assessment
Darren Kern, Elementary School Principal
Sara Eichten, Middle School Principal
Chris Moore, High School Principal
Brandon Berrey, High School Media Specialist
Tracy Yndestad, Middle School Media Specialist
Alex Bell, Elementary Media Specialist
Jen Grambort, High School Teacher
Dawn Peer, Middle School Teacher
Eric Olson, Middle/High School Technology Education Teacher
Kelly Emerson, High School Teacher
Erin Vanasse, Information Technology Secretary

Information and Technology Steering Committee

Ryan Sicard Information and Technology Manager (Chair)
Brandon Berrey, High School Media Specialist
Tracy Yndestad, Middle School Media Specialist
Alex Bell, Elementary Media Specialist
Erin Vanasse, Information Technology Secretary

Information and Technology Plan Writing Team

Ryan Sicard
With Brandon Berrey, Tracy Yndestad, Alex Bell, and Erin Vanasse

2.4 Planning Process

The Somerset School District has had a long-range plan for the library media program since December, 1990. The district’s previous technology plan was written and approved in 1998 under the direction of the District IT Manager, Ryan Sicard. The 2004-2006 combined information (library media) and technology plan was developed and submitted to DPI under the direction of Jean Morse, High School Library Media Specialist, and Ryan Sicard, IT Manager.

The development of the 2007-2010 plan began in the spring of 2006 with a full council meeting occurring on May 24, 2006 at Bristol Ridge Golf Course to begin the process of updating, revising, and expanding the goals, reviewing

current research, and discussing the process of completing the new plan. Several meetings were held with the Council Co-Chairs over the summer and a full Council was held on September 11th to review the proposed goal changes and revisions. After the completion of the final rough draft, it was submitted to the School Board at the November 6, 2006 committee meeting. The plan received final School Board approval following a first reading on November 20 and second reading December 11, 2006.

Development of the 2010-2013 plan began in the Spring of 2009 with an IT Council meeting reviewing the status of the past school year and for planning specifically of the Goals, Objectives, and Activities. The IT Council was very pleased with the efforts and the projects that have been completed. The IT Council authorized a Writing Team (Ryan Sicard, Darren Kern, and Rick Lange) to attend the 2009 STAR Academy Workshop on Technology Planning conducted by Donna Steffen, Wisconsin Department of Public Instruction; Instructional Media & Technology Consultant. The Council met five times between September and October 2009, prior to submitting the plan to the School Board for consideration and approval. The First Reading was conducted at _____ and _____. The Second Reading and Approval by the School District of Somerset School Board was on _____.

3. CURRENT STATUS AND NEEDS ASSESSMENT

3.1 Assessment of Progress Towards Previous Plans' Goals

The Information and Technology Council reviewed the status of the 2010-2013 goals during its April 2013 and June 2014 meetings and determined each to be ongoing with significant enhancements and revisions. Although most goals and objectives have been significantly altered, many new activities have been added or updated. The Council's analysis summaries of the goals are listed below:

Goal 1: Improve educator knowledge of the Information Technology Literacy Standards (ITLS) and Information (Media) Technology Plan.

- The Council determined that “Goal 1” and objectives are still ongoing, however, require revisions to align to ISTE’s NETS standards for Students, Teachers, and Administrators and are reviewed with all staff annually. Professional development opportunities must continue and be expanded, the LMC/IT must take a larger role in planning professional development in coordination with the IT Steering Committee and CIA.

Goal 2: Develop and implement effective teaching and learning practices with the infusion of technology to increase student achievement.

- The Council determined that “Goal 2” and objectives are still ongoing. The Council determined the need for continued assessments of students and staff and the use of technology as a tool to support assessment, with emphasis on developing rubrics and utilizing the Understanding by Design model. Collaboration tools and Online Learning must continue to be addressed.

Goal 3: Provide and improve secure access to information resources and learning tools that support goals of the district.

