



# LAKEWOOD SCHOOL BOARD MEETING

## **Administration:**

Joe Price – Superintendent

Sara Markee – Director of Curriculum and Instruction

## **Board of Education:**

Amanda Hahn – President

Rhett Suhre – Vice President

Patricia Platts – Treasurer

Kathy Ticha – Clerk

Steve Turner – Member

# Welcome to Lakewood!



**Kim Baker:** Front Office Administrative Assistant



**Lisa Stanton:** Kindergarten



**Tylar Edenhofer:** 2<sup>nd</sup> Grade



**Marsha Farmer:** 4<sup>th</sup> Grade




**Chrissy Bagby:** Music




**Colin Lennon:** Physical Education



**Molly Hlubek:** Physical Education

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1. **Meeting Called to Order**
  2. **Meeting Attendance**
  3. **Meeting Publication:** The methods of publicizing the meeting were to post the agenda on the front door of Lakewood School, on the Twin Lakes School District website, at Richter's Market Place, and to email copies to the Kenosha News, West of the I and the Twin Lakes Report on or before September 19, 2017 at 6:00 PM.
  4. **Closed Session:** The Board will convene in closed session per section 19.85(1)(c) and (e) of the Wisconsin Statutes, to consider employment, and performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and to deliberate or negotiate over the purchase of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session; specifically, to discuss personnel matters.
  5. **Return to Open Session: Action**
  6. **Pledge of Allegiance**
  7. **Approval of Minutes: Action**
    - Regular School Board Meeting of August 23, 2017
  8. **Board Correspondence**
  9. **Finance Report Review: Information**
    - August Revenues and Expenditures
    - Yearly Overview of 2017/2018 Budget
  10. **District Update: Information**
    - District Goals
    - District Administrator Goals and Timelines



**11. New Agenda Items:**

- a. Third Friday Count – for information
- b. Employee Handbook – for discussion/action
- c. Summer School Numbers for 2016/17 – for information
- d. 2017/2018 Budget Proposal – for discussion/action
- e. Administrator Goals – for discussion/action

**12. New Policy and Policy Updates:**

- a. Policy 830 – Use of School Facilities

**13. Action Items Follow Up:**

- a. Policy 830: Clarification of language as it relates to liability
- b. Open Enrollment Trends

**14. Action Items for Next Board Meeting:**

**15. Public Comments:** *Please note that we follow Roberts Rules of Order during Board meetings. Public comments shall be followed in accordance with Board Policy 187.*

**16. Set Date and Time of Regular October Meeting and Certification of Levy Meeting**

**17. Adjournment**

**\*Annual Meeting to immediately follow at 7:00 PM**



# FINANCE HIGHLIGHTS

Reading of Revenues and Expenditures  
Review/Discussion of Monthly Check Register  
Review/Discussion of Yearly Budget Overview  
Review/Discussion of Monthly Foodservice Overview  
Monthly Metrics Review

TWIN LAKES SCHOOL DISTRICT #4  
Twin Lakes, Wisconsin

Financial Report of August 2017 Reviewed at the September 2017 Regular School Board Meeting

Beginning Balance 7/31/2017 \$ 1,986,197.68

**REVENUES**

|                                       |              |
|---------------------------------------|--------------|
| August Interest on Money Markets      | 937.66       |
| Rev Trak Student Fees                 | 4,597.00     |
| Rev Trak Student Lunch                | 863.20       |
| Rec Program                           | 2,000.00     |
| Westosha Lakes Church Building Rental | 500.00       |
| 21st Century Grant Final Claim        | 34,278.82    |
| August Tax Levy                       | 1,331,837.26 |

**TOTAL REVENUES** \$ 1,375,013.94

**DISBURSEMENTS**

|                         |                 |
|-------------------------|-----------------|
| August Accounts Payable | \$ (297,914.76) |
| August Payroll          | \$ (133,282.30) |

