



Minutes for Regularly Scheduled Board Meeting

To Be Held in the District Board Room
1055 Griffiths Lane
Ashwaubenon WI 54304
(Phone: 920.492.2900)

Monday, January 28, 2013 6:30 pm

A. Call to order:

President Williams called the meeting to order at 6:31 pm at the district office.

B. Roll call:

Board Members Present: Williams, Laukka, VanLaanen, VanDeKreeke, Halron
Board Members Excused: none
Others Present: Brian Hanes, Keith Lucius, Brian Nelsen, Jill Kieslich, Brad Taylor, Hank Schmitt, Rebecca Thieme-Baeseman, Leanne Snell, Jenny Agamaite, Deb Danen, Maria Arena, Kurt Weyers, Kris Hucek, Andy Bake, Pete Marto, Mark Sheedy, Dirk Ribbens

C. Declaration of quorum:

Quorum Present

D. Pledge of allegiance:

The pledge was recited

E. Adoption of Agenda:

Moved by Laukka seconded by VanDeKreeke to adopt the agenda as presented. Aye 5, Nay 0. Motion carried 5:0

F. Announcement of Executive Session

In accordance with W.S. 19.85(1) (c) an executive session will be held at the end of the meeting for the purpose of discussing employee compensation, employment issues, employee evaluations, and employee negotiations.

G. Citizens and/or delegations:

- 1. Public Forum - no issues
2. Student/School Presentation:
Rebecca Thieme-Baeseman with students Elyse Ark and Reece Maccaux provided highlights from Valley View.
• Anti-bullying - Rock in Prevention
• Students trained as conflict managers
• Students helped plan and promote "red ribbon week"
• School Directory Contest
• Date with Dad
• Winter Musical
• Anti-bullying program
• Math Olympiad
• Spelling Bee
• Professional guest story teller
• Reading Storm
• Resident Author
• Family Reading Night
• Food and Clothing Drive
• Homecoming Parade
• Salvations Army - bell ringing
• Spanish postcard contest
• 6 rising star teams and 9 elementary level teams for DI
• Intervention enrichment time
• Knowledge Masters Open
• Quiz Bowl - trivia competition

Michael Michalski – school counselor intern under Leanne Snell spoke about what it means to be a school counselor.

3. Award Presentation: John Lampas from Energy Education (Cynergistic) presented Hank Schmitt and the school board with the Energy Star Leader Award and the Energy Star Top Performer Award. He stated that the district experienced nearly a quarter of a million dollars in savings since we started with Energy Education three years ago. He recognized the teams of Mike/Ed and Tom/Hank.

H. Consent Agenda:

Moved by VanLaanen seconded by Halron to adopt the Consent Agenda as presented. Aye 5, Nay 0. Motion carried 5:0.

1. Minutes of the regular meeting held on Monday, December 10, 2012
2. The schedule of checks written 12/04/12 to 1/21/13
3. Staffing:
 - a. **Resignation of Michelle DeGrave** from her part time Food Service Assistant and Breakfast Supervisor positions at Valley View Elementary School, effective January 4, 2013. Posting is currently underway to fill these vacancies.
 - b. **Resignation of Judith Weiske** from her part time food service position at Parkview Middle School effective December 31, 2012. Posting is currently underway to fill this vacancy. Judith has been on a medical leave of absence since the beginning of the 2011-2012 school year.
 - c. **Hire of Michelle Kallas** to the Breakfast Supervisor position at Valley View Elementary School effective January 9, 2013. Michelle, who is also the Cashier and Food Service Assistant at Valley View, will be compensated \$10.35/hour. This position was vacant due to the resignation of Michelle De Grave.
 - d. **Voluntary leave of absence request of Rebecca Thieme-Baeseman** from her full time GLOBE/German Instructor position at Valley View Elementary School for the 2013-2014 school year. This is a non-paid leave of absence request as per the Employment Handbook for Professional Staff Members, Topic III- Employee Pay and Benefits, Leaves of Absence.
 - e. **New hire of Molly Hunsader** to the 1.0 FTE Grade 2, Limited Term position at Valley View effective December 10, 2012. Molly will be placed at Step 1 Lane A as an initial educator. Her 12-13 salary will be \$21,970.87. This position is vacant due to a leave of absence which extended into a Child Rearing Leave through the end of the 2012-2013 school year. Molly has been subbing in this position since September 24, 2012. Per district policy, once a leave of absence is known to extend beyond 84 working days, the person subbing in that position, will be offered a limited term contract.
 - f. **New hire of Michelle Bertrand** to the .43 FTE Food Service Assistant-Dishwasher position at Parkview Middle School effective January 14, 2013. Michelle will be compensated \$12.32/hour. This position is available due to the resignation of Judith Weiske who has been on a medical leave of absence since September, 2011. Michelle has been subbing in this position during the duration of the leave.
 - g. **New hire of Karen Blazek** to the .43 FTE Food Service Assistant position at Valley View Elementary School effective January 21, 2013. Karen will be compensated \$12.32/hour. This position is available due to the resignation of Michelle DeGrave.
4. Co-curricular contracts:
 - a. There are 30 co-curricular contracts being submitted to the board for approval.