- The Council determined that “Goal 3” and objectives are ongoing with the need for increased access to information and training for students, parents, and staff to support curriculum, instruction, and assessment.

Goal 4: Strengthen system support and leadership.

- The Council determined that “Goal 4” and objectives are ongoing. However, communication amongst all stakeholders (students, staff, admin, BOE, parents, community) must become more frequent and transparent.

61.

3.2 Analysis of Educator Proficiency

Teachers in the Somerset School District model collaboration skills with their colleagues. The library media specialists collaborate with teachers to ensure that both print and technological resources are used to further student learning.

District educators continually make an effort to design and teach project-based learning units that incorporate the effective use of information and technology resources. Developing instructional units using Differentiated Instruction (DI) has been integrated and is an ongoing district priority.

The use of technology is increasing across the board with classroom, lab computers, and mobile carts being used constantly throughout the day for research, project-based activities, reading comprehension, daily assignments, multi-media tasks, student data management, and communication. The addition of Smartboards has transformed the teaching and learning process for all teachers and students. The district has provided many training opportunities and must continue to support these efforts.

The district has transitioned from NWEA MAPs to Performance Series, the teaching staff has been able to establish expectations and assess student performance and progress. The use of RTI and LEXILE has been a tremendous resource as teachers use data to plan, along with continued implementation of Performance Series, STAR Math & Reading assessments, and other necessary technology-based assessment tools. Smarter Balanced (SBAC) will eventually phase out the WKCE.

3.3 Analysis of Effective Teaching and Learning Practices

In order to assess the effective teaching and learning practices, the district has implemented Build Your Own Curriculum (BYOC) to ensure viable and guarantee. A charting of individual units and projects that properly assessed each area of the ITL standards were identified to ensure that all skills were being addressed. The instructors also provided a sample of the assessment artifact.

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Educators have been given training for district-owned information resources and learning tools such as print and non-print materials, computer-based tools, and equipment on an as-needed basis. To further staff technology skills and competencies, training is offered twice monthly after school (Technology Tuesdays) on a variety of subjects. In addition to these scheduled trainings, staff members may request one-to-one instruction as needed. However, a new self-sustained staff development model must be created.

The district has also conducted extensive staff development for the use of interactive boards. All classrooms district-wide have received a Smartboard. All staff that received a Smartboard attended two full days of training with the option for up to six additional hours of follow-up training throughout the school year.

The district has a partnership with AtomicLearning.com to provide individualized, on-demand skill-building activities for teachers, students, and community members. In addition to specific technology skill-building activities, staff members have been encouraged to use self-inquiry methods to access technology resources related to their content area.

Other areas of staff development that encompass curriculum and technology use are:

- Professional Learning Communities
- Differentiation in classroom instruction
- Build Your Own Curriculum
- Performance Series Assessments

The Library Media Program has supported the process of improving student achievement. The collections in the three district library media centers have been developed with diverse materials to provide curricular support and recreational reading choices appropriate to students' varying skills, developmental levels, and interests. The Library Media Program has expanded the collaboration between the building media specialists and classroom teachers. The increased role of the media specialists in the technology integration has been tremendous.

63.

3.4 Analysis of Access to Information Resources and Learning Tools

The library media facilities in the Somerset School District schools have been designed to meet the diverse learning needs of the educational community that uses them. All of them have excellent facilities to house print and non-print collections and several computer workstations that are connected to the district network. These computers have the public access catalogs for the LMC collections as well as programs to make the computers fully-functioning workstations with internet access. The information resources and learning tools in the schools' LMCs are available for use before and after school hours at the High School and for class and individual use during the school day on a space-available basis. The print and non-print collections in the LMCs have information resources and learning tools that reflect the cultural diversity of the local and world community. The district media center collections use Follett to ascertain their age, breadth, and depth for comparison with curriculum needs and reading interests. Current statistics regarding the library media collections include:

LMC Collection Statistics (June 2014)

