

MORAINE PARK TECHNICAL COLLEGE DISTRICT BOARD MEETING

*October 17, 2018
5:00 p.m.*

**Moraine Park Technical College
235 North National Avenue, Fond du Lac, WI 54935
Room A-112**

AGENDA

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- 1) Board of Directors & Committee Reports
- 2) Upcoming Events

Report
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(Note: A majority of Board members may be attending the meetings/conferences at the dates/places, and for the purposes referenced in this document. This notice is being provided to comply with Wisconsin Open Meetings Law.)

IX. ADJOURNMENT

I. ROLL CALL – 5:00 p.m.

A. Meeting Announcement

This meeting of the Moraine Park Technical College District Board has been officially announced to the District's official news media – the Fond du Lac Reporter, the West Bend News, and the Beaver Dam Daily Citizen – as well as to other media, in accordance with the Wis. Stat. sec. 19.81 through 19.98.

Roll call:

_____ Zeratsky
_____ Lloyd
_____ Prill
_____ Laubenstein
_____ Fields
_____ Schwab
_____ Jung
_____ Staral

V. APPROVAL OF MINUTES

SUGGESTED MOTION:

I move that the Moraine Park Technical District Board approve the September 19, 2018 meeting minutes as presented.

VI. CONSENT ITEMS

The following information is being presented for the purpose of District Board monitoring of their Presidential Parameter policies #4HEE0100, Employment; #4FAF0300, Accounting; #4FFF0200, Investments; and their Desired Outcomes Policy #1TFT0200, Educate for Employment – Economic Development Contracting.

A. Employment

Resignations/Terminations

Amy Richter, K-12 Partnership Coordinator, submitted her resignation effective October 24, 2018. Amy has been with the College since January 2007.

Tanya Ney, Network Engineer, submitted her resignation effective September 28, 2018. Tanya had been with the College since October 2015.

Jeffrey Vollstedt, Electrical Power Distribution Instructor, submitted his resignation effective May 22, 2019. Jeffrey has been with the College since August 2018.

Nicholas Lamb, Maintenance Mechanic, submitted his resignation effective September 21, 2018. Nicholas had been with the College since January 2016.

Recruitment – Support Professionals

Administrative Assistant – Health and Human Services, Fond du Lac, Campus. This full-time vacancy was created when Kim Spartz changed positions. This position provides administrative support and technical assistance to the Dean of Health and Human Services. This position was posted internally/externally. After screening and interviewing, Rachel Laehn was selected and her start date is October 22, 2018.

Student Support Representative, Fond du Lac Campus. This part-time vacancy was created when Jodi Gulig changed positions. This position provides admissions, registration, records and financial aid information and customer service to students in person and in the call center. After screening and interviewing, Marie Slagowski was selected and her start date was October 1, 2018.

Housekeeper, Fond du Lac Campus. This full-time vacancy was created when Kasheka Jones submitted her resignation. This position performs custodial duties for an assigned area at the Fond du Lac Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally/externally. After screening and interviewing, Jacqueline Juszczak was selected and her start date was September 28, 2018.

Housekeeper, Fond du Lac Campus. This part-time vacancy was created when Barbara McKenna submitted her resignation. This position performs custodial duties for an assigned area at the Fond du Lac Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally/externally. After screening and interviewing, Bridget Murphy was selected and her start date was October 9, 2018.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Support Professionals (Continued)

Buildings and Grounds Maintenance Technician, West Bend Campus. This full-time vacancy was created when Steven Reinke submitted his retirement. This position's duties involve work requiring the capability of performing a skilled level in several of the building trades. The position is also responsible for leading and maintaining the shipping and receiving functions. This position was posted internally/externally until filled.

Maintenance Mechanic, Fond du Lac Campus. This full-time vacancy was created when Nicholas Lamb submitted his resignation. This is a skilled work position requiring the capability of performing at the journeyman level in several of the building trades skills. Work is independently performed and involves leading other maintenance/housekeeping staff. This position was posted internally/externally. Interviews are scheduled for October 12, 2018.

Housekeeper, Fond du Lac Campus. This part-time vacancy was created when Amy Rosenthal submitted her resignation. This position performs custodial duties for an assigned area at the Fond du Lac Campus and performs heavy duty cleaning throughout the campus as needed. This position was posted internally/externally until filled.

WIOA Training Navigator, Beaver Dam Campus. This grant-funded, full-time vacancy was created when Monica McGauley submitted her resignation. This position will perform student recruitment for WIOA (Workforce Innovation and Opportunity Act) sponsored programs under the Workforce Development Board of South Central Wisconsin's WorkSmart Network, advise WIOA candidates interested in transitioning to MPTC programs, and provide administrative and technical assistance for WIOA programs. This position was posted internally/externally. Interviews are scheduled for October 11, 2018.

Recruitment – Management/Instructional Staff

Dean of General Studies, Fond du Lac Campus. This full-time vacancy was created when Jennifer Lanter submitted her resignation. This position will design, organize and oversee the operation of programs and services in the General Studies area. This position was posted internally/externally. After screening and interviewing, Brenda Raad was selected and her start date was October 8, 2018.

Brenda has been employed with the College for eight years, most recently as the Associate Dean of Health.

It is recommended that the Moraine Park Technical College District Board offer a contract to Brenda Raad and, further, that she be placed in Salary Grade C1 on the Management salary schedule.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

Housekeeping Supervisor, West Bend Campus. This full-time vacancy was created when Todd Knutson submitted his resignation. This position is responsible for District-wide oversight of housekeeping standards and procedures. This position is also responsible for the hiring, training, supervision and on-going staff development for all members of the housekeeping team. This position was posted internally/externally. After screening and interviewing, Raymond VanDerLinden was selected and his start date is October 25, 2018.

Raymond received his certification in Institutional Housekeeping from Moraine Park Technical College. Raymond has been in the Housekeeping/Maintenance industry for over 18 years. Raymond was most recently employed as a Supervisor/Head Custodian for the Kiel Area School District for four years.

It is recommended that the Moraine Park Technical College District Board offer a contract to Raymond VanDerLinden and, further, that he be placed in Salary Grade E1 on the Management salary schedule.