I. Superintendent's Report:

- **Keith Lucius Open House**: Congratulations to Keith Lucius. Keith very proudly represented the district in his acceptance speech. Thank you to Ginny and Barb and the district office staff that attended the conference and joined Keith. Keith's open house will be held on Tuesday, January 29th.

- **Village/District Facilities Group Update:** The group had an initial meeting with Bray Architects to discuss a few of the site development goals and the need for various committees within the group. The next meeting is on February 14th.
- **Special Recognition:** Rebecca Thieme-Baeseman and Kathy Kurowski are officially published writers. Kathy Kurowski published a project-based activities book. Rebecca published a children's book.
- **Cold weather issues with buses:** Hanes explained the situation with the buses during the recent cold weather. Some of the buses stalled due to an incorrect fuel mixture. Lamers expressed their apologies for this error and the inconvenience it caused.
- **Update on district goals:** Hanes provided an update on the followup and tracking of our district goals. PI and VV are doing an in depth study on student progress. The HS and PV review these in their monthly staff meetings. Grade level teachers are reviewing running records and other data they have.
- **Community news** – The multi-purpose field committee has raised over \$800,000 of the one million dollars needed for the field. The district has applied for a \$250,000 NFL grant. We should know the status of this grant within the next few months. Soil testing of the area resulted in the finding of low levels of PCBs. These are very low levels and are not at a dangerous level. This area has been temporarily fenced off. The DNR has given us the green light. Thanks you to the entire committee that raised the money and the people and businesses that donated.
- **General Fund Revenue Report:** Lucius shared the December 31, 2012, General Fund Revenue Report with the board.

J. Discussion/Presentation Items:

1. **Alumni Association Update:** Williams stated that the alumni association has been formed and that a board has been elected. He introduced Alumni Association board president Jay Krueger (Class of '73). Krueger stated the following:
 - The committee is currently 17 members and growing
 - Constitution and by-laws are in place
 - Meetings are held on the second Monday of the month at 6:30 pm
 - 900 alumni have signed up on Facebook page
 - They will have a table at the taste of Ashwaubenon
 - Will offer alumni clothing
 - 50th anniversary is the focus point. They are building committees to help promote the entire 50th year celebrating what Ashwaubenon schools and the local area has done.
 - There will be a social event Friday, February 22nd at one of the local establishments– check the Alumni Association's Facebook page for communication.
 - Brad has been working with Harris Connect. He provided an update on this progress of the data base and alumni directory (818 alumni provided information, 7 people opted to be omitted, 131 directories sold).
 - Alumni Association is run and funded separately from the district.
 - Goal is to be a networking group, not a fundraising group.

The board asked how we are helping to stay connected with people who are not on Facebook. Harris Connect is helping with this and the committee is looking at other forms of communication.
2. **Social Media Policy:** Jen Agamaite and Deb Danen presented social media policy 7540 for a first read. The board expressed concern about using social media for educational purposes, the definition of non-instructional time, and use of social media for non-school related purposes. Agamaite and Danen stated that we need to focus on teaching ways to use social media to expand student learning. Hanes stated that Bob Burns has reviewed the policy and made a few modifications. Burns is part of Neola's legal team when developing policies.

3. **Multi-Purpose Field Update:** Hanes stated that the multi-purpose field committee has stated to formulate bidders and will be bringing this to the board for approval in the near future. The board inquired if the district portion is now limited to the lights since the committee was able to raise the other funds. VanDeKreeke stated that this is correct and that if the NFL grant comes through and donations continue to come in, lights could also be covered. The board stated future discussions are needed regarding the use of the district website by groups/organizations soliciting donations.
4. **5-year Budget Estimate:** Lucius reviewed the 5-year budget projection with the board. He reminded the board the estimate is based on assumptions he made in order to project the budget. The projected budget is provided to the board at this meeting to give them an idea of what the budget will look like for the upcoming year. Lucius reviewed the key variables that influence the budget. He stated that this information will be on the website for viewing.