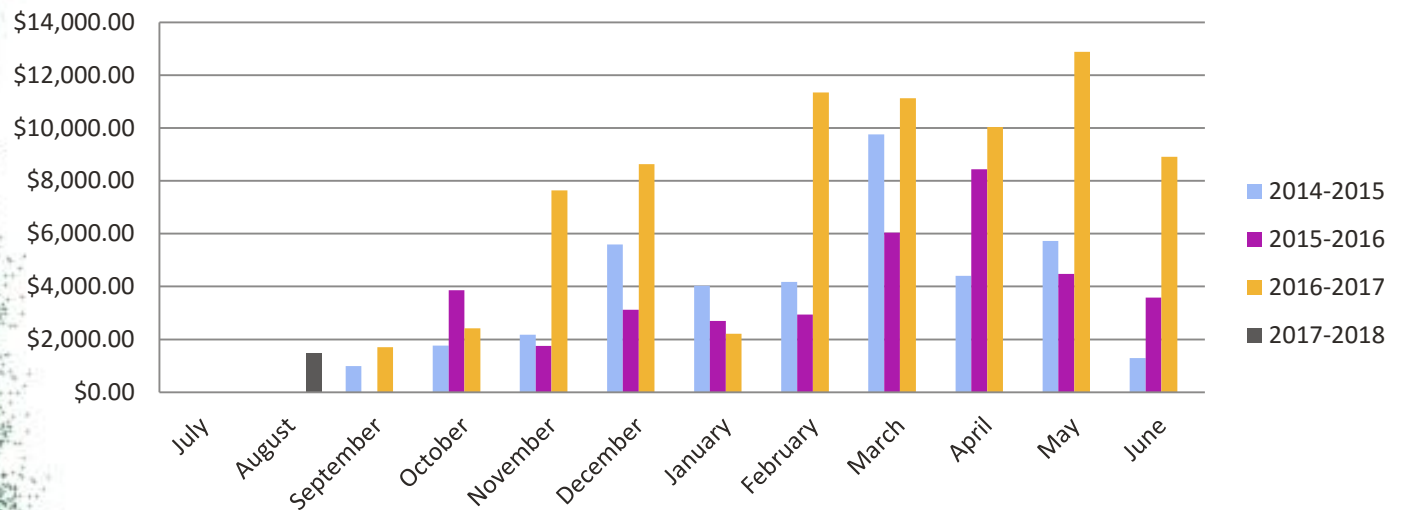
**TOTAL DISBURSEMENTS** \$ (431,197.06)

Balance 8/31/2017 \$2,930,014.56

# Monthly Metrics

| Teachers On Call Financials |            |            |             |            |
|-----------------------------|------------|------------|-------------|------------|
|                             | 2014-2015  | 2015-2016  | 2016-2017   | 2017-2018  |
| July                        |            |            |             |            |
| August                      |            |            |             | \$1,485.90 |
| September                   | \$995.40   | \$0.00     | \$1,709.42  |            |
| October                     | \$1,764.00 | \$3,855.60 | \$2,413.00  |            |
| November                    | \$2,179.80 | \$1,751.40 | \$7,641.59  |            |
| December                    | \$5,594.40 | \$3,124.80 | \$8,625.84  |            |
| January                     | \$4,032.00 | \$2,696.40 | \$2,217.42  |            |
| February                    | \$4,170.60 | \$2,935.80 | \$11,346.18 |            |
| March                       | \$9,752.40 | \$6,045.48 | \$11,129.01 |            |
| April                       | \$4,404.96 | \$8,439.48 | \$10,040.62 |            |
| May                         | \$5,720.40 | \$4,475.52 | \$12,877.80 |            |
| June                        | \$1,297.80 | \$3,575.88 | \$8,908.18  |            |