Electricity Apprentice Instructor, Fond du Lac Campus. This full-time vacancy was created when Derek Ward submitted his resignation. The primary teaching responsibility will be in the Associated Builders and Contractors Electrical Apprenticeship Program. This position was posted internally/externally. After screening and interviewing, David Mulder was selected and his start date is October 22, 2018.

David received his Associate's Degree in Electromechanical Technology from Moraine Park Technical College. David was most recently employed at the Wisconsin State Fair Park as a Master Electrician.

It is recommended that the Moraine Park Technical College District Board offer a contract to David Mulder and, further, that he be placed in Salary Grade F2 on the Faculty salary schedule.

Paramedic Instructor/Program Director, Fond du Lac Campus. This full-time vacancy was created when Brian Turner submitted his resignation. The primary teaching responsibility will be instruction in the Emergency Medical Services programs; however, class assignments and locations may vary from term to term. The position will be shared with teaching and Paramedic Program Director/EMS Coordinator duties. This position was posted internally/externally. Interviews will be held October 23, 2018.

Paramedic Instructor, Fond du Lac Campus. This full-time vacancy was created when John Gloede submitted his resignation. The primary teaching responsibility will be instruction in the Emergency Medical Services programs. This position was posted internally/externally. Interviews will be held October 23, 2018.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

K-12 Partnership Coordinator, Beaver Dam Campus. This full-time vacancy was created when Amy Richter submitted her resignation. This position facilitates collaboration between MPTC, secondary schools, CESA, technical colleges and the Wisconsin Technical College System (WTCS) to advance dual enrollment, youth and course options, articulation agreements and contract opportunities. This position was posted internally/externally. Interviews will be held November 6, 2018.

Network Engineer, Fond du Lac Campus. This full-time vacancy was created when Tanya Ney submitted her resignation. This position is responsible for the planning, installation, maintenance and support of enterprise-wide communication networks (LAN and WAN) for the MPTC computing network. This includes providing support to ensure information integrity, confidentiality and efficient network operations to provide maximum performance and availability of data across a multi-site education network. This position was posted internally/externally until filled.

K-12 Fast Forward Grant Coordinator, Beaver Dam Campus. **This is a new, grant-funded position.** This position will serve as the College liaison to provide guidance to satisfy the outcomes of the Wisconsin Fast Forward Grant to K-12 school districts. This position was posted internally/externally. Interviews are scheduled for October 22, 2018.

Executive Assistant – President’s Office, Fond du Lac Campus. This full-time vacancy was created when Jodie Schneider submitted her retirement. This position assists the President in the timely and effective conduct of the duties of the Office of the President. This position was reposted until filled. Interviews will be held October 17, 2018.

Assistant Manager – Enrollment Services, Fond du Lac Campus. This full-time vacancy was created when Lynn Marquardt changed positions. This position is accountable for the effective use of processes and the development and/or improvement of procedures of the College Enrollment major process of the Student Services Support System. This position was posted internally/externally. Interviews were held September 12, 2018.

Counselor, Fond du Lac Campus. This full-time vacancy was created when Amy Andersen submitted her resignation. This position provides counseling support services to students. This position was posted internally/externally. Second round interviews are scheduled for October 11, 2018.

Business Analyst (formerly posted as Systems Analyst), Fond du Lac Campus. This full-time vacancy was created when Michael Kinser submitted his resignation. This position is responsible to provide definitive functional and technical expertise to support new system constructs and applications, to obtain functional user requirements, to translate requirements into technical specifications supporting effective development, to work with IR supporting College data integrity, and to document and to improve system effectiveness. This position was reposted internally/externally. Second round interviews are scheduled for October 12, 2018.

VI. CONSENT ITEMS

A. Employment (Continued)

Recruitment – Management/Instructional Staff (Continued)

Economic and Workforce Development Metal Fabrication Instructor, Fond du Lac Campus. **This new, full-time position was funded in the 2017-18 budget.** The primary teaching responsibility for this position will be for classes in the Press Brake Boot Camp including the safe operation of press brake equipment, the use of Computer Numerical Control (CNC) programming for press brakes using Mastercam, blueprint reading, and short-term training for businesses. This position was posted internally/externally. Interviews were held November 21, 2017. This position's title was updated to better reflect industry and match candidate keyword searches.

B. Financial Management – Accounting/Investments

Receipt and bill listings for the month of September are attached. Following are selected receipts or disbursements with explanations.

RECEIPTS: None

DISBURSEMENTS:

<u>Number</u>	<u>Description</u>
A0227304	ERP Consultant time and travel expenses
A0227333	John Deere 26G Compact Excavator
A0227334	ERP Consultant time and travel expenses
A0227337	Mitsubishi MV1200-S Electrical Discharge Machine
A0227624	ERP Consultant time and travel expenses
A0227745	ERP Consultant time and travel expenses
P-card	Microphone and accessories
P-card	2 Sony 4K Camera's
P-card	Replica Taser and Rifle training tools
P-card	CUFF Man arrest and control training dummy
P-card	John Deere Utility Vehicle
P-card	Miller Dynasty 280 DX TIG Welder
P-card	6 OptiPlex 3060 Desktop computers
P-card	16 Dell 22in monitors

VI. CONSENT ITEMS

B. Financial Management – Accounting/Investments (Continued)

OTHER:

The interest rate at National Exchange Bank and Trust has increased from 2.125% to 2.375% for September 2018.

Annually, as required in Administrative Rule TCS 6.05(2)(h), the District will review all procurements of \$50,000 or less of similar goods, supplies, and services for the previous year to determine if a more competitive process should be used in succeeding years. This report will be used to evaluate continuous improvement, and to strengthen cost-saving opportunities for the District. Mr. Timothy Keenan, Purchasing Manager, will present this annual procurement report as a consent item for formal Board approval.

Final audit fieldwork for 2017-18 began on September 24. The 2017-18 financial statements and corresponding reports will be presented at the December Board meeting.

