



**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, March 23, 2015**

**6:30 pm**

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**A. Call to order:**

President Williams called the meeting to order at 6:30 pm.

**B. Roll call:**

Board Members Present: Williams, VanLaanen, Laukka, VanDeKreeke  
Board Members Excused: Halron  
School Choice Advisory Representative: John Van Dyck  
Others Present: Brian Hanes, Keith Lucius, Jill Kieslich, Tammy Lampereur, Brad Taylor, Tom Schmitt, Jamie Averbeck, Scott Truskowski, Dirk Ribbens, Kurt Weyers, Adam Mommaerts, Brian Carter, Kris Hucek, Val Hodgson, Andy Bake, Maria Arena, Pete Marto,

**C. Declaration of quorum:** Quorum Present

**D. Pledge of allegiance:**

**E. Adoption of Agenda:**

Moved by Laukka seconded by VanLaanen to adopt the agenda as presented. Aye 4, Nay 0. Motion carried 4:0.

**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 considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**G. Citizens and/or delegations:**

1. **Public Forum:** Bernie Rocheleau presented the Ashwaubenon Nordic Ski Team. The ski team started in 1998. This is a cooperative team made up of students from various districts. The girl's team took the state championship, boy's team placed second, and the middle school team won their team championship. Rocheleau recognized the students that placed and thanked the three coaches. Ski Team members Michael and Abby Jarzin thanked the school board and everyone involved for all their support.
2. **Student Presentation:** Valley View GLOBE teacher Adam Mommaerts and students Natalia Schiegg and Megan Blied shared Valley View highlights that included: a new school song, reading recovery celebration celebrating 23 successful weeks of reading, better health initiative, the Great Scott Assembly, March food drive to fill Mr. Bake's office, VV DI teams qualifying for state, Robotics Club placed 7<sup>th</sup> and 15<sup>th</sup>, 5<sup>th</sup> graders get 1-to-1 Chromebooks, 3D printers, Coding Club, and Career Day for 4<sup>th</sup> and 5<sup>th</sup> graders. The board listened to a recorded performance of Mrs. Senger's 5<sup>th</sup> grade musical recorder presentation.

**H. Consent Agenda:**

Moved by Laukka seconded by VanLaanen to approve consent agenda items 1-5a as presented. Aye 4, Nay 0. Motion carried 4:0.  
Moved by VanLaanen seconded by VanDeKreeke to approve consent agenda 5b as presented. Aye 3, Nay 0, Abstain 1 (Laukka). Motion carried 3:0:1.

1. Minutes of the regular meeting held on Monday, February 23, 2015
2. Minutes of the regular meeting held on Monday, March 2, 2015
3. Minutes of the expulsion hearing held on Monday, March 2, 2015
4. The schedule of checks 2/17/15 to 3/17/15
5. Staffing:
  - a. **Administration/Teacher/Exempt:**
    1. **Resignation of Jana VanDreef** from her full time Special Education Instructor position with the District effective at the end of the 2014-15 school year. Jana was on a Voluntary Leave of Absence from the District for the 2014-15 school year. Posting is underway to fill the Special Education Instructor vacancies.
    2. **Resignation of Katherine Bryzek** from her Elementary Instructor position at Pioneer Elementary School effective at the end of the 2014-15 school year. Katie had been on a Child Rearing Leave of Absence for the 2013-14 & 2014-15 school years. Discussions are underway on how to proceed on filling this vacancy.
    3. **New hire of Brittany Sheehy** to the 1.0 FTE Cross Categorical Instructor position at Parkview Middle School effective with the 2015-2016 school year. Brittany will be placed at Step 3 Lane A as an initial educator. (14-15 salary = 39,109.61). This position is vacant due to the expiration of a limited term contract.
    4. **Hire of Kevin Penza** to the Cross Categorical, 1.0 FTE position at Ashwaubenon High School, effective with the 2015-2016 school year. Kevin will be placed at Step 3 Lane A for the 2015-2016 school year as an initial educator. (14-15 salary = \$39,109.61). Kevin served in this role for the 2014-2015 school year but on a limited term basis.
  - b. **Staffing - Other:** 4 request
    1. **Resignation of Kristine Gardiner** from her Noon Duty position at Valley View Elementary School effective February 28, 2015. Posting is underway to fill this vacancy.
    2. **Resignation of Linda Engebos** from her Noon Duty Supervisor position at Parkview Middle School effective March 2, 2015. Posting is underway to fill this vacancy.
    3. **Hire of Jerry Tocherman** to the Noon Duty Supervisor position at the High School effective March 17, 2015. Jerry will be compensated \$10.35/hour. This is a new position created with the restructuring of the custodial staff's responsibilities at the high school.
    4. **New hire of Colin Laukka** to the Noon Duty Supervisor position at Valley View Elementary School effective March 18, 2015. Colin will be compensated \$10.35/hour. This position was vacant due to the resignation of Kristine Gardiner.

