

Minutes for Regularly Scheduled Board Meeting
Village of Ashwaubenon Community Center
936 Anderson Dr.
Green Bay, WI 54304
(Phone: 920.492.2900)

Monday, September 12, 2016

6:30 pm

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- A. Call to order:** President VanLaanen called the meeting to order at 6:30 pm.

- B. Roll call:**
 - Board Members Present: VanLaanen, Williams, Trondson, VanDeKreeke, Halron
 - Board Members Excused: all present
 - School Choice Advisory Representative: James Andersen
 - Others Present: Brian Hanes, Keith Lucius, Jill Kieslich, Tammy Lampereur, Brad Taylor, Brian Carter, Kris Hucek, Kurt Weyers, Maria Arena, Nick Senger, Mary Jo Beining, Brian Nelsen, Jamie Averbek, Pete Marto, Dirk Ribbens

- C. Declaration of quorum:** Quorum present

- D. Pledge of allegiance:** The pledge was recited

- E. Adoption of Agenda:** Moved by Williams seconded by VanDeKreeke to adopt the agenda as presented. Aye 5, Nay 0. Motion carried 5:0

- F. Citizens and/or delegations:**
 - Public Forum – no issues presented

- G. Consent Agenda:**
 - Lucius reminded the Board that the recommendation for the retirement of Mary LeCapitaine is an exception to our normal rule. She has 14 years in the District versus the required 15 years. He stated the administration fully supports this retirement request. We have honored requests in the past on a case by case basis. Approving this request does not set a precedence for any future requests.

 - Moved by Williams seconded by VanDeKreeke to adopt the consent agenda items 1-5 as presented. Aye 5, Nay 0. Motion carried 5:0.

 - 1. Minutes of the regular meeting held on Monday, August 8, 2016
 - 2. Minutes of the executive meeting held on Monday, August 8, 2016
 - 3. The schedule of checks written 08/02/16 to 09/06/16
 - 4. Staffing:
 - **Teaching Staff**
 - 1. **New hire of Allison Sudol** to the half time, 4K Instructor, Limited Term position at Cormier School & Early Learning Center effective with the 2016-2017 school year. Allison will be placed at Step 4 Lane B as a professional educator, \$22,866.14. This position is vacant due to the full time retirement of Allison Baganz. The other .50 vacancy was previously filled.

2. **New hire of Sara Noonan** to the full-time, Grade 1 Instructor, Limited Term position at Pioneer Elementary School effective with the 2016-2017 school year. Sara will be placed at Step 4 Lane A as an initial educator, \$41,601.55. This is a new position due to student enrollment.
3. **New hire of Kimberly Dziatkewich** to the full-time, Grade 5 Instructor, Limited Term position at Valley View Elementary School effective with the 2016-2017 school year. Kim will be placed at Step 7 Lane G as a professional educator, \$58,796.60. This is a new position due to student enrollment.
- **Support Staff / Other**
 1. **Resignation of Barbara Marchi** from her Noon Duty Supervisor position at Parkview Middle School effective at the end of the 2015-2016 school year. Posting is under way place to fill this vacancy.
 2. **Resignation of David Goheen** from his Noon Duty Supervisor position at Valley View Elementary School effective at the end of the 2015-2016 school year. Posting has taken place to fill this vacancy.
 3. **Retirement request of Mary Le Capitaine** from her full-time Administrative Associate – Building Secretary position at Parkview Middle School, effective September 27, 2016.
 4. **New hire of Victor Young** to the Noon Duty Supervisor position at the High School effective with the 2016-2017 school year. Victor will be compensated \$10.56/hour. This position is vacant due to the resignation of Veselina Koparanova.
 5. **New hire of Robin Paul** to the Noon Duty Supervisor position at Valley View Elementary School effective with the 2016-2017 school year. This position was vacant due to the resignation of David Goheen.
 6. **New hire of Kristina Woodbridge** to the Educational Associate – Library Aide, .57 FTE effective with the 2016-2017 school year. Kristina will be compensated \$15.19/hour. This position is vacant due to the resignation of Abigail Jacobson.
 7. **New hire of Leah Vertz** to the part-time APPL Parent Educator position at Pioneer Elementary School effective with the 2016-2017 school year. Leah will be compensated \$15.50/hour. Position was vacant due to the transfer of Maria Andersen.
 8. **New hire of Elizabeth Allen** to the part-time APPL Parent Educator position at Pioneer Elementary School effective with the 2016-2017 school year. Elizabeth will be compensated \$15.50/hour. Position was vacant due to the transfer of Maria Andersen.
 9. **New hire of Cassandra Jauquet** to the part-time APPL Preschool Teacher position at Pioneer Elementary School effective with the 2016-2017 school year. Cassandra will be compensated \$14.28/hour. Position was vacant due to the resignation of Stephanie Kelly.
5. Co-curricular Contracts: 61 co-curricular contracts were approved.