C. Economic Development Contracting

EWD Board Report									
October 2018									
Recipient	Title	Course	Revenue	Direct Cost	Net	Enrolled	FTE	Manager LN	Contract
Alliance Laundry Systems	Assessment Testing	T1177	\$ 505.00	\$ 261.31	\$ 243.69	0	0	Gellings	C0000000030787
Alliance Laundry Systems	Assessment Testing	T1178	\$ 351.50	\$ 148.43	\$ 203.07	0	0	Gellings	C0000000030788
Alliance Laundry Systems	Assessment Testing	T1179	\$ 348.25	\$ 124.87	\$ 223.38	0	0	Gellings	C0000000030789
Beaver Dam Chamber of Commerce	Leadership Starts Here	4719640422135	\$ 1,480.00	\$ 760.56	\$ 719.44	13	0.09	Boynton	C0000000030751
Envision Greater Fond du Lac	Research Specialist	T0997	\$ 34,139.60	\$ 26,483.51	\$ 7,656.09	0	0	Hall	C0000000028127
Gehl Foods	ARC Flash Training NFPA 70E	4741341121930	\$ 894.50	\$ 209.92	\$ 684.58	3	0.01	Gellings	C0000000030627
John Deere Horicon Works	Heartsaver First Aid/CPR/AED	4753146522087	\$ 545.00	\$ 284.15	\$ 260.85	5	0.02	Gellings	C0000000030749
John Deere Horicon Works	Heartsaver First Aid/CPR/AED	4753146522088	\$ 596.00	\$ 335.15	\$ 260.85	8	0.03	Gellings	C0000000030749
Mercury Marine	Core Skills - Mercury	4719641121748	\$ 1,340.00	\$ 536.91	\$ 803.09	23	0.12	Hall	C0000000030592
Mercury Marine	Core Skills - Mercury (Team A)	4719641121787	\$ 370.00	\$ 131.28	\$ 238.72	23	0.04	Hall	C0000000030592
Mercury Marine	Core Skills - Mercury	4719641121788	\$ 1,360.00	\$ 585.94	\$ 774.06	25	0.13	Hall	C0000000030593
Mercury Marine	Core Skills - Mercury (Team B)	4719641121789	\$ 370.00	\$ 131.28	\$ 238.72	25	0.04	Hall	C0000000030593
Mercury Marine	Core Skills - Mercury	4719641121851	\$ 1,410.00	\$ 580.45	\$ 829.55	30	0.15	Hall	C0000000030628
Mercury Marine	Core Skills - Mercury (Team A)	4719641121983	\$ 370.00	\$ 131.28	\$ 238.72	15	0.03	Hall	C0000000030628
Mercury Marine	Core Skills - Mercury (Team B)	4719641121984	\$ 370.00	\$ 131.28	\$ 238.72	15	0.03	Hall	C0000000030628
North Central WI WDB/Forward Service	Customer Service - FSC	4719645010931	\$ 5,542.17	\$ 2,516.61	\$ 3,025.56	7	0.12	Boynton	C0000000030508
North Central WI WDB/Forward Service	Customer Service - FSC	4719645010932	\$ 8,047.60	\$ 2,254.79	\$ 5,792.81	7	0.23	Boynton	C0000000030508
North Central WI WDB/Forward Service	Critical Core - FSC	4719641121855	\$ 4,103.26	\$ 1,129.91	\$ 2,973.35	7	0.12	Boynton	C0000000030591
North Central WI WDB/Forward Service	OSHA 10-1910 Gen Industry - FSC	4744942121859	\$ 2,276.84	\$ 702.68	\$ 1,574.16	7	0.06	Boynton	C0000000030591
North Central WI WDB/Forward Service	Forklift Safety - FSC	4746040021860	\$ 1,671.75	\$ 407.62	\$ 1,264.13	7	0.05	Boynton	C0000000030591
North Central WI WDB/Forward Service	Production Assembly Principles - FSC	4762342921779	\$ 4,840.52	\$ 1,746.68	\$ 3,093.84	7	0.14	Boynton	C0000000030591
North Central WI WDB/Forward Service	Math Review - FSC	4780440021857	\$ 3,699.68	\$ 855.38	\$ 2,844.30	7	0.11	Boynton	C0000000030591
Wells Vehicle Electronics	Fire Extinguisher Training	4750345522181	\$ 135.00	\$ 55.61	\$ 79.39	7	0.01	Gellings	C0000000030810
Wells Vehicle Electronics	Fire Extinguisher Training	4750345522182	\$ 135.00	\$ 55.61	\$ 79.39	7	0.01	Gellings	C0000000030810
Wells Vehicle Electronics	Fire Extinguisher Training	4750345522183	\$ 135.00	\$ 55.61	\$ 79.39	7	0.01	Gellings	C0000000030810
Wells Vehicle Electronics	Fire Extinguisher Training	4750345522184	\$ 135.00	\$ 55.61	\$ 79.39	5	0.01	Gellings	C0000000030810
Wells Vehicle Electronics	Fire Extinguisher Training	4750345522185	\$ 135.00	\$ 55.61	\$ 79.39	6	0.01	Gellings	C0000000030810
		TOTAL:	\$ 75,306.67	\$ 40,728.04	\$ 34,578.63	266	1.57		

VI. CONSENT ITEMS

SUGGESTED MOTION – PRESIDENTIAL PARAMETERS, CONSENT ITEMS

I move that the Moraine Park Technical College District Board approve the following presidential parameter consent items as presented:

- 1. Employment;***
- 2. Financial Management – Accounting/Investments, including the annual procurement report;***
- 3. Economic Development Contracting; and***

that the bills for the month of September be approved and payments are authorized, ordered, and confirmed.

Roll call vote:

_____ Lloyd
_____ Prill
_____ Laubenstein
_____ Fields
_____ Schwab
_____ Jung
_____ Zeratsky
_____ Staral

VII. ACTION ITEMS

A. Approval of Resolution – State Code of Ethics

Wisconsin's Code of Ethics for Public Officials and Employees applies to anyone holding a position "designated as assistant, associate or deputy district director of a technical college." At the October 18, 2017 meeting, the Moraine Park Technical College District Board adopted a resolution designating certain staff positions which are subject to the State Code of Ethics. The State of Wisconsin Ethics Commission is again requesting that the Board review prior designations and confirm or change these designations as appropriate. Therefore, the following resolution is presented for your consideration.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board adopt the following resolution which designates the positions at Moraine Park which are subject to the Wisconsin State Code of Ethics:

WHEREAS, technical college district board members, presidents, and other key administrative staff of technical college districts are subject to the State Code of Ethics.

