



Regular School Board Meeting - Nov 17 2025 Minutes

Monday, November 17, 2025 at 5:00 PM

218 County Road B Shawano, WI 54166 715-526-3194

Board Present: Jeana Winslow, Karen Houston, Alfred Pyatskowit, Frank Kugel, Christine McKinnies, Tim Renard, and Bobbi Lemerond

Board Absent: Mike Musolff and John Arens

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1. Order of Business

- A. Call to Order, Verification of Quorum 5:00 p.m.
This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.
- B. Statement of Meeting Notice 19.84(2)
- C. Pledge of Allegiance
- D. Board Norms
- E. Approval of Agenda
Moved to approve the agenda.

Moved by: Bobbi Lemerond

Seconded by: Karen Houston

Yea Jeana Winslow, Karen Houston, Alfred Pyatskowit, Frank Kugel, Christine McKinnies, Tim Renard, and Bobbi Lemerond

2. Community Comments

None

- A. Individuals need to register with their name, address, and topic prior to the start of the meeting to speak during community comments.

3. Consent Agenda

Moved to approve the consent agenda with presented items.

Moved by: Bobbi Lemerond

Seconded by: Christine McKinnies

Yea Jeana Winslow, Karen Houston, Alfred Pyatskowit, Frank Kugel, Christine McKinnies, Tim Renard, and Bobbi Lemerond

Motion Carries 7-0

- A. Minutes of October 27, 2025, Meeting
- B. Approval of Vouchers
- C. Resignations/Retirements/Appointments
- D. Yearly Act 143 Approval of School Safety Letters 5 - 13
[Hillcrest & LEADS Evacuation & Rally Drill.pdf](#) 
[Off-Site Rally Point Drill.pdf](#) 
[Olga Brener Safety Drill \(1\).pdf](#) 
[Alice & Standard Response Protocol Training.pdf](#) 
- E. Donations

4. District Reports

- A. Superintendent's District Office Report
- B. District Report Card, ACT, Staff Engagement, Budget Variance

- C. District Wide Data Accountability Report

5. Committee Update

- A. Student Success & Relationships Committee Meeting Update
Christine McKinnies provided an update on the committee meeting.
- B. Operations Committee Meeting Update
Karen Houston reported on the Operations Committee Meeting.

6. Action Items

- A. Tier One Priority List 14 - 15
[11-17-2025 Building Project - Tier 1 Maintenance Projects.pdf](#)



Moved to approve the presented Tier One Priority List. 14 - 15

Moved by: Bobbi Lemerond

Seconded by: Karen Houston

Yea Jeana Winslow, Karen Houston, Alfred Pyatskowit, Frank Kugel, Christine McKinnies, Tim Renard, and Bobbi Lemerond

Motion Carries 7-0

- B. Consent Agenda Item(s) Removed for Separate Consideration
There were none.

7.

Reflection & Future Agenda Items

- A. Board Norms - How did we do?
- B. Future Agenda Item
Kelly Services/Teachers on Call Update.

8. Adjourn to Closed Session

Adjourn to closed session per Wisconsin State Statute 19.85(1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically for consideration of staffing and the administrator rubric.

Moved to adjourn to closed session per Wisconsin State Statute 19.85(1) (c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically for consideration of staffing and the administrator rubric.

Moved by: Christine McKinnies

Seconded by: Frank Kugel

Yea Jeana Winslow, Karen Houston, Alfred Pyatskowit, Frank Kugel, Christine McKinnies, Tim Renard, and Bobbi Lemerond

Motion Carries - Meeting adjourned to closed session 6:39 p.m. 7-0

9. Adjournment in Closed Session

- A. Adjourn Meeting While in Closed Session
Moved to adjourn.

Moved by: Jeana Winslow

Seconded by: Frank Kugel

Yea Jeana Winslow, Karen Houston, Alfred Pyatskowit, Frank Kugel, Christine McKinnies, Tim Renard, and Bobbi Lemerond

**Motion Carries - Meeting adjourned while in closed session
8:01 p.m. 7-0**

Alfred Pyatskowit, Board
Clerk

Hillcrest Primary & LEADS Charter School

1410 South Waukechon Street
Shawano, WI 54166

Date: October 31, 2025

To: Shawano School Board and Office of Safety and Security

From: Aaron Manders, Principal, Hillcrest Primary & LEADS Charter School

Subject: Evacuation and Rally Drill Summary – October 31, 2025

Overview

On Friday, October 31, 2025, Hillcrest Primary and LEADS Charter School conducted a scheduled fire drill that transitioned into a rally point evacuation drill to Belmark. The purpose of this exercise was to assess staff and student readiness, review communication procedures, and evaluate the effectiveness of our evacuation routes and rally point coordination.

Summary of Events

- The drill began as a standard fire drill, during which students and staff evacuated the building promptly and followed all established safety procedures.
- Following the initial evacuation, the drill transitioned into a rally drill, directing staff and students to proceed to our designated off-site location at Belmark.
- Overall, the drill was executed successfully, and students and staff responded efficiently and cooperatively throughout the process.