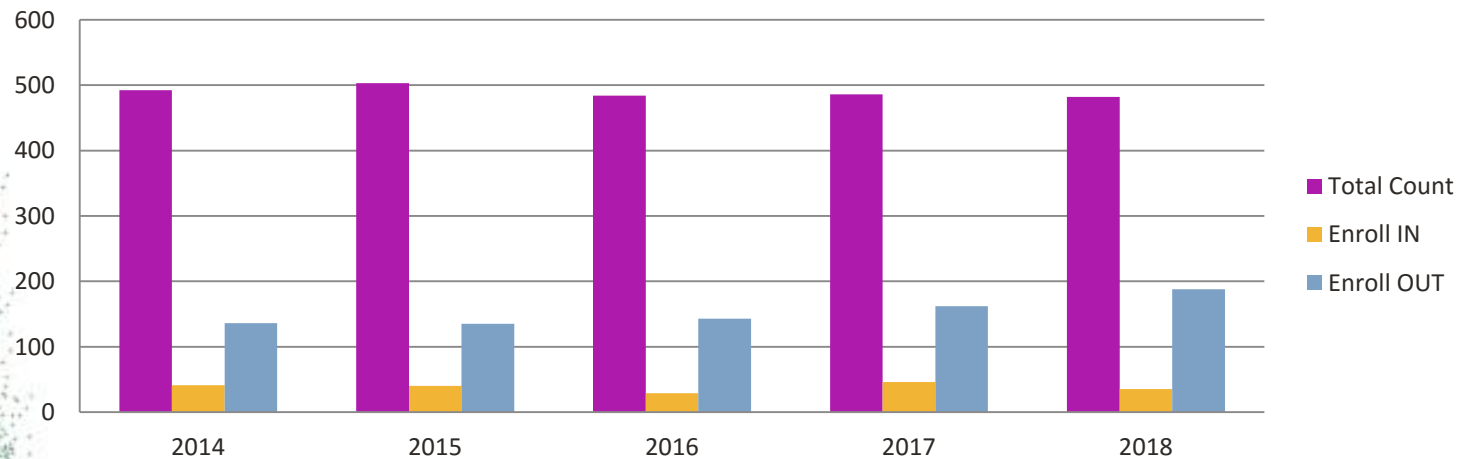
## Teachers On Call Financials YTD



# Monthly Metrics

| Student Count |             |           |            |
|---------------|-------------|-----------|------------|
|               | Total Count | Enroll IN | Enroll OUT |
| 2014          | 492         | 41        | 136        |
| 2015          | 503         | 40        | 135        |
| 2016          | 484         | 29        | 143        |
| 2017          | 486         | 46        | 162        |
| 2018          | 482         | 35        | 188        |