THEREFORE, BE IT RESOLVED that, for purposes of Wisconsin's Code of Ethics for Public Officials and Employees, Sections 19.41 through 19.59, Stats., the Moraine Park Technical College District Board designates the following positions and indicates its intention that the current occupants of these positions and their successors be subject to the Wisconsin Ethics Code:

Position

President
Vice President – Academic Affairs
Vice President – Finance and Administration
Vice President – Human Resources
Vice President – Student Services
Chief Information Officer

Occupant

Bonnie Baerwald
James Eden
Carrie Kasubaski
Kathleen Broske
James Barrett
Jerry Richards

VII. ACTION ITEMS

B. Approval of Budget Adjustments – 2017-18 Budget

The following information is being presented for the purpose of District Board monitoring of their Executive Expectations Policy, #BP 3.4, Budgeting.

Chapter TCS 7.05(7) of the Wisconsin Administrative Code requires that modifications to the District budget after adoption shall be by fund type or function within a fund type and shall be in accordance with s.65.90 of the State statutes.

Following are both fund type and function modifications which require Board action as any costs in excess of the budgeted amounts will be excluded from operational costs for State aid computations.

A net increase to the 2017-18 budget in the amount of \$1,899,408 is recommended based on the level of activity. The budget changes are summarized as follows:

Special Revenue (Aidable) Fund	451,595
Special Revenue (Non-Aidable) Fund	1,020,552
Capital Projects Fund	82,188
Enterprise Funds	190,297
Internal Service Funds	<u>154,776</u>
	\$1,899,408

Function transfers in the amount identified are technically required to establish budget appropriations to the level of expenditures by function.

None of these adjustments require additional local support. The operational mill rate for 2017-18 remains at .43178, and the debt service mill rate remains at .21752. In total, the mill rate remains at .64391.

VII. ACTION ITEMS

B. Approval of Budget Adjustments – 2017-18 Budget (Continued)

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2017-18 District budget:

Roll call vote:

_____ Fields
_____ Jung
_____ Prill
_____ Lloyd
_____ Schwab
_____ Zeratsky
_____ Laubenstein
_____ Staral

WHEREAS, any modification to an adopted budget by fund type or function is required by State Statute 65.90(5)(a) to be approved by a technical college district board by at least two-thirds vote of the full district board; and

WHEREAS, the Moraine Park Technical College District finds it appropriate to make such modifications to its 2017-18 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2017-18 budgetary revisions:

To increase expenditure appropriations/uses in the General Fund for:
... General Institutional from \$10,185,263 to \$11,032,406

To decrease expenditure appropriations/uses in the General Fund for:
... Instruction from \$23,346,039 to \$22,862,766
... Transfers from Designated for Operations from \$444,799 to \$80,929

To increase resources in the Special Revenue (Aidable) Fund for:
... State Aid from \$855,380 to \$1,283,097
... Institutional Revenue from \$270,000 to \$293,878

To increase expenditure appropriations/uses in the Special Revenue (Aidable) Fund for:
... Instruction from \$1,404,926 to \$1,853,192
... Instructional Resources from \$0 to \$3,329

VII. ACTION ITEMS

B. Approval of Budget Adjustments – 2017-18 Budget (Continued)

To increase resources in the Special Revenue (Non-Aidable) Fund for:

- ... State Aid from \$782,600 to \$805,692
- ... Institutional Revenue from \$317,000 to \$407,489
- ... Federal Revenue from \$7,109,413 to \$8,046,745

To decrease resources in the Special Revenue (Non-Aidable) Fund for:

- ... Designated Fund Balances from \$76,837 to \$46,476

To increase expenditure appropriations/uses in the Special Revenue (Non-Aidable) Fund for:

- ... Student Services from \$8,305,850 to \$9,326,402

To increase resources in the Capital Projects Fund for:

- ... Designated Fund Balances from \$158,921 to \$241,109

To increase expenditure appropriations/uses in the Capital Projects Fund for:

- ... Instruction from \$1,033,890 to \$1,116,078

To increase resources in the Enterprise Funds for:

- ... Designated Fund Balances from \$99,421 to \$289,718

To increase expenditures/uses in the Enterprise Funds for:

- ... Auxiliary Services from \$250,251 to \$440,818

To increase resources in the Internal Service Fund for:

- ... Retained Earnings from \$673,871 to \$828,647

To increase expenditures/uses in the Internal Service Fund for:

- ... Auxiliary Services from \$1,016,596 to \$1,171,372

BE IT FURTHER RESOLVED that the Administration be directed to place this resolution as a Class I Legal Notice in the designated District newspapers as required by Section 65.90(5)(a) of the Wisconsin Statutes.

VII. ACTION ITEMS

C. Approval of Budget Adjustments – 2018-19 Budget

The following information is being presented for the purpose of District Board monitoring of their Executive Expectations Policy, #BP 3.4, Budgeting.

Chapter TCS 7.05(7) of the Wisconsin Administrative Code requires that modifications to the District budget after adoption shall be by fund type or function within a fund type and shall be in accordance with s.65.90 of the State statutes.

Following are both fund type and function modifications which require Board action as any costs in excess of the budgeted amounts will be excluded from operational costs for State aid computations.

A net increase to the 2018-19 budget in the amount of \$422,582 is recommended based on a review of financial resources available and an analysis of budget appropriations prior to certifying the 2018-19 property tax levy. The budget adjustment, detailed by fund, is as follows:

General Fund	\$ 422,582
Capital Projects Fund	<u>1,700,000</u>
Total	\$2,122,582

A net increase in the amount of \$422,582 in the General Fund is recommended based on an analysis of resources available, revised full-time enrollment (FTE) projections, state aid allocations, and to recognize appropriation modifications for personnel and current expense. A net increase in the amount of \$1,700,000 in the Capital Projects Fund is recommended for future use including but not limited to the Enterprise Resource Planning (ERP Project).

VII. ACTION ITEMS

C. Approval of Budget Adjustments – 2018-19 Budget (Continued)

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the following resolution authorizing revisions to the 2018-19 District budget:

Roll call vote:

_____ Jung
_____ Fields
_____ Laubenstein
_____ Prill
_____ Zeratsky
_____ Schwab
_____ Lloyd
_____ Staral

WHEREAS, any modification to an adopted budget by fund type or function is required by State Statute 65.90(5)(a) to be approved by a technical college district board by at least two-thirds vote of the full district board; and

WHEREAS, the Moraine Park Technical College District finds it appropriate to make such modifications to its 2018-19 budget.