K. Action Items:

1. **Open Enrollment Space:** The state requires school districts to designate the number of open open enrollment seats for 2013-14. Recent architectural plans for each building were used to define our maximum enrollment capacity at each building. Current enrollment was reviewed and compared to building capacity. The difference between the two was used to determine the number of open regular education open enrollment seats. Special education open seats for open enrollment are determined by staff caseload target ranges. The numbers being presented are based on caseload. A summary of special education enrollment was provided. The following was recommended to the board for approval:

Open seat – regular education open enrollment

- 156 elementary
- 23 middle school
- 238 high school

Open seat - special education open enrollment

- 0 - high school
- 0 - Parkview
- 0 - Pioneer
- 5 - Valley View
- 0 - Cormier
- 0 - 4K-12 students needing self-contained or alternative programming
- 0 - Students with Speech and Language identified as a primary or secondary disability

The board discussed the following:

- Concerns about placing overflow 5K classes in the other schools. It was stated that if the board decides to approve the recommended open open enrollment seat numbers being presented, they are making a conscience decision to accept the over flow of students into the elementary schools. The board would prefer to keep all 5K classes at Cormier if possible.
- Lucius stated that moving 4K out into the community is great in theory but the expense of rent, bussing, traveling teachers, etc becomes an issue. When you have an open room in an elementary building, it is hard to justify the cost of relocating it out in the community. When Cormier was created for early learning, the intent was for it to house all 5K classes. Today, 4K is the new 5K; it is a shift of thinking.
- Inquired about the retention of open enrollment students from 5K to 1st grade. Lucius stated the retention from K to 1st grade is very good.
- The district discussed setting overall desired class size ranges when determining open enrollment numbers. It is too hard to target a good class size because it is different at every grade level.

- Parents with students attending 5K at Pioneer and Valley View seem to be very happy with these locations.
- Concern over depriving resident families the Cormier experience.
- Questioned if students in Valley View and Pioneer 5K classes are getting the same experience. Marto, Weyers and Arena stated that they are getting the same educational and learning experiences in all schools.
- The board requested to be kept current on the student load in 5K and 4K.

Moved by VanDeKreek seconded by VanLaanen to adopt the open seat Open Enrollment Space as presented. Aye 5, Nay 0. Motion carried 5:0.

2. **Tax Sheltered Annuity program revision:** Lucius presented the revision to the tax sheltered annuity program. He explained that these revisions are a result of recent changes in the law regarding how employees are treated when they get called to active duty. Lucius explained that the district needs to adopt these recommended changes in order for the district to be compliant with the law. The board requested a version of the revisions that contains more detail. Lucius will ask the advisor for a version that contains specific wording. Moved by VanLaanen seconded by VanDeKreeke to adopt the Tax Shelter Annuity Program as recommended by our plan advisor with a detailed amended version to be presented at the next meeting. Aye 5, Nay 0. Motion carried 5:0.
3. **Policy Revisions:** Hanes presented policies 6520, 5630.01, 313, 3340 and 4340 for a second read. No additional changes were made. Moved by Laukka seconded by VanLaanen to adopt the Policy Revisions as presented. Aye 5, Nay 0. Motion carried 5:0.
4. **EZ Router:** Sheedy explained that the EZ Router is a smaller version of the machine used by industries. It will allow students to design and produce items. He explained that the high school local control budget carry over funds will help purchase the router. Moved by VanLaanen seconded by Halron to adopt the purchase of the EZ Router as presented. Aye 5, Nay 0. Motion carried 5:0.

L. Board & Superintendent Communications:

- Laukka and Halron spoke about the convention sessions they attended.
- Taste of Ashwaubenon is being held on March 13th.

M. Future Board Meetings & Topics:

1. The next board meeting is scheduled for Monday, February 25, 2013, at 6:30 pm.
2. The next board workshop is scheduled for Monday, February 18, 2013 at 5:30 pm

N. Adjournment to executive session:

In accordance with W.S. 19.85(1) (c) an executive session will be held at the end of the meeting for the purpose of discussing employee compensation, employment issues, employee evaluations, and employee negotiations.

O. Executive session:

Moved by VanLaanen seconded by Halron to adjourn to executive session at 9:08 pm. Aye 5, Nay 0. Motion carried 5:0

P. Return to open session:

Q. Action Items carried over from Executive Session

1. **Administrative contracts:** Move by VanLaanen, seconded by Halron to approve all administrative contracts. Aye 5, Nay 0. Motion carried 5:0.

R. Adjournment

Moved by VanDeKreeke seconded by Halron to adjourn the meeting at 10:20 pm. Aye 5, Nay 0. Motion carried 5:0

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Jay VanLaanen". The signature is written in a cursive style with a long horizontal stroke at the end.

Jay VanLaanen, Clerk