Observations and Lessons Learned

1. Communication and Departure Timing:

Some staff members began heading to Belmark immediately after the evacuation rather than waiting for official communication. Moving forward, we will clarify expectations:

- During fire drills, staff should await formal communication before proceeding to the rally point.
- In the event of an active threat or other emergency, we will continue to rely on teachers' judgment and decision-making in the moment.

2. Evacuation Route Obstruction:

During the drill, it was observed that a fallen tree in the wooded area between Hillcrest and Belmark partially obstructed the evacuation path. The maintenance team has already addressed this issue and plans to create two clear, alternative paths to ensure accessibility in future evacuations.

Next Steps

- Reinforce staff communication protocols regarding evacuation and rally procedures.
- Collaborate with maintenance to complete and maintain the alternative evacuation paths.
- Continue to review and practice evacuation drills regularly to ensure safety, preparedness, and clear communication.

Conclusion

The October 31st evacuation and rally drill was overall successful and provided valuable insights into improving safety procedures and route accessibility. Hillcrest Primary and LEADS Charter School remain committed to continuous improvement in our emergency preparedness efforts.

Respectfully submitted,

Aaron Manders

Principal, Hillcrest Primary & LEADS Charter School

Signatures required:

Safety coordinator-



Date-31 Oct 25

Superintendent-

Date-

School Board-

Date-

Date: October 14, 2025

To: Members of the School Board

Subject: Review of Off-Site Rally Point Drill – October 14, 2025

Dear Members of the School Board,

I am writing to provide a summary and review of the recent Evacuation drill to Zion by Shawano Community High School on the morning of October 14, 2025

Purpose of the Drill

This drill served as an opportunity for students and staff to practice the process of relocating to our designated off-site rally point in the event of an emergency. All participants successfully exited Shawano Community High School and traveled to Zion Lutheran Church, our designated off-site location. The primary goal was to familiarize everyone with the route to Zion and ensure they were able to identify their designated areas within the building. This drill was conducted in compliance with Act 143.

Objectives of the Drill

1. **Enhance Safety Protocols:** Evaluate the effectiveness of our current emergency response plan and identify areas for improvement.
2. **Training for Students and Staff:** Provide practical training on the roles and responsibilities of students and staff during a reunification scenario.

Review of the Drill

- Evacuation site should be called enroute to site.
- Evacuation should be announced over the PA and 2-way radio channel 4.
- Transportation for students with special needs should be provided
- Travel to and from Zion was completed without any reported incidents or complications.

- **Upon arrival**, staff were able to quickly locate their designated areas. This was aided by prior orientation visits to Zion Lutheran Church during the Spring of 2024 and additional training during staff in-service.
- **Post-drill debriefing** with the leadership team identified a few areas for improvement:
 - Evacuations Need to be called over PA and 2-way radio channel 4
 - Evacuation site needs to be called while enroute to site
 - It was difficult to account for staff in larger areas, such as the Sanctuary.
 - As a result, we have updated our emergency documents and restructured our administrative check-off lists to more efficiently group staff and streamline the accountability process.

We are committed to continuously improving our emergency preparedness procedures to ensure the safety and security of all students and staff.

Thank you for your attention to this important matter. Please feel free to reach out if you have any questions or would like further details.

Prepared by Mike Timm

Signatures

Safety coordinator

Shawn Mitchell 23 OCT 2025

Superintendent

School Board

Brener Elementary School

School Safety Drill Summary Report

Date of Drill: October 22, 2025

Type of Drill: Standard Response Protocol (SRP) – *Hold & Lockdown*

Drill Overview

Time:

- **Hold:** Began at approximately 1:15 p.m.
- **Lockdown:** Began at approximately 1:20 p.m.

Purpose:

To practice Standard Response Protocol procedures for “Hold” and “Lockdown” situations, ensuring staff and student preparedness in maintaining safety and security during potential emergencies.

Procedures Practiced

Hold – “In Your Classroom or Area”

- *Students:* Cleared hallways, remained in assigned rooms, and continued normal activities.
- *Staff:* Closed and locked doors, accounted for all individuals, and continued regular instruction.

Lockdown – “Locks, Lights, Out of Sight”

- *Students:* Moved out of sight, remained silent, and did not open doors.
- *Staff:* Locked doors, turned off lights, moved students out of sight, maintained silence, and prepared to evade or defend if necessary.

Teachers were instructed to practice barricade procedures using moveable classroom items (desks, chairs, tables) without causing damage.

Debrief Summary

What Went Well:

1. Area of Rescue Assistance System by Door B functioned correctly, and admin staff were instructed on its use.
2. Coordination with SSD Maintenance Staff and Officer Hoffman was beneficial.
3. Students and staff promptly cleared hallways and returned to classrooms as directed.