	Elementary School	Middle School	High School
Total Titles	18,197	13,076	8,029
Total Copies	21,097	15,329	10,145
Collection Value	\$343,363.35	\$310,666.17	\$274,142.14
Total Patrons	1,029	755	638
Total Checkouts	451,625	200,125	136,494

The School District of Somerset has been a member of a distance learning network since 1995. The district was one of the first in the state to adopt a full motion network, formerly known as WestWing. In 1998, WestWing merged with the Northern Lights Network. The district also offers some online computer classes via Wisconsin Virtual School and its Alternative Education Program, however, this is an area that needs significant improvement in the 2014-2017 plan.

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The School District of Somerset has about 905 computers and many other network devices and peripherals (i.e. iPads, Kindles, and other tablet devices) and has also adopted the Bring Your Own Device (BYOD) model. The district recognizes the need for appropriate equipment life cycles (3-5 years) to ensure an adequate learning environment for students and staff, which has been reaffirmed by the Elert study. The district has identified the need for software to be inventoried via electronic collection methods. The district has a technology procurement process that must be followed before any software (including online subscriptions) is acquired by all staff members.

The School District of Somerset has a well-established infrastructure. The backbone of the infrastructure is fiber optic lines from the district's technology offices to each of the four buildings including the district office via 10Gb links. The district currently has 1000mb ports in every room. However, infrastructure must continue to be monitored due to increased data, voice, video and access needs. The district has installed a complete wireless system and conducted pre and post wireless site surveys. The system provides secured district and secured guest access requiring a district Active Directory account. The need to expand wireless capabilities will need to be monitored and addressed as technology and needs change.

The district currently uses Infinite Campus for student data management (demographics, attendance, grading, discipline, and health records). The district provides parental and student access to student information with its Infinite Campus Portal service. The district currently uses ALIO software for fiscal management and will be transitioning to Skyward. The food service area was using WordWare Lunch Cashier System and is now using Infinite Campus. The special education department currently is using Infinite Campus. The district library media centers are using Follett's Destiny.

The district has been working to achieve the infrastructure for a centralized data warehouse to maintain all district data and provide for integration of all district information systems.

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Students and staff have access to the internet via Internet Service Provider (ISP) WiscNet via the BadgerNet Converged Network. The district increased its bandwidth from 3Mbps to 5Mbps to 10Mbps to 20Mbps and finally to 100Mbps over the past several years. The district must review this annually and make changes as necessary, but is currently seeking the ability to increase to 1-2 Gbps (1Gbps per 1000 students). Student computer use requires parent/guardian approval via a computer use agreement. The district has a board-approved policy regarding the use of district IT resources to address CIPA requirements and other usage concerns. The district uses a filtering product (SOPHOS Web Appliance) which meets state and federal laws. The district website is dynamic database driven and is hosted off-site by CESA 6 (contracted with CESA 11).

The district will continue to participate in the Federal E-rate program for discounts on telecommunication services and other technology. The district has annually received discounts for internet access, local and long-distance telephone service, and cellular services. The district will continue to apply for all available E-rate funding individually or as a consortium annually. To participate in this program, the district's plan has addressed the district's ability to secure the financial resources it will need to achieve its technology aims, including technology training, software, and other elements outside the coverage of the Federal Communications Commission's support program.

The district technology staff uses several network management products to help provide a reliable and stable learning environment. The district also uses Helpdesk software to help manage and expedite technology support. To ensure proper security, the district has invested in several security-related technologies (firewall and comprehensive anti-virus scheme). These services must be constantly reviewed and updated.

The district currently has eight stationary computer labs with 20-30 computers per lab and seven mobile computer labs (2 per building, 30 units, 1 in Alternative Learning Center). Several of these computer labs are available for teacher sign-up in each school's Library Media Center. Specific computer/technology courses are prescheduled into the computer labs at all three

building levels. In addition to building computer labs, there are computer workstations available in classrooms, Library Media Centers, and other areas for individual student work. In addition, all staff members have been given laptop and tablet computers for use in either classrooms or office areas.

