

**Trevor-Wilmot Consolidated Grade School District  
Board Minutes from the January 24, 2023 Meeting**

**CALL TO ORDER**

The Board Meeting of Trevor-Wilmot Consolidated Grade School District was called to order at 7:02pm by Board President Eric Themanson in Trevor, Wisconsin in the Library.

**ROLL CALL**

Board members present were Eric Themanson, Matt Connor, Cole Marshall, Sandy Quaintance and Jennifer Youra. Also present was District Administrator Dr. Michelle Garven, Assistant Superintendent Tracy Donich, Director of Finance and Operations Bryan Kadlec, Director of Pupil Services Jenny Sprague, Director of Facilities Ray Feltson, Principal Jon Kamlager and Recording Secretary Alli Weber.

**CONSENT AGENDA**

Cole Marshall made a motion to approve the consent agenda. Matt Connor seconded the motion. Motion passed 5-0.

Matt Connor made a motion to move the Scholarly Highlights before the District Administrators Report. Jen Youra second the motion. Motion passed 5-0.

Jen Youra made a motion to move the audit up to after Scholarly Highlights. Matt Connor seconded the motion. Motion passed 5-0.

**SCHOLARLY HIGHLIGHTS**

Mrs. Weirick and her Honors Band performed for the school board. They talked about experiences they have had with the Honors Band outside of the classroom.

**NEW BUSINESS**

2021-2022 School District Audit: Wendi Unger from Baker Tilly presented a review of the 2022 Audit. We were \$330,000 over budget in revenue in our general fund. We were \$15,000 over budget for expenditures in our general fund.

**ADMINISTRATORS REPORT**

District Administrator Michelle Garven gave the following updates: We have a new music teacher, Alex Chilsen. His contract will be on next month's agenda. It will be signed tonight and approved at the next meeting. There will be construction in the community in late January and early February and will slow down transportation for our students and teachers. Dr. Garven will be moving the State Conference discussion to next month's agenda due to the amount we are talking about tonight. Bryan Kadlec put in a December finance update. There are 8 parcels in land discovered at a previous election that uncovered the properties that are in the Trevor Wilmot District and should be in Riverview. Shana Lewis, our attorney, will be working with both districts to determine who claims them. There are a few timelines to work under and it will be worked on into next year to ensure the community has a voice. A letter was sent out to the candidates for the school board election this spring. There are 3 of them. The person who receives the least amount of votes will get the 1 year term that was vacated. Each year, the Safety Plan will be brought to the board to review.

**COMMITTEE MEETINGS**

Finance/Personnel January 10, 2023: The focus of the conversation of the Finance meeting was Fund 10, the largest part of our budget. Budget projections for the year were looked at, with a mention to substitute salaries. Budget projections for 5 years were also discussed. The focus of the personnel meeting was Tracy Donich's contract and succession planning and its policy.

**BOARD MEMBER COMMENTS AND COMMUNICATIONS**

Several leadership members and Sandy attended the WASB conference last week. Sandy mentioned that she attended the delegate assembly and most things that the Board wanted regarding changes were not passed. She mentioned that due to time, some things were tabled until next year. Matt Connor mentioned that Pack the Place was a huge success last week. Matt thanked all of the coaches and parents for their participation and donation of time as well as Mr. Kamlager. Jen Youra thanked everyone for their contributions to the 8th grade Washington DC trip. Jen Youra mentioned a great Honors Band concert and seeing the teamwork among the students in different schools. She wanted to remind everyone that NHD projects will be on display tomorrow night. Matt Connor also thanked Mrs. Towry, Mrs. Sorenson and the math department for their efforts in their math competition.

## **NEW BUSINESS**

### **Open Enrollment**

Special Education: The district will not be accepting any students with IEPs from open enrollment due to being at capacity.

Matt Connor made a motion to approve the special education recommendation as presented. Cole Marshall seconded the motion. Motion passed 5-0.

General Education: The district will be accepting general education open enrollment students to our preferred capacity.

Jen Youra made a motion to approve the open enrollment recommendation for general education as presented. Cole Marshall seconded the motion. Motion passed 5-0.

Policy 1100: The Board would like to add a paragraph outlining succession planning containing an Administrative Organization/Operation Chart. This would mean that, unless there are any existing or documented performance concerns, the open position will be offered the open position prior to any outside posting of the position. Matt Connor mentioned concerns with transparency within the district to possibly pick “favorites.” Jen Youra asked about how leaders who fill in are picked, whether based on qualifications, going to school for leadership, etc. Cole Marshall mentioned that the current staff are already part of the system and have had an opportunity to test drive the job filing in for various roles. Eric Themanson mentioned that it lays out a clear direction and there is room for a change in direction if needed.

Cole Marshall made a motion to adopt Policy 1100 with recommended changes. Jen Youra seconded the motion. Motion passed 5-0 .

Annual Safety Plan Reporting Act 143: Each school must provide a school safety plan before each January 1. This should include the safety plan, dates of safety drills along with evaluation of the drills, date of the most recent school training on safety with number of attendees and the most recent date in which the school consulted with local law enforcement to contact on-site safety assessments. It should be noted that an actual fire or warning is also considered a drill and counts for that period of time. Each classroom will get an emergency bucket with various important items that can be useful in emergency situations. We are up to date on all of our DOJ requirements. Our EMC Insurance and OSHA walkthrough were both successful.

Approval of Calendar 2023-2024: We will not be aligning with Wilmot for the first day of school and are aligning with Westosha Central in starting the day after Labor Day. A change in conferences is in part due to parent’s variety of work schedules as well as staff needs.

Cole Marshall made a motion to approve the calendar as is for the 2023-2024 school year. Jen Youra seconded the motion. Motion passed 5-0.

Succession Planning/Administrative Contract Approval Tracy Donich: This will combine adapting to the environment we are in and changing our ways a little bit. We want to take our strategic plan and move it forward. We have an opportunity to keep staff in our district and not go looking elsewhere. Tracy understands what the district priorities are and to be next in line to continue to move our district forward. This means that when Dr. Garven retires, it provides a path for Tracy to potentially take her place in her 2nd year of her contract. Michelle’s contract is through the end of next year. If we do nothing with this contract this month, Tracy’s current contract will roll over.

Cole Marshall made a motion to approve the contract of Tracy Donich. Eric Themanson seconded the motion. Motion passed 4-1.

## **CITIZENS COMMENTS**

Citizen Comments Submitted Prior to Board Meeting: None

In-person comments: None

## **ADJOURNMENT**

Cole Marshall made a motion to adjourn the meeting. Matt Connor seconded the motion. Motion passed 5-0. Meeting was adjourned at 9:22pm.