



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, February 24, 2014

6:30 pm

A. Call to order:

President Williams called the meeting to order at 6:32 pm at the district office.

B. Roll call:

Board Members Present: Williams, Laukka, VanDeKreeke, Halron, VanLaanen
Board Members Excused: no absences
School Choice Advisory Representative: John Van Dyck (excused)
Others Present: Brian Hanes, Keith Lucius, Jill Kieslich, Brad Taylor, Maria Arena, Doreen Elder, April Moran, Mary Jo Beining, Heather White, Matt Anderson, Jamie Averbeck, Scott Truskowski, Tom Schmitt, Dave Steavpack, Kris Hucek, Michael Sheean, Dirk Ribbens, Kurt Weyers, Pete Marto

C. Declaration of quorum:

Quorum Present

D. Pledge of allegiance:

The pledge was recited

E. Adoption of Agenda:

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

F. Citizens and/or delegations:

- 1. Public Forum - no issues were presented
2. Student Presentation: Cormier - Doreen Elder and April Moran presented about writing at the 5K level. She spoke about the various ways students learn about writing (mini lessons, anchor charts and independent writing). By the end of the school year, students are expected to know three types of writing (opinion, informational and narrative). Student in 5K shared their writings with the board.

G. Consent Agenda:

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

Moved by Laukka seconded by Halron to adopt the consent agenda item 6 as presented. Aye 4, Nay 0. Abstain 1 (VanLaanen). Motion carried 4:0:1

- 1. Minutes of the Regular Board Meeting held on Monday, January 27, 2014.
2. Minutes of the Executive Meeting held on Monday, January 27, 2014.
3. The schedule of checks written 1/20/14 to 2/17/14
4. Financial Statements - Dec 2013
5. Staffing:
a. Resignation of Stacy Pludeman from her Noon Duty Supervisor position at Cormier School & Early Learning Center effective January 31, 2014. Process is underway to fill this vacancy.
b. Hire of Juli Dickman to the Food Service Assistant - Dishwasher, .43 FTE position at the High School effective February 3, 2014. Juli will be compensated \$12.58/hour. Juli was previously working as a Noon Duty Supervisor at Parkview Middle School before accepting this position.
c. Termination of Jody Krausert from her Noon Duty Supervisor position at Pioneer Elementary School effective January 29, 2014. Posting is currently underway to fill this vacancy.
d. Resignation of Rebecca Thieme-Baeseman effective at the end of the 2013-2014 school year. Rebecca is currently on an unpaid leave of absence for the 2013-2014 school year from her full time

GLOBE/German Instructor position at Valley View. Following staffing discussions, decision will be made as to how this vacancy will be filled.

- e. **Hire of Tracey Brown** to the Noon Duty Supervisor position at Pioneer School effective February 3, 2014. Tracey will be compensated \$10.35/hour. This position is available due to the termination of Jody Krausert.
 - f. **New hire of Holly Lawniczak** to the Noon Duty Supervisor position at Cormier School & Early Learning Center effective February 3, 2014. Holly will be compensated \$10.35/hour. This position is vacant due to the resignation of Stacy Pludeman.
 - g. **Retirement request of Deborah Clark** from her Administrative Associate – Building Secretary full time position at Valley View Elementary School effective at the end of the 2013-2014 school year. This retirement will qualify for Support Staff early retirement benefits as afforded to Debbie per the policy of the District. Following staffing discussions, decision will be made as to how this vacancy will be filled. Debbie has been employed by the District for 22 years.
6. Co-curricular contracts:
- a. There are 42 co-curricular contracts being submitted to the board for approval.

H. Superintendent's Report:

- **Delta Kappa Gamma Literacy Contest**: Congratulations to the students at Pioneer, Valley View and Parkview who placed in the Delta Kappa Gamma Literacy contest.
- **Referendum Update**: Informational meetings are scheduled for 6:00 pm on Monday, March 3 (Community Center), Tuesday, March 11 (AHS Auditorium) and Wednesday, March 19 (AHS Auditorium).
- **Boys Swim Team**: Congratulations to the boys swim team for placing 5th at State. The Cheer Team also represented Ashwaubenon at State.
- **Solo & Ensemble**: Good luck to the musicians who will compete at the district solo & ensemble.
- **Destination Imagination**: Michael Judkins, Executive Director of DI, sent a letter to Mr. Weyers complimenting the district involvement in DI. He recognized the district for having a high participation level. He recognized Diane Meinel for being an incredible resource which underlines the fact that Valley View has the single largest DI program in the State.
- **Dance Team**: Good luck to the Ashwaubenon Dance Team. They will be competing for the first time at the National competition in Orlando.

I. Discussion/Presentation Items:

1. **Literacy Update**: Jill Kieslich and Heather White provided the board with an update on the ELA curriculum. When writing the ELA curriculum, Heather is pulling information from a number of resources, data and the audit feedback. The curriculum will come to the board in the spring for approval.