Assistive technology equipment is available to students who need it on a case by case basis as determined by School Board policy. Assistive technology training by a CESA 11 consultant has been offered to staff in the district. There are many assistive technology options within the district for students and teachers ranging from low to high tech equipment. Equipment is also available from CESA 11 and the SEIMC.

3.5 Analysis of Support Systems and Leadership

Administrative and office personnel have been offered specialized technology training for specific job functions. All teacher staff development opportunities have been open to administration and support staff if the training content is applicable to job duties. The district's CIA director is responsible for teacher, administrative, and support staff development and implementations. The district has identified the need to develop or find an assessment that is aligned to ISTE's NETS state standards. From this assessment and other information reviewed by the LMC, IT, and CIA, staff development needs will be identified and addressed. The district uses both formal and informal evaluation of staff development.

District policies and procedures are routinely reviewed and updated as needed by administration and the school board. The district organizational chart and information (library media) and technology committee structure is included in Appendix 4.

School District of Somerset
Information and Technology Plan
Section 4: GOALS AND OBJECTIVES: Implementation Action Plan

NEED: ESEA/IDEA requirements, Strategic Plan, IT Council, and IT Steering Committee

GOAL # 1: Objective	Student Achievement: All students will acquire the necessary information and technology skills to meet the Common Core State Standards.	Measurement Tool	Person(s) Responsible	Projected Budget	Timeline	Policy/Staff Changes
1A: Ensure that students have access to viable curriculum which identifies essential information and technology skills.	Identify the information and technology skills outlined in the Common Core and other state standards. Identify where the skills are being taught and fill any gaps. Use teacher assessment to show competency.	Create documents Teacher assessments	Media Specialists Teachers	N/A	2014-2017	
1B: Continue to provide all students with education on Internet safety and effective use of information and technology.	Going to select an internet safety curriculum. Continue integrating Media Specialists into the classroom to provide immersion into technology.	Curriculum is adopted. Sample lesson plans. Revise and cleanup scope and sequence. Student rubrics completed product.	Media Specialists High School Media Specialist will work with health teacher.		Ongoing 2014-2015	

**School District of Somerset
Information and Technology Plan
Section 4: GOALS AND OBJECTIVES: Implementation Action Plan**

NEED: WKCE and NWEA MAPs Data, ITLS Curriculum Alignment process, ISTE NETS, Strategic Plan, Staff Development Committee, IT Council and IT Steering Committee

GOAL # 2: Effective Teaching and Learning Practices: Develop and implement professional development and practices for teachers.	Objective	Activities	Measurement Tool	Person(s) Responsible	Projected Budget	Timeline	Policy/Staff Changes
2A: Provide staff development in the effective use of technology to enhance student learning and performance.	<p>Continue to provide summer academies.</p> <p>Create technology education half-day in-service for all staff.</p> <p>Research ways to effectively provide professional development for staff during the school year.</p> <p>Encourage staff with specific technology expertise to provide professional development.</p> <p>Encourage staff to attend professional development offered by CESA.</p>	<p>Number of classes offered and the number of teachers who attend.</p>	CIA/Media Specialists		Ongoing		
2B: Identify and measure skills required by staff to effectively engage students in information and technology enriched instruction.	<p>Find a staff technology assessment tool.</p> <p>Research the skills required by staff to effectively engage students in information and technology.</p> <p>Implement research findings with staff.</p>	<p>Technology assessment results.</p> <p>Documentation showing research.</p> <p>Lesson plans showing implementation.</p>	Media Specialist and Technology Manager		2014-2016		

School District of Somerset
Information and Technology Plan
Section 4: GOALS AND OBJECTIVES: Implementation Action Plan

NEED: Strategic Plan, Informal Interviews, Administrative Meetings, IT Council and IT Steering Committee

GOAL #3: Access to Information Resources and Learning Tools: All staff, students, families, and the supporting community will have appropriate access to the learning tools and information resources necessary to search, evaluate, analyze, manage, manipulate, collaborate, communicate, and construct information in the teaching/learning environment.