NOW, THEREFORE, BE IT RESOLVED by the Moraine Park Technical College District Board to make the following 2018-19 budgetary revisions:

To increase anticipated resources in the General Fund for:

... Tax Levy from \$11,070,068 to \$11,097,131
... Other Student Fees from \$895,537 to \$1,102,952
... Transfers from Designated for Operations from \$0 to \$487,510

To increase expenditure appropriations and uses in the General Fund for:

... Instructional Resources from \$1,909,235 to \$1,909,502
... Student Services from \$6,518,882 to \$6,784,382
... Interfund Transfers from \$0 to \$1,700,000

To decrease anticipated resources in the General Fund for:

... State Aid from \$24,697,792 to \$24,614,515
... Program Fees from \$7,148,949 to \$6,982,820
... Institutional Revenue from \$4,279,620 to \$4,229,620

VII. ACTION ITEMS

C. Approval of Budget Adjustments – 2018-19 Budget (Continued)

To decrease expenditure appropriations and uses in the General Fund for:

- ... Instruction from \$24,575,681 to \$24,519,441
- ... General Institutional from \$11,416,232 to \$10,508,500
- ... Physical Plant from \$3,705,155 to \$3,685,323
- ... Transfers from Designated for Operations from \$559,381 to \$0

To increase anticipated resources in the Capital Projects Fund for:

- ... Interfund Transfers from \$0 to \$1,700,000

To increase expenditure appropriations and uses in the Capital Projects Fund for:

- ... Transfers to Reserves and Designated Fund Balances from \$0 to \$1,700,000

BE IT FURTHER RESOLVED that the Administration be directed to place this resolution as a Class I Legal Notice in the designated District newspapers as required by Section 65.90(5)(a) of the Wisconsin Statutes.

VII. ACTION ITEMS

D. Approval of Resolution – Certification of Tax Levy

The following information is being presented for the purpose of District Board monitoring of their Executive Expectations Policy, #BP 3.4, Budgeting.

The Moraine Park Technical College District Board adopted the budget for fiscal year 2018-19 on June 20, 2018, in accordance with Wisconsin Statutes. This budget includes the operational plan of the District as prepared by the Board and staff. Educational services will be provided to approximately 13,000 students.

The certification of the tax levy, by Statute, must be acted upon by the District Board by October 31, 2018. In addition, operational levy is capped at the District's net new construction growth rate as certified by the Wisconsin Department of Revenue. This total is then adjusted by the Property Tax Relief Aid, Personal Property Aid and the Real Property Tax Refund credit allowed. The total may be further adjusted by no more than .5% of the prior year's net new construction growth rate. Total levy dollars are calculated at \$16,951,335. Following is a resolution for your approval.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board approve the following resolution to certify the tax levy for the Moraine Park Technical College District for the 2018-19 budget year:

Roll call vote:

_____ Schwab
_____ Lloyd
_____ Prill
_____ Jung
_____ Zeratsky
_____ Laubenstein
_____ Fields
_____ Staral

WHEREAS, the Moraine Park Technical College District Board adopted the budget for fiscal year 2018-19 on June 20, 2018, at its regular meeting; and

WHEREAS, the Moraine Park Technical College District Board reviewed the 2018-19 budget on October 17, 2018, in accordance with Chapter TCS 7.05(6) of the Wisconsin Administrative Code; and

VII. ACTION ITEMS

D. **Approval of Resolution – Certification of Tax Levy (Continued)**

WHEREAS, this review resulted in a modification of the budget based on a thorough analysis of resources available, a review of revenue projections and current expense and debt service appropriations, a complete revision of the personnel budget, and a change to the tax levy allocations as proposed in the budget document; and

WHEREAS, the tax levy required to support the 2018-19 budget represents a 1.40799%, or a \$235,360 increase over the 2017-18 tax levy;

WHEREAS, the tax levy represents an operational mill rate on equalized value of .42945 and a debt service mill rate of .20626 for a total mill rate of .63571.

WHEREAS, the operational tax levy increase of 1.44582% is equivalent to the net new construction rate as determined by the Wisconsin Department of Revenue.

NOW, THEREFORE, BE IT RESOLVED, that the Moraine Park Technical College District Board authorizes a tax levy of sixteen million, nine hundred fifty-one thousand, three hundred thirty-five dollars (\$16,951,335) on the full value of the taxable property of the District for the purpose of operating and maintaining the schools of the District, payment of indebtedness, acquiring equipment, and making capital improvements for the year beginning July 1, 2018.

BE IT FURTHER RESOLVED, that the Moraine Park Technical College District Board pursuant to Section 38.16(1) of the Wisconsin Statutes authorizes that the aforementioned amount of levy be spread proportionately on the tax rolls for collection in each city, village, and town within the District, and that the respective clerks be informed of this action.

VII. ACTION ITEMS

E. Approval of Bid – E-wing Building Remodel

The District proposes to remodel the E-Wing on the Fond du Lac Campus in accordance with Moraine Park's 2018-21 Three-Year Facilities Plan. The E-Wing Remodel is a project to move all District Office administrative functions to the main campus. Currently, several administration departments are in a separate building in the southwest corner of the Fond du Lac Campus. Due to the square footage limitations of the District Office, some departments have staff separated from their work groups. The vision is to be collaborative and accessible to the District's staff and students by infusing the administration into the main part of campus. The first phase will create space for Finance, Human Resources and Organizational Development who work very closely together. A portion of the area being renovated has been unoccupied since the on-site childcare center was discontinued. The other portion of the E-wing is inefficient with respect to space allocation. By having this multiphase project, it will allow for the total space to become all administration by utilizing the space more efficiently. In addition, it will allow us to update the current restrooms.

Class II bid notices were placed in District newspapers to make contractors aware of the project, and bids were opened on September 28, 2018.