H. Superintendent's Report

- **Building Projects:** The warm water pool is being filled, and the auditorium is being carpeted. The grand opening for the auditorium is scheduled for November 10th. There is discussion to have the pool grand opening on a different date. If anyone is interested in touring the facilities, please contact Brian Hanes.
- **PBIS School of Merit:** As mentioned at a previous meeting, Valley View was recognized by the Wisconsin RtI Center as a School of Distinction and a School of Merit in Reading. Hanes stated the Pioneer was also recognized by the Wisconsin RtI Center as a School of Merit for their work with PBIS. Congratulations to the staff in both buildings.
- **New Community Center:** Mark Williams invited everyone attending the meeting to walk through new community center.

I. Discussion/Presentation Items:

J. Action Items:

1. **District Delivery Van:** Tom Schmitt informed the Board that the district delivery van was involved in an accident. Nobody was hurt in the accident. The insurance company declared the van a total loss.

The insurance settlement is \$22,000. The money from the insurance settlement will be used to purchase a replacement van. Schmitt requested Board approval of the purchase of a 2014 CargoMaster 2500 with 625 miles and 22 months remaining on the warranty. The van would be purchased from Ubersox Chrysler Inc. for \$25,582.95. The total cost of the van less the insurance settlement is \$3,583.

Moved by Williams seconded by Halron to approve the purchase of a District Delivery Van as presented. Aye 5, Nay 0. Motion carried 5:0

2. **Shared Night Custodian:** Tom Schmitt stated that with the new facilities opening in November, he is requesting that half-time custodial position at the high school be increased to full-time. Increasing this to a full-time position would help to ensure the high school is adequately staff. The size of the building will increase by 25% when both additions are open and operational. Most of the activities in these facilities take place in the evening hours.

Discussion:

- Williams stated that the Village and District are having a meeting in the near future to discuss the budgets for these new facilities. He is requesting this topic to be added to the agenda.
- Lucius explained the Fund 80 is a community service fund. The pool and auditorium costs are from this fund. The District is able to pay for half of this custodial position from this fund and the remainder will come from the general fund.
- The Board asked if the Village would be covering any of the costs for this position. Lucius explained that part of the agreement with the Village was that the District covered the operational costs of the new facility. The custodial position is considered an operational cost.
- The Board asked if a percentage of the revenue from these facilities would go back into the community service fund. This will be determined at the budget meeting with the Village.

Moved by Williams seconded by Trondson to approve the Shared Night Custodian as presented. Aye 5, Nay 0. Motion carried 5:0

3. **Master Planning for Old Pool Area:** Tom Schmitt discussed the three phases of the current pool area. The first phase addresses the filling in of the current pool. After the opening of the new pool, the current pool will be shut down and drained. Part of the master planning being presented involves what the old pool area will become. Master planning will allow for a smooth transition from its current use to what it will become. Schmitt stated he is requesting the Board approve the concept drawing so he can move forward with plan to infill the pool.