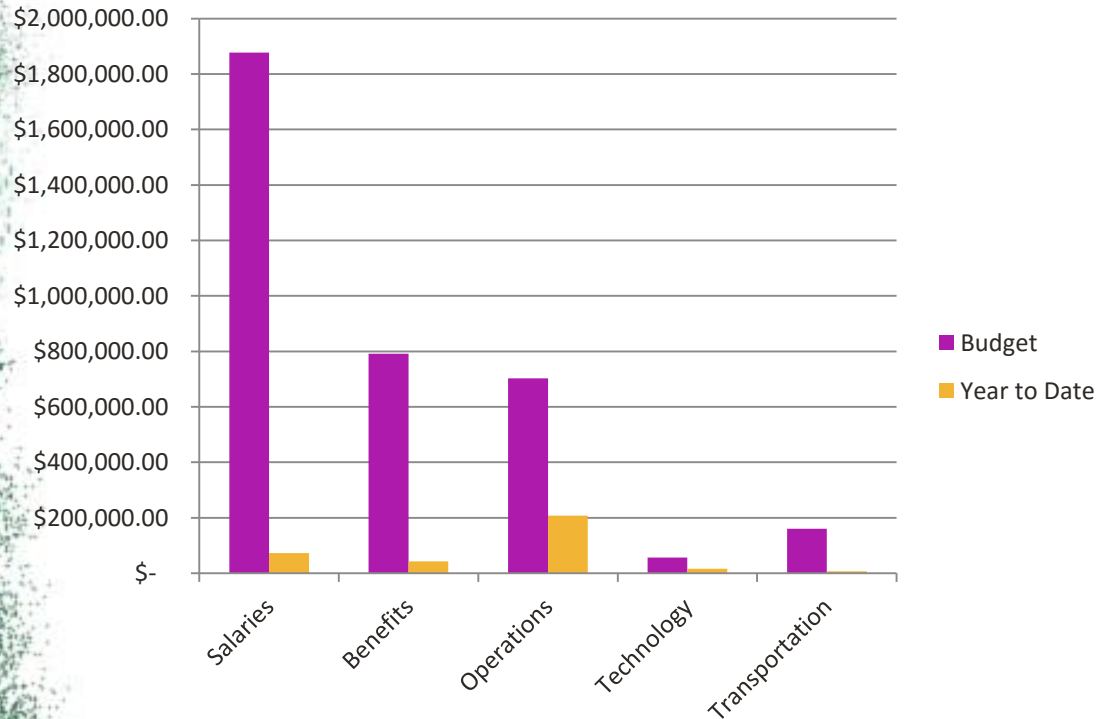
**Student Count  
3rd Friday**





# Monthly Metrics

|                | Budget          | Year to Date  |                 |
|----------------|-----------------|---------------|-----------------|
| Salaries       | \$ 1,877,512.00 | \$ 73,398.49  | \$ 1,804,113.51 |
| Benefits       | \$ 792,084.00   | \$ 42,785.68  | \$ 749,298.32   |
| Operations     | \$ 702,255.00   | \$ 207,453.69 | \$ 494,801.31   |
| Technology     | \$ 56,250.00    | \$ 16,853.00  | \$ 39,397.00    |
| Transportation | \$ 160,836.00   | \$ 6,610.87   | \$ 154,225.13   |
|                |                 | Total         | \$ 3,241,835.27 |



# Monthly Metrics

- Food Service Added Next Month
- What other items would we like to see?