The proposed work is scheduled to begin in November 2018, with completion scheduled for May of 2019. The total budget for this project is \$1,500,000. The cost breakdown is as follows:

Construction Costs:	\$1,408,800
Contingency:	31,200
Architectural Fees:	60,000
Total:	\$1,500,000

There were five bids submitted, with Capelle Bros. & Diedrich, Inc. with the lowest responsible bid. It is recommended that the following bid be accepted:

Capelle Bros. & Diedrich, Inc.:

Base Bid:	\$1,408,800
Alternates 1-5	0
Bid Total:	\$1,408,800

VII. ACTION ITEMS

E. Approval of Bid – E-wing Building Remodel (Continued)

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board accept the following low bid for the E-Wing Remodel project:

Contract No. 1 to Capelle Bros. & Diedrich, Inc. in the amount of \$1,408,800;

and, further, that the President be authorized to proceed with this project.

Roll call vote:

_____ Lloyd
_____ Prill
_____ Jung
_____ Zeratsky
_____ Laubenstein
_____ Fields
_____ Schwab
_____ Staral

bid recording sheet

**Fond du Lac Campus - E-Wing Remodel Phase 1
 Moraine Park Technical College**

Bid Due Date: 9/28/18 @ 2:00pm CST in room C-131

Bid Opening: 9/28/18 @ 2:05pm CST in room B-111

CONTRACTOR	Bid Security	Acknowledge Addendums	BASE BID	Alternate #1	Alternate #2	Alternate #3	Alternate #4	Alternate #5	Alternate #6	TOTAL
Jos Schmitt Construction	x	x	\$ 1,525,000.00	\$ 31,600.00	\$ 30,950.00	\$ 27,600.00	\$ 2,300.00	\$ 45,100.00		\$ 1,662,550.00
Altius Building Company	x	x	\$ 1,504,000.00	\$ 35,940.00	\$ 38,715.00	\$ 31,033.00	\$ 31,085.00	\$ 50,380.00		\$ 1,691,153.00
Cardinal Construction	x	x	\$ 1,457,976.00	\$ 35,843.00	\$ 29,534.00	\$ 25,917.00	\$ 5,829.00	\$ 44,711.00		\$ 1,599,810.00
Capelle Bros & Dietrich	x	x	\$ 1,408,800.00	\$ 31,700.00	\$ 27,850.00	\$ 26,800.00	\$ 5,290.00	\$ 45,750.00		\$ 1,546,190.00
Mike Koenig Construction	x	x	\$ 1,480,000.00	\$ 22,970.00	\$ 32,500.00	\$ 31,500.00	\$ 6,100.00	\$ 46,300.00		\$ 1,619,370.00
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -
										\$ -

Notes: _____

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A

Included in the 2018-19 budget, as adopted by the District Board on June 20, 2018, was a plan to issue a series of promissory notes to finance various capital projects and equipment needs of the District. A calendar was drafted for each of the individual projects, and a finance plan for the fiscal year was created. This particular issue is meant to finance \$1,500,000 for the Fond du Lac E-wing remodeling project and \$2,000,000 for movable equipment.

We have reviewed the process with our financial consultant, and bond counsel has prepared the appropriate legal resolution. The resolution outlines the parameters of the sale and delegates the Vice President – Finance and Administration as the authorized officer to accept, on behalf of the District, the bid for the Notes that results in the lowest true interest cost and meets the terms and conditions provided for in the resolution.

Bond counsel has prepared the following resolution for Board action. Mr. John St. Peter, as the Board's attorney, is working with the legal counsel of Quarles & Brady to prepare all relevant documents.

SUGGESTED MOTION:

I move that the Moraine Park Technical College District Board adopt the following resolution authorizing the issuance and establishing parameters for the sale of \$3,500,000 General Obligation Promissory Notes, Series 2018-19A, in the amount of \$1,500,000 for the public purpose of financing the remodeling of the E-wing at the Fond du Lac Campus, and \$2,000,000 for the public purpose of financing the acquisition of movable equipment.

Roll call vote:

_____ Prill
_____ Jung
_____ Zeratsky
_____ Laubenstein
_____ Fields
_____ Schwab
_____ Lloyd
_____ Staral

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

WHEREAS, Moraine Park Technical College District, Wisconsin (the "District") is presently in need of an amount not to exceed \$1,500,000 for the public purpose of financing building remodeling and improvement projects and an amount not to exceed \$2,000,000 for the public purpose of financing the acquisition of movable equipment;

WHEREAS, the District Board deems it necessary and in the best interest of the District to borrow the monies needed for such purposes through the issuance of general obligation promissory notes pursuant to the provisions of Section 67.12(12), Wis. Stats., upon the terms and conditions hereinafter provided;

WHEREAS, it is the finding of the District Board that it is in the best interest of the District to direct its financial advisor, Robert W. Baird & Co. Incorporated ("Baird"), to take the steps necessary for the District to offer and sell the general obligation promissory notes (the "Notes") at public sale and to obtain bids for the purchase of the Notes; and

WHEREAS, in order to facilitate the sale of the Notes in a timely manner, the District Board hereby finds and determines that it is necessary, desirable and in the best interest of the District to delegate to the Vice President-Finance and Administration (the "Authorized Officer") the authority to accept on behalf of the District the bid for the Notes that results in the lowest true interest cost for the Notes (the "Proposal") and meets the terms and conditions provided for in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit B and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT:

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$1,500,000 for the public purpose of financing building remodeling and improvement projects; and be it further

RESOLVED, that the District shall issue general obligation promissory notes in an amount not to exceed \$2,000,000 for the public purpose of financing the acquisition of movable equipment; and be it further

RESOLVED, that:

Section 1. Notice to Electors. The District Secretary shall, within ten (10) days hereafter, cause public notice of the adoption of the above resolutions to be given to the electors of the District by publishing notices thereof in the official District newspapers published and having general circulation in the District, which newspapers are found and determined to be likely to give notice to the electors, such notices to be in the forms set forth on Exhibits A-1 and A-2 hereto.

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

Section 2. Sale of the Notes; Parameters. For the purpose of paying costs of the Project, the District is authorized to borrow pursuant to Section 67.12(12) Wisconsin Statutes, the principal sum of not to exceed THREE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$3,500,000) upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the conditions set forth in Section 17 of this Resolution, the Chairperson and Secretary are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser") for, on behalf of and in the name of the District, Notes aggregating the principal amount of not to exceed THREE MILLION FIVE HUNDRED THOUSAND DOLLARS (\$3,500,000). The purchase price to be paid to the District for the Notes shall not be less than 100% of the principal amount of the Notes.