Objective	Activities	Measurement Tool	Person(s) Responsible	Projected Budget	Timeline	Policy/Staff Changes
3A: Provide equitable access to information and technology resources at each site.	<p>Provide Chromebooks for student checkout in the High School.</p> <p>Support Bring Your Own Device (BYOD) initiative starting at the Middle School and replicating to other buildings.</p> <p>Maintain appropriate life cycle schedules for replacement (rotation for replacement on a 3-year cycle for staff laptops and 5-year cycle for all other appropriate devices). Continue investments into virtualization and other technologies to improve life cycles, support, and power utilization.</p>	Number of students who participate.	Media Specialists and Staff.			
3B: Provide appropriate online access for parents/guardians and others to school and student information.	<p>Continue to provide use of Infinite Campus Portal.</p> <p>Develop requirements for maintaining staff websites.</p> <p>Research and develop guidelines for staff use of social networking.</p>	<p>Infinite Campus login report.</p> <p>Requirements developed. Quarterly checks.</p>	Administrators, IT, and Media Specialists		Ongoing	

<p>3C: Continue to provide anytime, anywhere access for students and staff to district information and technology resources.</p>	<p>Educate parents, students, and staff on external support. Provide list of available resources and instructions. Ensure district provides maximum internet bandwidth possible (1 Gbps per 1000 students) via BadgerNET and Northwest Communications.</p>	<p>Increased bandwidth obtained</p>	<p>IT Department</p>		<p>Ongoing</p>	
<p>3D: Maintain quality library collections with ongoing and continual collection development.</p>	<p>Stay current on curriculum and acquire necessary resources.</p>	<p>Circulation statistics</p>	<p>Media Specialists</p>		<p>Ongoing</p>	

School District of Somerset
 Information and Technology Plan
Section 4: GOALS AND OBJECTIVES: Implementation Action Plan

NEED: Informal Interviews, Administrative Meetings, Strategic Plan, enGauge Results.

GOAL # 4: Support Systems and Leadership:

Objective	Activities	Measurement Tool	Person(s) Responsible	Projected Budget	Timeline	Policy/Staff Changes
<p>4A. Provide adequate media and technology staffing to meet the goals of the Information and Technology Plan.</p>	<p>Complete IT Staff Study (June 2014) and implement approved positions. Develop a process to measure outcomes of Library Media and Technology programs per Strategic Plan. Monitor outcomes and review annually with Information and Technology Council. Review state and national guidelines for Library Media and Technology staffing. Make staffing recommendations annually to Superintendent as needed.</p>	<p>Report presented</p>	<p>Board of Education/ Administration</p>		<p>July 2014</p>	

<p>4B: Maintain and update existing technology infrastructure, hardware and software.</p>	<p>Maintain appropriate life cycle schedules for replacement (rotation for replacement on a 3-year cycle for staff laptops and 5-year cycle for all other appropriate devices). Continue investments into virtualization and other technologies to improve life cycles, support, and power utilization.</p> <p>Support District BYOD programs</p> <p>Continue to investigate emerging software technologies and acquire as necessary.</p> <p>Investigate new technologies to expand/increase educational options for all students (i.e. Virtual schools, hand-held devices).</p> <p>Continue efforts to improve staff productivity with technology-based tools.</p> <p>Maintain minimum hardware standards established by technology needs approved by IT Manager.</p> <p>Review existing software and upgrade as necessary and review with IT Council:</p> <ul style="list-style-type: none"> -Network Infrastructure -Instructional -Administrative -Distance Learning/Virtual Learning -Assistive Technology -Internet Structure -Security Systems and other Building Systems <p>Conduct necessary staff development.</p>					
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73.