White stated that the writing curriculum standards will follow 5K through 12th grade. White stated that one of the biggest findings that came out of the audit is the need to develop a 5K curriculum. She discussed the highlights for each grade level. White stated that designing our own units has given the district more flexibility. The next step in the process is to look at the assessments that go along with the curriculum.

Discussion:

- When developing the curriculum, cultural differences being through writings that involve myths, legends, folklores and pulling information from other cultures.
- This is a pilot year for this curriculum. It is allowing us to talk and understand each other as a team. We are seeing instructional practices we would not get through basal instruction.
- The board asked what will come next for those resources we are using to create this curriculum. Are we able to use these resources in other areas or other places in the ELA area? Kieslich stated that we will use these resources to start addressing the science and social studies curriculum.
- Through this curriculum, staff members are collaborating more as a team. They are changing and modifying things so they can provide the students with the best experiences.
- Literacy runs across all curriculum areas. This program has provided consistency in the classrooms/schools/grade levels.

- Our next step is to focus on the quality of instruction. This means more training and instruction for instructors in the younger grades. We need to have everyone on the same page to keep the momentum going.
2. **2014-15 Tech Plan:** Matt Anderson provided an update on the 2014-15 instructional technology budget. Matt introduced Brad, Scott and Jamie and recognized them for their work in the district. Matt presented the proposed \$825,000 budget for 2014-15. This budget includes overhead, annual rotation expenses and student access/equipment.

Discussion

- BYOD will not be offered at Parkview until the district learns the structure of how it BYOD will work in this building.
 - There are more students that brought their own device than anticipated. The district needed about 35% of the student to participate in BYOD and it received about 40%. Senior tended to rent their netbooks while freshman tend to bring their own. We anticipate the percentage of BYOD students to continue to rise.
 - Students are not able to purchased used netbooks through the district. Some netbooks are on their fourth year of use and have little value. In order to sell them, we would have to invest IT time to clean up the machine prior to selling. Lucius stated that we did sell old computers previously in the district and it ended up being a larger project than anticipated. Selling the netbooks is not an option at this time.
 - Wireless systems are like other pieces of technology, they change and need to be updated about every 4-5 years. At the time we installed the current wireless system, it was state of the art. In order for the wireless system to handle new equipment being added to it, it will require an upgrade.
 - The board expressed a concern about the recent internet outage in the district. It is felt that this outage should challenge us as a district to occasionally unplug. Anderson stated that is a good idea IF it is a planned unplug/outage. However, when it is last minute and your teachings revolve around its use, it is not so easy to do.
 - Lucius stated that very little of the tech plan comes from other district budgets. There is a small amount that comes out of building funds for projector projects and smart boards. The technology budget pays for the big district wide software not the software used by the individual departments. Lucius stated he will take the first year of the technology budget presented and work it into the overall district budget.
3. **5-year Facilities Improvement Plan:** Tom Schmitt presented the 5 year facilities improvement plan for board input. The plan is being presented for 2014-15 budgeting purposes. Tom explained the 2014-15 projects planned for each building.

Discussion

- The district is looking at separate parking for student drop/bus drop off at Cormier. The plan is not finalized; however, the Village has seen the proposed plans and is very supportive of them.
- The building relocation of Head Start and APPL programs does not result in any remodeling. Everything needed for the programs is already in place. The parking lot reconfiguration will require one exterior door.
- At Pioneer the purchasing of a walk behind floor scrubber will allow the district to complete some of its own floor refinishing.
- Throughout the district, the Village only maintains the larger areas of grass that their lawn equipment can fit in. A lawn tracker is needed at Valley View for smaller areas around the building and for snow removal on the sidewalks. The board inquired if the lawn in the smaller areas could be replaced with rock. Schmitt stated it is necessary to maintain the green space particularly in the front of the building. A typical lawn tractor lasts about 9 years.
- The equipment purchased for Parkview with the PEP grant money needs to be maintained. The equipment gets a lot of use. A \$5,000 equipment replacement amount is being added to the budget each year starting in 2015-16.

- Budget items at the high school that will be impacted by the referendum results need to be planned for in the event the referendums do not pass. Future use of current space needs to be planned for in the event the referendums do pass.
- When determining what to do with the current space and the costs involved in changing/remodeling it, the board requested administration look at investing the money in areas that are best for student learning. Relocating the DO may not be an area to allocate money. Lucius stated that the district would save money by having one less building expense (DO current office). They all agreed that a plan for current space is needed and are open to ideas as the district moves forward.
- A 5 year plan for the district office was created with the replacement of the business office carpeting being planned for 2014-15.
- Schmitt listed the projects yet to be complete for 2013-14. He stated that the completion of these projects will be evaluated as we move forward.