Phase 1 – 2016-17

- Infill of existing pool
- Demolish locker room areas into open spaces and address flooring for safety.
- Does demolishing the locker room area leave us enough locker room capability? Yes, we have new lockers with the new pool area.
- Lucius would like to present phase one bids to the Board for approval in October. He is hoping to start the pool infill in late December/early January.

Phase 2 - 2017-18

- Move cafeteria to old pool area. From a food service standpoint, the new design of the cafeteria will have a better flow and be a more convenient location near the new pool, auditorium and field house.
- Move high school main offices east of new cafeteria to allow for student supervision in cafeteria/common area. Who is the viewing area for? The office staff to oversee the cafeteria/commons area. Can the office staff see over their workstations if they are sitting? Yes they have a clear view of the activities in the common area. Student also have a frame of mind that if there are windows, someone is always watching.
- Construct freshman locker room area.

- Where would food service delivery area be? Deliveries would come in by the freshman locker room area.
- Is there money in food service budget to move this? Yes a good percentage of this will come from the food service budget.
- Is the new school office one large area or will it be divided into offices? Once we get approval, final drawings will be developed. The high school administrators will be involved in this planning.
- How will security be handled coming into the building? Will people be channeled through the office? We have not worked through all the security options yet but we will use the current buzzer system.
- How does the square footage of the café compare to the current commons area? The square footage is very similar however the new area will be more functional and inviting.
- Breaking this overall project into phases allows us to bid out smaller sections and build the cost into the budget.

Phase 3 - 2018-19

- Convert the current cafeteria and high school office into the A+ Clinic, District Offices, conference rooms and board rooms.
- The clinic would be accessible from the outside. Money to construct this area would come from the self-funded insurance fund balance.
- What will become of the large walk-in cooler located at the DO? It would be sold as part of the building. If it has no value to the new buyer it could be pulled out and relocated to the high school. If it is not needed, it could be eliminated. The District could function without this freezer.
- Do we have any initial cost estimates for these projects? Schmitt has an initial meeting with a contractor a year ago. The plans at that time listed the cafeteria portion at about \$750,000.
- Would the sale of the existing building go toward these projects? Lucius is not optimistic that the current building will sell quickly. He stated that it would not be available/ready for sale for about 3 years. Breaking the overall project down into phases will help draw a wider range of bids. Brander has agreed to do the planning services at a flat rate.
- The key to this project is to have an ongoing plan so when it is time to infill the pool we can move forward with other parts of the project that needs to be addressed at the same time (electrical, flooring, etc.).
- The Board needs to be comfortable with the three phases. They stated that they are comfortable with the moving of the cafeteria to be closer to the pool, field house and PAC.
- Hanes stated the moving the DO into the high school will allow administration to be closer to the other buildings and students. There is also long term savings in not having another building to maintain.

Moved by VanDeKreeke seconded by Halron to approve Master Planning for the Old Pool Area as presented. Aye 5, Nay 0. Motion carried 5:0

4. **Increase District Nursing Services:** Tammy Lampereur presented a request to increase the FTE of the District Nursing Staff. She explained that Mary Jo Beining was hired part-time in 1994. Lampereur reviewed the end of the year report for 2015-16 and the 2016-17 School Nursing Data report. She explained that Mary Jo was paid for 3 additional days over the summer but put in 10 days in order to complete health plans for the increased medical needs of our students. Lampereur compared Ashwaubenon's nursing FTE to other districts in the area.

Discussion:

- The Board has no problem considering this increase in FTE. However, it is felt the need for additional FTE should have been part of the budgeting process this spring. Requesting it this late requires the board to re-prioritize budget items.
- Lucius stated he agrees with the timing concern but at this moment, the needs of our students warrant additional nursing staff. From a risk management standpoint, additional FTE are needed.