<p>4C: Maintain and update BOE approved policies, procedures and rules that are necessary for the Information and Technology Plan.</p>	<p>Review/update current policies and procedures annually each winter.</p> <p>NOTE: SCHOOL BOARD IS CURRENTLY COMPLETING A NEOLA POLICY REVIEW</p> <ul style="list-style-type: none"> • BHF: School Board use of Electronic Mail • EGAA: Copyright • EGAAA: Computer Software Copyright • IIAA: Selection of Learning Resources • IIAA-R: Guidelines for the selection of Learning Resources • IIBCA: Lost or Damaged Library/Media Center Materials • IIBCB: Interlibrary Loan/Resource Sharing • IIBCB-R: Interlibrary Loan/Resource Sharing Guidelines • IIBG: Use of District's IT Resources (i.e. Acceptable Use Policy) • IIBG-R: Guidelines regarding the District's IT Resources • IIBGA: Computer Assisted Instructors • IIBGB: Assistive Technology for Students • KBA: District and/or School Web Pages • KLA: Complaints about Learning Resources • KLA-E: Request for Reconsideration of Learning Resources • KLA-R: Procedures for Handling Complaints about Learning Resources • Other Information & Technology related policies. <p>Educate staff on ethical/legal and other policy issues related to Information and Technology.</p> <p>Make recommendations to Board of Education</p>				
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5. DISSEMINATION TO STAKEHOLDERS

This combined Information (Library Media) & Technology plan was worked on by the district Information and Technology Council during the months of April 2013-June 2014 and the Somerset School Board in July 2014. The plan will be presented to the entire district staff upon receipt of approval from the Wisconsin Department of Public Instruction. The Information and Technology Council & Steering Committee will use this plan as their guiding document and quarterly progress updates will be made to the board. Copies of this plan will be given to each administrator, school board member, and Information and Technology member in the district. The plan will be distributed to PLCs to assist them in the organization and implementation of professional learning opportunities. In addition, progress updates will be shared with community members in the District Newsletter, regular "Spartan Spotlight" articles in the local newspaper, and at Annual Community meetings. Finally, we will be publishing the plan on our district webpage.

6. MONITORING, EVALUATION, AND REVISION OF THE PLAN

This document is considered to be a work in progress. The Somerset School District Information and Technology Council will meet quarterly and the goals will be monitored and implemented through the direction of the Information and Technology Steering Committee or other assigned individuals. As goals and objectives are achieved in the plan, appropriate assessment tools will be used to evaluate the success of each goal as described in the plan. Changes in objective activities will be presented by Information and Technology Steering Committee to the Information and Technology Council for approval. The School Board must approve any changes to the plan goals. Since this plan will expire in June 2017, the writing of the next plan will begin in Summer/Fall 2016 with direction provided by the Information and Technology Council.