Section 3. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2018-19A"; shall be issued in the aggregate principal amount of up to \$3,500,000; shall be dated their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$100,000 per maturity or mandatory redemption amount and that the aggregate principal amount of the Notes shall not exceed \$3,500,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$3,500,000.

<u>Date</u>	<u>Principal Amount</u>
04-01-2019	\$100,000
04-01-2020	445,000
04-01-2021	465,000
04-01-2022	485,000
04-01-2023	505,000
04-01-2024	275,000
04-01-2025	290,000
04-01-2026	300,000
04-01-2027	310,000
04-01-2028	325,000

Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2019. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) will not exceed 4.00%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

VII. ACTION ITEMS

E. **Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)**

Section 4. Redemption Provisions. The Notes shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Exhibit MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.

Section 5. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit C and incorporated herein by this reference.

Section 6. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the District are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the District a direct annual irrepealable tax in the years 2018 through 2027 for payments due in the years 2019 through 2028 in such amounts as are sufficient to meet such principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the District shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the District and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the District for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the District then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 7. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There be and there hereby is established in the treasury of the District, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the District may be considered as separate and distinct accounts within the debt service fund.

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2018-19A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the District at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the District above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the District, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the District, unless the District Board directs otherwise.

Section 8. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund separate and distinct from all other funds of the District and disbursed solely for the purpose or purposes for which borrowed or for the payment of the principal of and the interest on the Notes. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any

VII. ACTION ITEMS

E. **Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)**

income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 9. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the District, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 10. Compliance with Federal Tax Laws. (a) The District represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The District further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The District further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The Secretary or other officer of the District charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the District certifying that the District can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The District also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the District will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 11. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

Section 12. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the District by the manual or facsimile signatures of the Chairperson and Secretary, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the District of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the District has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The District hereby authorizes the officers and agents of the District to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 13. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Associated Trust Company, National Association, Green Bay, Wisconsin, which is hereby appointed as the District's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The District hereby authorizes the Chairperson and Secretary or other appropriate officers of the District to enter a Fiscal Agency Agreement between the District and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 14. Persons Treated as Owners; Transfer of Notes. The District shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Chairperson and Secretary shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The District shall cooperate in any such transfer, and the Chairperson and Secretary are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 15. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the District at the close of business on the Record Date.

Section 16. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the District agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the Secretary or other authorized representative of the District is authorized and directed to execute and deliver to DTC on behalf of the District to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the District office.

Section 17. Conditions on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to satisfaction of the following conditions:

(a) Expiration of the petition period provided for under Section 67.12(12)(e)5, Wis. Stats., without the filing of a sufficient petition for a referendum with respect to the resolution authorizing the issuance of Notes to finance building remodeling and improvement projects or the resolution authorizing the issuance of Notes to finance the acquisition of movable equipment; and

(b) Approval by the Authorized Officer of the definitive principal amount, maturities, interest rates, redemption provision and purchase price for the Notes, which approval shall be evidenced by execution by the Authorized Officer of the Approving Certificate.

Upon her approval of the terms of the Notes, the Authorized Officer is authorized to execute the Proposal providing for the sale of the Notes to the Purchaser. The Notes shall not be delivered until this approval is obtained and the referendum petition period expires as provided in (a) above.

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

Section 18. Official Statement. The District Board hereby directs the Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as “final” as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the “Rule”). All actions taken by the Authorized Officer or other officers of the District in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate District official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The Secretary shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 19. Undertaking to Provide Continuing Disclosure. The District hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the “Undertaking”) if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the District to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Chairperson and Secretary, or other officer of the District charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the District’s Undertaking.

Section 20. Record Book. The Secretary shall provide and keep the transcript of proceedings as a separate record book (the “Record Book”) and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the District are authorized to take all actions necessary to obtain such municipal bond insurance. The Chairperson and Secretary are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Chairperson and Secretary including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

Section 22. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the District Board or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded October 17, 2018.

Mike Staral
Chairperson

ATTEST:

Lowell J. Prill
Secretary

(SEAL)

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

EXHIBIT A-1

NOTICE

TO THE ELECTORS OF:

Moraine Park Technical
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on October 17, 2018, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$1,500,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing building remodeling and improvement projects.

A copy of said resolution is on file in the District Office, 235 North National Avenue, Fond du Lac, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5., Wis. Stats., requesting a referendum thereon at a special election.

Dated October 17, 2018.

BY ORDER OF THE DISTRICT BOARD

District Secretary

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

EXHIBIT A-2

NOTICE

TO THE ELECTORS OF:

Moraine Park Technical
College District, Wisconsin

NOTICE IS HEREBY GIVEN that the District Board of the above-named District, at a meeting duly called and held on October 17, 2018, adopted pursuant to the provisions of Section 67.12(12) of the Wisconsin Statutes, a resolution providing that the sum of \$2,000,000 be borrowed through the issuance of general obligation promissory notes of the District for the public purpose of financing the acquisition of movable equipment.

A copy of said resolution is on file in the District Office, 235 North National Avenue, Fond du Lac, Wisconsin, and is available for public inspection weekdays, except holidays, between the hours of 8:00 A.M. and 4:00 P.M.

The District Board need not submit said resolution to the electors for approval unless within 30 days after the publication of this Notice there is filed with the Secretary of the District Board a petition meeting the standards set forth in Sec. 67.12(12)(e)5., Wis. Stats., requesting a referendum thereon at a special election.

Dated October 17, 2018.