Areas for Improvement:

1. Not all classrooms practiced proper barricade techniques.
2. Some students and staff remained visible during lockdown.
3. Kitchen and Room 130 had trouble hearing announcements.
4. Unlocked doors noted in Rooms 108, 114, 128 (back door), and 129.
5. Construction workers entered/exited during the drill.
6. The boiler room door (under construction) was jammed and unable to close.
7. A substitute teacher allowed student bathroom breaks during the "Hold."
8. Some noise and talking were heard during the lockdown.
9. Some staff did not close doors during the hold.

Next Steps / Action Plan

1. Conduct **Spring Shelter Drill**.

2. In **November**, practice an **Evacuation Drill** to Zion Church.
3. Continue to improve communication regarding SRP procedures for staff and students.
4. Maintain blocked exits at Brener during all safety drills to ensure secure perimeters.
5. The boiler room door was checked for proper operation by maintenance staff after the drill. The door operated normally.

Report Prepared by:



Safety Coordinator

Date: 23 Oct 2025



Superintendent

Date: _____

School Board Representative Date: _____

Shawano School District

ALICE & Standard Response Protocol (SRP) Refresher Training Summary

Date of Training: October 13, 2025

Purpose of Training

The purpose of this training was to ensure that all staff members are adequately prepared to respond effectively to emergency situations, specifically active threat scenarios and other school safety incidents. This refresher course focused on the ALICE protocol (Alert, Lockdown, Inform, Counter, Evacuate) in conjunction with the Standard Response Protocol (SRP), reinforcing best practices for school safety and crisis response.

Training Overview

- **Date Conducted:** October 13, 2025
 - **Location:** Shawano School District
 - **Participants:** All district staff members
 - **Type of Training:** Annual refresher training for ALICE and SRP procedures
-

Facilitators

The training was led and facilitated by the following personnel:

- **Shawn Mathwich**
Safety Coordinator / Director of Buildings and Grounds
- **Mike Timm**
Maintenance Worker / Safety Lead
- **Brandy Hoffman**
School Resource Officer (SRO)

- **Tyler Thornborough**
School Resource Officer (SRO)

Summary

All staff members across the Shawano School District successfully participated in the ALICE and Standard Response Protocol refresher training on October 13, 2025. The session was designed to reinforce emergency preparedness, improve response consistency across the district, and align with current best practices in school safety protocols.

This training ensures the continued commitment of the Shawano School District to maintain a secure and responsive environment for all students, staff, and visitors.

Prepared by:

Shawn Mathwich
Safety Coordinator
Shawano School District

Date: October 13, 2025

Signatures required:

Safety coordinator-

Date- 23 Oct 2025



Superintendent-

Date-

School Board-

Date-



Shawano School District Board of Education – Executive Summary

ITEM FOR ACTION

DATE: November 17, 2025

SUBJECT: Tier 1 Project list

PRESENTER(S): Kurt Krizan

WHY is the board being asked to approve a Tier 1 Priority List?	• While our referendum provided the framework and funding parameters, actual bid results have come in at varying levels due to current market conditions, construction costs, and material pricing. • To ensure we remain within budget while still delivering on the core commitments made to our community, we need to identify and formally approve which projects represent our top priorities—our “Tier 1” work. • Approval of this Tier 1 list provides clear direction to our construction partners, ensures transparency and accountability in how referendum dollars are spent, and allows us to keep projects on schedule. • Once the Tier 1 work is confirmed and we have a more complete financial picture from remaining bid packages, we can revisit additional projects identified as Tier 2 or alternate priorities. • Approval of our Tier 1 list allows us to align our project scope with actual bid results, protect taxpayer investment, and continue to move forward responsibly and efficiently.
WHAT projects are being included?	• Additional Door Replacement (HS) & card reader access (All) • Classroom Furniture (All) • Playground Equipment (HC) • Maintenance to Tennis Courts • Classroom Technology (All) • Cameras Security Systems (All) • Clocks/Speakers Upgrades (HC, OB, SCMS) • Fire Alarm/Notification Upgrade (OB)

HOW were these items/projects identified?	• The Tier 1 projects being presented for approval were identified through a careful review of the bid results, overall budget projections, and the commitments made to our community when the referendum was approved. • Representatives from Hoffman Planning and Design have worked alongside Superintendent Krizan, Business Manager - Kadlec, Director of Technology - Koenig, and Director of Buildings and Grounds - Mathwich to develop and prioritize our projects. • Tier 1 projects were also shared with the Building Project team consisting of Four Board Members (Renard, Kugel, Lemmerond, and Arens) Hoffman Planning Team Members, and District Staff (Krizan, Kadlec, Koenig, & Mathwich)
What is the financial impact of this proposal?	• Referendum funds will be used to support these projects. The total of Tier 1 projects identified is currently estimated at \$2,721,661. • Once approved, these projects will be added to the scope of the building project and bid accordingly.
What is the action that the board is being asked to take?	• Motion to approve the Tier 1 Project List as presented

PRIMARY CONTACT FOR MORE INFORMATION

NAME: Kurt Krizan

EMAIL:: kkrizan@shawanoschools.org