Somerset School District: Board of Education, Special Session

NEOLA First Draft Edits by Board of Education

0000	0142.7	Add item C	School Board Policies
	0165.1	Delete	And Its Telephone Number
		Delete	Press and replace with News
	0165.3	Replace	First Class Mail with Email
		Insert	Emergency
	0166.0	Replace	Mailed with Emailed
	0168.1	Insert	By Motion after the word Taken and delete rest of sentence.
1000	1100	Replace	Will with Must
	1110	Check	the first four options, on page 2 of 2 check the first option and the very last option.
	1230	Check	all options on page 1 and 2
	1240	Check	the first option
		Insert	January 31
		Check	Options 3, 4, and 5,6,7,8 on page 2 of 2.
		Check	On page 2 of 2 options 1,3,5,6 and 7.
	1241	Check option	Verify no person applies to only the District Administrator and verify whether we need policy 3143 or if we may delete that sentence on page 2 of 2.
	1460	Delete	References to Collective Bargaining Agreement.
	1461	Delete	Collective Bargaining Agreement and replace with Employee Handbook.
		Check	Options 2, 3 and 4.
	1623	Verify	Who is Compliance Officer, 504 and ADA? Shannon Donnelly
2000	2210	Check	Options 1, 5 and 6 page 1 of 3.
		Check	Options # 5 and 10 page 2 of 3.
	2220	Check	Options # 2 and 3 page 1 of 3.
		Check	Option #3 and delete last sentence of that paragraph page 2 of 3.
	2260.01	Insert	For Compliance Officers page 2 of 5
			Title 8 Director of Pupil Services
			School: MS
	2340	Check	Options # 1 and 3 page 1 of 3. Shall to May
		Check	Options #1 and 3 verify (or out of state) page 2 of 3. <u>Ok Exceptions with Board Approval.</u>
		Insert	The District Adm or <u>Designee</u> page 2 of 3
		Check	Options #5, 6,7 ,8 and 9 page 2 of 3.
			The Board, or District Adm <u>or Designee</u> page 2 of 3.
		Check	Options # 1, 2 3, 4 and 5 page 3 of 3.
	2416.01	Delete	Page 1 of 1
	2430		Course for the <u>One</u> page 1 of 2
	2431	Check	Options # 1, 2, 3 and 4 page 1 of 3.
		Check	Options #1, 3,5,6,7 and 8 page 2 of 3.
3000	3120.01	Delete	'To Be' in the second line of third paragraph on page 1 of 2.
	3123	Insert	Director of Pupil Service contact info page 2 of 3.

	3362	Insert	District Administrator contact info page 7 of 13.
		Check	'Board President' in first paragraph page 8 of 13.
		Insert	'Board President' in first paragraph under complaint procedure in the third line following 'District Administrator' page 8 of 13.
		Insert	'If a designee is conducting a formal investigation' after item B. Interview with the respondent page 9 of 13. CLARIFY
		Check	'Board President' in first paragraph and third line under 'Allegations Constituting Criminal Conduct' page 12 of 13.
	3362	Post	In each school, per detail on the posting process under 'Miscellaneous' page 12 of 13.
		Check	'Summary' in first line if first paragraph page 13 of 13
4000	4123		Same as 3123 above page 2 of 3.
	4362		Same as 3362 above page 7 of 13
			Page 8 of 13
			Page 9 of 13
			Page 12 of 13
			Page 13 of 13
5000	5113	Delete	Verify rest of sentence for A. page 3 of 10.
		Delete	District.
	5113.02	Define	"Persistently Dangerous School" page 1 of 3.
		Verify	Conflictedness of B-1 and 2 page 1 of 3. Ongrounds Transported
	5114	Insert	In Paragraph two, students, when space is available page 1 of 1.
	5310	Check	Options # 1, 7 and 8 page 1 of 2.
	5335	Check	Options # 1, 2, 3 and 4 on page 1 of 3.
	5410	Keep	Or modify the word 'Determining' page 2 of 2.
	5420	Check	Options, sub 1, 2, 3 and 4 page 1 of 2.
	5421	Place	Place 'Period' after grade level page 1 of 1.
		Check	Options # 1, 2, 3, 4, 5, 6, and 8 page 1 of 1.
			Consider using/replacing 'overruled without proper documentation and approval by the Principal, District administrator, board of education'.
	5460.1	Verify	Graduation data is correct page 1 of 3.
	5514.01	Eliminate	The fourth paragraph page 1 of 1.
	5516		Last three 'CBA' word replaced with EH, Employee Handbook page 1 of 2
	5517		Compliance Officer: District Administrator and Director of Pupil Services page 9 of 16.
		Check	First option for Principal, insert the word 'And' in place of the second option page 11 of 16.
	5517.01	Verify	Whether the Annual Report is available for public review. Verifying and Creating
	5531		Eliminate Policy page 1 of 1.
	5540	Check	Options #1 and 2. Page 3 of 5.