- This is a long term need and with the fear of reductions in June planning, this issue was not presented.
- Lampereur stated that there was previous discussions about the need for help. Mary Jo is the type of person that does not complain and just does what she needs to do to get the job done. Lampereur's concern is that at the rate we are going, Mary Jo will burn out. Right now we are relying on some parents to come to school and do insulin checks on their children.
- How will hiring a part-time person work? This would provide late morning/early afternoon coverage.
- Is it possible to have high school students that completed the CNA class fill this need? CNAs would need to take a special medication administration class in order to administer medications.
- Is there money in the budget for additional FTE? Open enrollment number are higher than anticipated so this will help to pay for the FTE. Lampereur stated that some of the services Mary Jo provides can be billed to Medicare. This enables us to have extra revenue.
- Do you anticipate this position eventually being full-time? No. We would have one full-time person to coordinate everything. Any additional FTE would be part-time so more building can be covered.
- With the use of Epi Pens, have we trained staff? Yes Mary Jo trained staff prior to school starting.
- Hanes stated that overall everyone is seeing an increase in students with medical and mental health concerns.
- The Board restated that they struggle with the timing of the request and now have to cut other things to accommodate the additional FTE. They requested that administration start reviewing and planning for a second part-time person.
- Why are we seeing an increase in medical needs in our students? There is not real answer to why.
- Is there any way to do an analysis on what our future needs will be? It is hard to predict. 12 years ago we had 3-4 children with diabetes. Today we have 12.
- Nelsen stated we need to look at how we post support staff positions. We can request that the person be CNA certified to accommodate more medical needs of the students.

Moved by VanDeKreeke seconded by Trondson to approve the increase in District Nursing Services as presented. Aye 5, Nay 0. Motion carried 5:0

5. **Standards Used to Guide Learning:** Jill Kieslich explained that in 2015 Act 55 requires that each year the District notify the community about the Board Adopted pupil academic standards that are in affect for the school year. Kieslich informed the Board and community that the District utilizes the Wisconsin Model Academic Standards as our baseline and enhances it with the National Standards (Next Generation Science Standards and National Social Studies Standards). She reviewed the list of standards used in District curriculum work. Standards on this list are used when curriculum is up for review. This process was used in the recently adopted Science Curriculum.

Moved by Williams seconded by VanDeKreeke to approve the Standards Used to Guide Learning as presented. Aye 5, Nay 0. Motion carried 5:0

6. **Formation of Human Growth and Development Committee:** Jill Kieslich informed the Board that State Statutes require the District to periodically review the curriculum for Human Growth and Development.

Discussion:

- A committee must be formed with representatives from many groups.
- No one category can constitute more than one-fifth of the membership on the committee (with the exception of parents).
- No more than one-quarter of the membership of the committee may be made up of employees of the school district, their spouses or member of the School Board and their spouses.

- The School District must annually provide parents an outline of the human growth and development curriculum used in the pupil's grade level and information regarding how the parent may inspect the complete curriculum and instructional materials
- The District's curriculum is in line with the requirement in the State Statutes. Kieslich provided a list of instructional topics listed in the Statutes.
- Kieslich provided a draft of possible committee members. The Board inquired why Kerry Janquart was listed twice. Kieslich stated that she would only be represented once as the PE program leader.
- Paul Trondson requested to be the board member on the committee.

Moved by Trondson seconded by Halron to approve the formation of a Human Growth and Development Committee as presented. Aye 5, Nay 0. Motion carried 5:0

K. Board & Superintendent Communications:

- Optimist Octoberfest is scheduled for Wednesday, October 12th
- Williams thanked everyone that helped with the Ashwaubenon Blast. We are starting to plan next year's event.

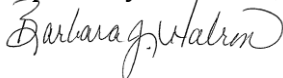
L. Future Board Meetings & Topics:

The next board meeting is scheduled for **Monday, October 24, 2016**, at 6:30 pm in **Performing Arts Center; Ashwaubenon High School**.

M. Adjournment

Moved by VanDeKreeke seconded by Halron to adjourn the meeting at 7:33 pm. Aye 5, Nay 0. Motion carried 5:0.

Respectfully submitted,



Barbara Halron