BY ORDER OF THE DISTRICT BOARD

District Secretary

VII. ACTION ITEMS

- E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)**

EXHIBIT B

Approving Certificate

(See Attached)

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

CERTIFICATE APPROVING THE PRELIMINARY OFFICIAL STATEMENT
AND DETAILS OF
GENERAL OBLIGATION PROMISSORY NOTES, SERIES 2018-19A

The undersigned Vice President - Finance and Administration of the Moraine Park Technical College District, Wisconsin (the "District") hereby certifies that:

1. Resolution. On October 17, 2018, the District Board of the District adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A of the District (the "Notes") after a public sale and delegating to the Vice President-Finance and Administration the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

3. Proposal; Terms of the Notes. On the date hereof, the Notes were offered for public sale and _____ (the "Purchaser") offered to purchase the Notes in accordance with the terms set forth in the Proposal attached hereto as Schedule I and incorporated herein by this reference (the "Proposal"). Robert W. Baird & Co. Incorporated recommends the District accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$_____, which is not more than the \$3,500,000 approved by the Resolution, and shall mature on April 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule II and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Notes is not more than \$100,000 more or less per maturity or mandatory redemption amount than the schedule included in the Resolution as set forth below:

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

<u>Date</u>	<u>Resolution Schedule</u>	<u>Actual Amount</u>
04-01-2019	\$100,000	\$ _____
04-01-2020	445,000	_____
04-01-2021	465,000	_____
04-01-2022	485,000	_____
04-01-2023	505,000	_____
04-01-2024	275,000	_____
04-01-2025	290,000	_____
04-01-2026	300,000	_____
04-01-2027	310,000	_____
04-01-2028	325,000	_____

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 4.00%, as required by the Resolution.

4. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$_____, plus accrued interest, if any, to the date of delivery of the Notes which is not less than 100% of the principal amount of the Notes as required by the Resolution.

5. Redemption Provisions of the Notes. The Notes maturing on April 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption. If the Proposal specifies that any of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment hereto as Exhibit MRP and incorporated herein by this reference. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in Exhibit MRP for such Notes in such manner as the District shall direct.

6. Expiration of Petition Period. The petition period provided for under Section 67.12(12)(e)5, Wis. Stats., has expired without the filing of a sufficient petition for a referendum with respect to the resolution authorizing the issuance of Notes to finance building remodeling and improvement projects or the resolution authorizing the issuance of Notes to finance the acquisition of movable equipment as required by Section 17(a) of the Resolution.

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

7. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the District have been irrevocably pledged and there has been levied on all of the taxable property in the District, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule III.

8. Approval. This Certificate constitutes my approval of the Proposal, and the definitive maturities, interest rates, purchase price and redemption provisions for the Notes and the direct annual irrepealable tax levy to repay the Notes, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on _____, 2018 pursuant to the authority delegated to me in the Resolution.

Carrie Kasubaski
Vice President - Finance and Administration

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

SCHEDULE I TO APPROVING CERTIFICATE

Proposal

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Certificate.

(See Attached)

SCHEDULE II TO APPROVING CERTIFICATE

Pricing Summary

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Certificate.

(See Attached)

SCHEDULE III TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Robert W. Baird & Co. Incorporated and incorporated into the Certificate.

(See Attached)

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

EXHIBIT MRP

Mandatory Redemption Provision

The Notes due on April 1, _____, _____ and _____ (the "Term Bonds") are subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on April 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on April 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

For the Term Bonds Maturing on April 1, 20_____

<u>Redemption Date</u>	<u>Amount</u>
_____	\$ _____
_____	_____
_____	_____ (maturity)

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

EXHIBIT C

(Form of Note)

REGISTERED	UNITED STATES OF AMERICA	DOLLARS
	STATE OF WISCONSIN	
NO. R-1	MORAINÉ PARK TECHNICAL COLLEGE DISTRICT	\$_____
	GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2018-19A	

MATURITY DATE:	ORIGINAL DATE OF ISSUE:	INTEREST RATE:	CUSIP:
April 1, _____	_____, 2018	____%	_____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS (\$_____)

FOR VALUE RECEIVED, the Moraine Park Technical College District, Wisconsin (the "District"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on April 1 and October 1 of each year commencing on April 1, 2019 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Associated Trust Company, National Association, Green Bay, Wisconsin (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the District are hereby irrevocably pledged.

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

This Note is one of an issue of Notes aggregating the principal amount of \$3,500,000, all of which are of like tenor, except as to denomination, interest rate, maturity date and redemption provision, issued by the District pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for the public purposes of financing building remodeling and improvement projects (\$1,500,000) and the acquisition of movable equipment (\$2,000,000), as authorized by a resolution adopted on October 17, 2018, as supplemented by a Certificate Approving the Preliminary Official Statement and Details of General Obligation Promissory Notes, Series 2018-19A, dated _____, 2018 (the "Certificate"). Said resolution is recorded in the official minutes of the District Board for said date.

The Notes maturing on April 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the District, on April 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the District, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.

[The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the Certificate, at the redemption price of par plus accrued interest to the date of redemption and without premium.]

In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the District, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrevocable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

This Note has been designated by the District Board as a “qualified tax-exempt obligation” pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the District kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the District appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the District for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes (i) after the Record Date, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption. The Fiscal Agent and District may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

IN WITNESS WHEREOF, the Moraine Park Technical College District, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Chairperson and Secretary; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

MORaine PARK TECHNICAL COLLEGE DISTRICT,
WISCONSIN

By: _____
Mike Staral
Chairperson

(SEAL)

By: _____
Lowell J. Prill
Secretary

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned resolution of the Moraine Park Technical College District, Wisconsin.

ASSOCIATED TRUST COMPANY, NATIONAL
ASSOCIATION,
GREEN BAY, WISCONSIN

By _____
Authorized Signatory

VII. ACTION ITEMS

E. Approval of Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,500,000 General Obligation Promissory Notes, Series 2018-19A (Continued)

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

VIII. CORRESPONDENCE AND REPORTS

C. District Boards Association Reports/Upcoming Events

Note: A majority of Board members may be attending the meetings/conferences at the dates/places, and for the purposes noted below. This notice is being provided to comply with Wisconsin Open Meetings Law.

1. Innovation 2025 Summit, October 19, 8:00 a.m. to 3:30 p.m., Holiday Inn, Fond du Lac
2. ACCT Leadership Congress, October 24-27, Marriott Marquis, New York, NY
3. Promise Campaign Celebration, November 1, 5:30-7:00 p.m., Grande Cheese Company, Fond du Lac
4. District Board Workshop, November 2, 3:00-6:00 p.m., MPTC Fond du Lac Campus, Room A-112, Fond du Lac
5. Wisconsin Technical College System Board Meeting, November 4, Southwest Wisconsin Technical College, Fennimore