		Check	Options #2 and 3 page 4 of 5.
6000	6220	Add	In third paragraph, last line after the word twenty the word 'five' so it reads 'twenty-five' page 1 of 2.
		Add	An item 'H' to include budget forecast in the spring and then again in the fall page 2 of 2.
	6235	Insert	District Specific Fund Balance Policy page 1 of 1.
	6320	Remove	The word 'is' after the word 'if' and before the word qualified in the fourth paragraph, last sentence page 1 of 2.
	6470	Add	On at the end of the fourth paragraph and end of the sentence, 'To Include Budget Codes' page 1 of 1.
	6510	Delete	'Prescribed in a Negotiated Collective Bargained Agreement, from the last paragraph page 1 of 1.
7000	7510	Delete	The word 'of' item B in the second sentence page 1 of 3.
	7530.02	Check	In first paragraph 'And/Or Other page 1 of 8.
		Check	Option B page 2 of 8.
		Check	The Indented paragraph page 4 of 8.
		Check	The two options in the first sentence page 5 of 8.
		Check	The next seven check options page 5 of 8.
		Check	Second to last paragraph and the required option page 5 of 8.
		Check	The last paragraph page 5 of 8.
		Check	Option C and the two options within that paragraph page 6 of 8.
		Check	Option B and five additional options in that first paragraph and within item A page 7 of 8.
	7540	Check	Option 1 page 1 of 2.
		Check	The option below the 'end of first set of options' page 2 of 2.
	7540.01	Insert	'IT Manager or Designee' in blank space in first paragraph and check the option following the first paragraph page 3 of 3.
	7540.02	Check	The last two options in the first paragraph page 1 of 3.
		Check	The first option box and strikeout in the first sentence these words, 'Class assignments or any other similar class related material' page 2 of 3.
		Insert	Infinite Campus on blank space page 2 of 3.
	7540.03	Insert	'IT Manager or Designee' in blank spaces and check the option following the second paragraph page 2 of 4.
		Check	The option following the fourth paragraph page 3 of 4.
		Check	The two options following the first paragraph and insert, 'IT Manager or Designee in the blank space page 4 of 4.
	7540.04	Insert	'IT Manager or Designee' in blank space and check the option in the second paragraph page 2 of 4.
		Check	The option following the first paragraph page 3 of 4.
		Insert	'IT Manager or Designee' in the blank space and check the option following the second paragraph page 4 of 4.
	7540.05	Check	The option and insert, 'Director of Pupil Services' in the blank space page 2 of 2.
	7540.06	Check	The first and fifth options and insert 'IT Manager or Designee' in the blank space page 1 of 4.

		Check	The last option in the first paragraph for 'IT Staff' and check the third option following the first paragraph and insert 'IT Manager or Designee in first blank space and insert '100' in the second blank space page 2 of 4.
		Check	The first option and the option within that paragraph for, 'May only...' and insert, '30 Days' in blank space page 3 of 4.
		Check	The four option boxes in the last two paragraphs page 4 of 4.
	7541	Check	Options 2, 3,4,6,7 and 8 page 1 of 1.
8000	8210	Verify	With Stu the updated language for 'School Calendar Policy 'page 1 of 1.
	8442	Update	The second paragraph to this language from Dave, follow the word shall with 'Report to the Health Care Provider (HCP)'. Insert before the word complete, 'Students and visitors shall.' Add to the end of the paragraph 'Employees shall follow the return to work procedures.' page 1 of 1.
		Insert	In third paragraph between words, 'The Principal, HCP and' page 1 of 1.
	8442.01	Include	District specific 'Return to Work Policy /Procedures' attachment.
	8540	Include	NEOLA 'Vending Machines' policy and check options 2, 3, 4, and 5 attached page 1 of 1.
9000	9150	Replace	May with Will
	9151	Check	Option #1
		Check	Option 5 on page 2 of 3 and insert No Video or Audio Devices in Locker Rooms and check option 7.
	9160	Delete	Policy 9211, District Support Organizations
		Delete	(see also policy 8390) Animals on District Property.
	9700	Insert	The word Occur at the beginning of phrase 3.