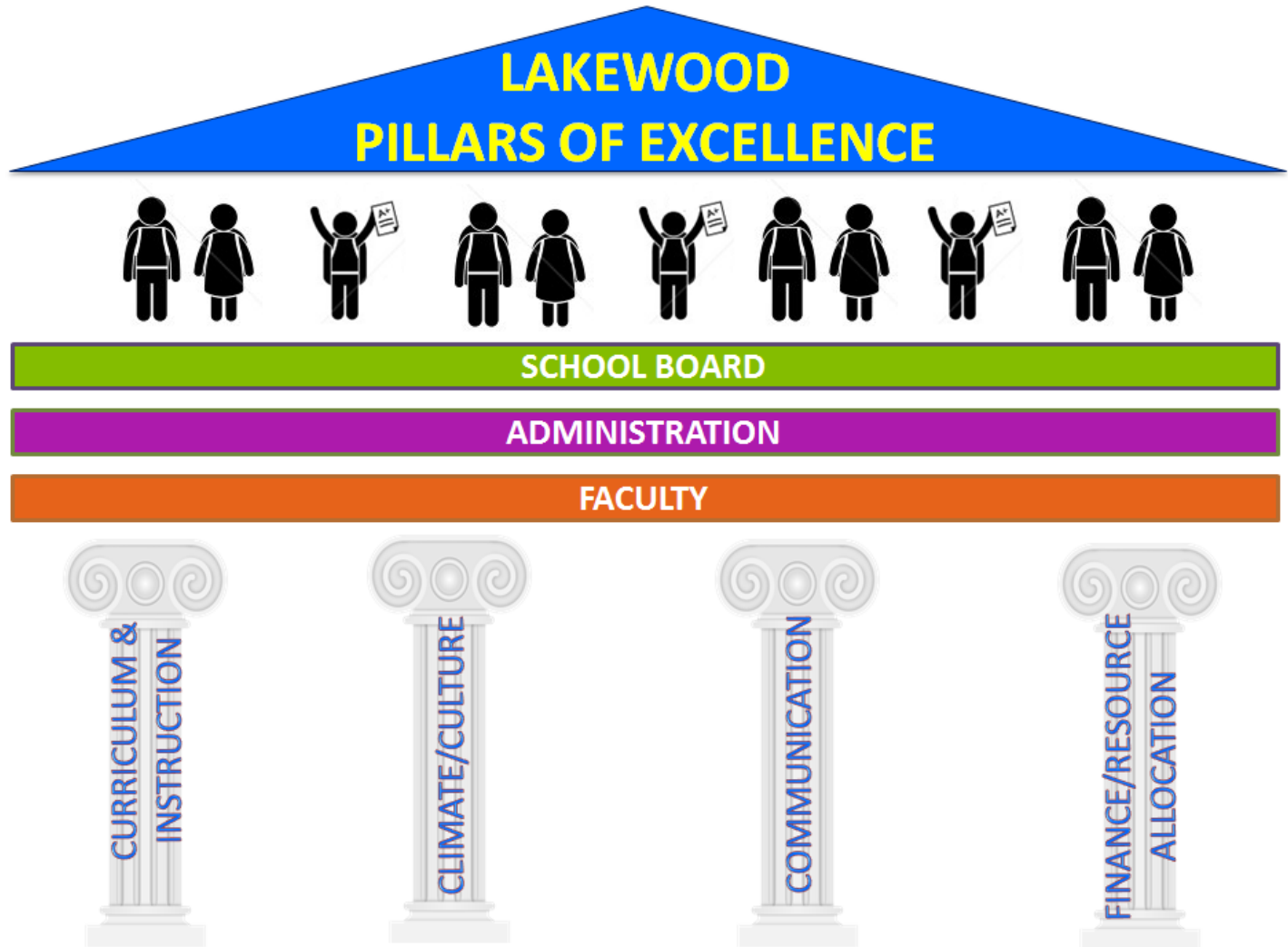




# DISTRICT PROGRESS REPORT

Review/Discussion of Monthly Progress Report

# Pillars of Excellence



# Lakewood Areas of Focus

Make sure this is updated for 2017/2018

## Curriculum and Instruction

Units of Study  
Reading  
PD and Coaching  
Reader's  
Workshop

Grade Level Team  
Meetings Specific to  
Student Data

Student Data  
Leadership Team

## Climate/Culture

Family Engagement  
Nights to Promote  
Involvement at  
School

Community  
Outreach  
Committee to  
Include Multiple  
Stakeholders

ABC Support Project  
(Academic and  
Behavior Combined  
Support)

## Communication

Development of  
Strategic  
Communications  
Plan to Reach all  
Stakeholders

Specific and  
Targeted  
Communications  
Regarding Programs  
at Lakewood

District  
Achievement Goals  
for Student  
Performance

## Finance

Resource Allocation  
to Promote Student  
Achievement

Identify & Secure  
Additional  
Resources

Budget Forecasting



# District: 2017/2018 Goals

**Goal #1:** Develop and communicate a strategy to improve student achievement through analysis of student data: **Completion date 12/20/17**

**Goal #2:** Develop and communicate 1-3-5 year student achievement goals: **Completion date 11/1/2017**

**Goal #3:** Identify and develop and communicate a strategy to address root causes prohibitive to student achievement: **Completion date 1/17/18**

**Goal #4:** Develop and implement a strategy for improving open enrollment numbers for the 2018/19 school year: **Completion date 12/20/17**

**Goal #5:** Develop, implement and communicate a school wide marketing roadmap to focus on continuous improvement initiatives, district goal progress, expectations and achievement goals: **Completion date 12/20/17**

# Administration: 2017/2018 Goals

## **Pillar of Curriculum and Instruction:**

Utilize student data to inform decisions that will improve student performance:

- Communicate Baseline Data (Where we are currently - October 2017)
- Establish 1-3-5 year goals with regard to student performance (November 2017)
- Identify which data points are we using (Forward, Fastbridge, Local Assessments, etc.) (October 2017)
- Presentation of Data after each testing session (Fall, Winter, Spring)
- Incorporate DDIS (Data Driven Instructional Systems) (May 2018)
- Establish end of year timeline to assess achievement of goals as well as begin formulating goals for the following year (January 2018)

## **Pillar of Climate/Culture:**

- Family Engagement nights: Change time, add child care, promote more frequently (Monthly and Track attendance compared to previous year)
- Establish Community Outreach Committee to Promote More Family Engagement (November 1, 2017)
- Create an action plan to be enacted in January (December 2017)
- Identify key stakeholders and involve them in the process (January 2018)

## **Pillar of Communication:**

- Mailers 2 per year (set dates and timelines) Nov. 2017 / Jan 2018
- Continue Monthly Newsletter
- Realtor Open House (October 2017 / February 2018)
- Welcome Packet to new families regardless of OE (Families who move into the district but opt to stay at current school) (Jan 2018)
- Explore PR services to help establish action plan and timelines (September/October 2017)
- Formal Proposals and Action Plan for Board approval October 2017

## **Pillar of Financial Management:**

Ensure systems alignment to maximize efficiency and communications with regard to programs and initiatives.

- Initiative dashboard with monthly / bi-monthly/ quarterly updates (October 2017 and ongoing)
- Roles and responsibilities dashboard with regard to administration and administrative support staff (December Board Meeting)
- Policy and Procedure alignment: Identify policies and procedures that are aligned with our initiatives and those that are not. (Ongoing to be completed by June 2018)



# SUPPORTING DOCUMENTATION

District Goals  
Lakewood Pillars of Excellence



# Key Performance Indicators

- KPI Dashboard will be used to measure monthly progress of District and Administrative Goals.