Lucius stated he will take the first year of this budget plan and work it into the overall budget for 2014-15.

4. **Policy Updates (first read):** Hanes presented 20 policies to the board for first read. He stated that a large portion of the changes are a result in a change in state law. The board recommended the following changes on first read.

- Policy 2131.01 – Kieslich recommended changing item B.3. on page 2 to item C.
- Policy 3213 – Check the last option on page 1 that reads “A professional staff member shall not send students on any personal errands.” The board also inquired about how vehicle insurance works when traveling for school business. The vehicle being used by a staff member must be covered by insurance by the owner.
- Policy 9150 – Discussed the purpose for the addition of the option selected on page 1 in regards to parents who are sex offenders. This information is being added because as a result of Wisconsin Law 88 notification requirements of offenders on school property. The board decided to think about this option and discuss it further at the next meeting
- Policy 8451: Lice Policy – This policy has been update by Mary Jo Beining to reflect a change in state guidelines. It has been put into practice.

J. Action Items:

1. **Goelz Field Rental:** Steavpack explained that the district has received inquiries about renting Goelz Field. The district does not have a set price or guidelines in place for renting the field. Steavpack presented to the board proposed rental rates and guidelines. When developing these rates/guidelines, he solicited information from other districts. These rates/guidelines are in line with the other districts in the area. Steavpack stated the revenue earned from field rental could be used to help offset future maintenance and field replacement.

Discussion:

- Lucius explained that you can set your rental rates at different levels for profit and not for profit organizations. Steavpack stated that they are suggesting one straight fee for all types of organizations.
- The board discussed how rental fees would be set aside in a sinking fund. They inquired if advertising fees could also be placed in this fund.
- Discussed the rental fee amount being proposed and reevaluating these rates in one year.

Moved by VanDeKreeke seconded by Halron to approve the Goelz Field Rental as presented. Aye 5, Nay 0. Motion carried 5:0

2. **BSG Cleaning Contract:** Schmitt explained that the current BSG contract expires on June 30, 2014. BSG has worked with the district for 12 years. They have been very flexible with the changes that come up throughout the school year. BSG is proposing a two year extension to the existing contract with a 1% increase for the 2014-15 budget year and 2% increase for the 2015-16 budget year. Schmitt

recommended the board approve the extension of the BSG contract for a two year term through the 2015-16 budget year.

Moved by VanLaanen seconded by Laukka to approve the BSG cleaning contract as presented. Aye 5, Nay 0. Motion carried 5:0

3. **Health Insurance Plan Changes:** Lucius provided an update on the changes to the district health insurance options and timeline involved with the changes. He stated that the district's insurance committee and insurance consultants have worked to review a number of possible insurance plan changes that would increase staff cost sharing in the plan and reduce/eliminate the fees from the Cadillac tax. The plan being presented would allow the district to make smaller annual adjustments. Lucius explained the details of the multi-year plan. He recommended the board approve the plan as presented so staff would have a timeline of when changes would happen and prepare themselves for the impact. He stated it is important that we communicate this 3.5 year plan with staff now so they can plan for the changes. After listening to the proposed changes, the board decided to table their decision until the March meeting.
4. **Insurance Coverage for Part-time Staff:** Lucius explained that the Affordable Care Act mandates health insurance coverage be provided by employers for employees that work 30 hours or more per week. The ACA also imposes surcharges if health insurance is not offered or if the employee share of the insurance premium is too high. The district currently has 6 part-time staff members that are on its insurance but do not work 30 hours per week.

Lucius recommended the board change the criteria for when it offers health and dental insurance to employees that work 30 or more hours per week. He also recommended grandfathering in the 6 part-time employees that work less than 30 hours per week and are participating in the plan. The board inquired is the district will impose a fee for these 6 people. We will run into a problem with the percentage of their salary they pay in insurance fees. This fee will only happen if they go to the exchange. The board discussed the possibility of only grandfathering in these employees if the district does not incur a fee.

Moved by VanLaanen seconded by Laukka to approve the Insurance Coverage for Part-time Staff (employees that work 30 or more hours per week) and grandfathering in the 6 part-time employees that work less than 30 hours per week that are currently participating in the district's insurance plan if the district does not incur any fees. Aye 5, Nay 0. Motion carried 5:0

K. Board & Superintendent Communications:

- A letter was sent to Jay VanLaanen and shared with the board. Williams stated that for what it is worth the letter was send to the board unsigned.
- Reminder that the Taste of Ashwaubenon is scheduled for March 12th.

L. Future Board Meetings & Topics:

1. The next board meeting is scheduled for Monday, March 10, 2014, at 6:30 pm.

M. Adjournment

Moved by VanLaanen seconded by VanDeKreeke to adjourn to the meeting at 9:39 pm. Aye5, Nay 0. Motion carried 5:0.

Respectfully submitted,



Jay VanLaanen, Clerk