## I. Superintendent's Report:

- District Highlights:
  - **Legislative Hearing** - Thank you to Keith Lucius for attending the legislative hearing. Both Lucius and Brian Hanes testified on two different issues. The board urged anyone who has not already done so to contact their legislature and ask them to reconsider these items.
    - **Per Pupil Aid:** ASD has been cutting different pieces of our budget as a result of the reduction of the per pupil aid from \$150 to \$0. This reduction will result in a \$360,000 loss for the district. The district's budget is getting close to the end of its rope and we are doing everything in our power not to cut people/positions (70-80% of our budget is staffing).
    - **Assembly Bill 1:** There is opposition to the portion of Assembly Bill 1 that pertains to assessments. It is felt that if private schools are receiving public dollars to education students, they should be held to the same assessment tools and standards as public schools. Private schools should be held accountable in the same manner as public schools.
    - **PCB contamination issues** - Sought state help for redemption costs of our PCB contaminations issues.
  - **Student Recognition**
    - **Jazz Ensemble** - The HS Jazz Ensemble traveled to Chicago and placed 3rd in their competition. Spencer Schauer, Alex Alberts, Aaron Jablonski, Laura Bottei and Christina Timmins all received outstanding musician awards.

- **DECA** - Congratulations to Mr. Lotto and our DECA State Participants. 13 students competed at the State level. Linda Zhang, Claire O'Connell, Caden Krause and Carter Krause qualified for the International Competition to be held in Orlando.
- **St. Patrick's Day Parade** - The high school band proudly represented Ashwaubenon in Macy's St. Patrick's Day Parade in NY. Thank you to Mr Jimos, Mr. Konop and all of our chaperones!
- **Solo and Ensemble** - The District will have 22 vocals, 35 instrumentals, and various solo, ensemble and large groups going to state.
- **Autism** - Tammy Lampereur and her staff applied for and received an evidence based practice grant for Autism. The staff will learn about the unique needs of children with autism.

**J. Discussion Items:**

1. **Policy Updates – first read:** Hanes presented policies 2510, 2623, 5830, 7540.02, 7540.04, and 8500 for a first read. He thanked Jill Kieslich, Jamie Averbeck, Betsy Farah and Brad Taylor for the work they performed on the policy updates. The board had no additional updates.

**K. Action Items:**

1. **Policy Updates -second read:** Hanes presented policies 2221, 2421, 2700, 3217, 4217, 7217, 3220, 4340, 5451.02, 5516, 7440, 7540.03, and 9210 for second read and approval. The board had no additional changes.

Moved by VanLaanen seconded by VanDeKreeke to approve the second read of policies 2221, 2421, 2700, 3217, 4217, 7217, 3220, 4340, 5451.02, 5516, 7440, 7540.03, and 9210 as presented. Aye 4, Nay 0. Motion carried 4:0.

2. **Youth Options:** Ribbens presented 12 youth option requests for approval. Counselors have reviewed the applications and students have met the necessary credit requirements.

**Discussion:**

- To qualify for a Youth Options request, does a student have to exhaust the district's curriculum options? This is taken into consideration when a student makes a request as well as what track they are on. The request must be different or above what is offered in the district.
- It was noted that one student has made a request for 5 credits in 5 different classes. Will he truly enroll in all these classes? They do have the right to take this many classes and we are obligated to pay for up to 18. However, many times these types of requests are made but due to conflict in scheduling and course availability they do not always happen. The district gets more requests each semester than are actually fulfilled.
- Do students typically apply for many courses and end up with one? Many times they do not end up with any because their scheduled do not match or the classes are filled.
- Can classes be scheduled outside of the school day? Yes.

Moved by Laukka seconded by VanDeKreeke to approve Youth Options as presented. Aye 4, Nay 0. Motion carried 4:0.

3. **Handbook Language:** Hanes presented the recommended changes to the teacher handbook. The changes include:
  - **Personal Days:** Revised the language to clarify what days are not allowed to be taken as personal days.
  - **Child Rearing Leave:** Eliminated this section. Child rearing leave will follow the FMLA policy. If there is an exception or additional leave is needed beyond FMLA, it will be address on an individual basis under the "other leaves" section of the handbook.
  - **Voluntary Leave:** Wording was changed to "will be granted at the discretion of the superintendent" and "Staff members have the rights to appeal the superintendent's decision to the board of education" was added.

Moved by VanLaanen seconded by Laukka to approve changes to the teacher handbook as presented. Aye 4, Nay 0. Motion carried 4:0.

4. **10-Year Facilities and Maintenance Plan –:** Lucius explained that the Facilities and Maintenance plan was expanded from 5 years to 10 years. The state recently added an option for a new fund (Fund 46) if a district has a 10-year plan. The money placed into this fund would be used for facility and maintenance projects. Once the district starts putting money into the fund, it is unable to use it for 5 years. Lucius recommended the board approve the deposit of \$1,000 now to start the 5 year clock ticking. Unspent maintenance dollars would be put into this fund. The idea behind the fund is to encourage districts to use this fund as a way to save for maintenance projects.

**Discussion:**

- How does Fund 46 affect tertiary aid? We get hit on tertiary aid when the money is put into the fund.
- Can the money placed in Fund 46 only be use for maintenance? Yes building projects.
- Requested a policy is created for how we commit money to Fund 46 and once it is committed, how it is used.

Tom Schmitt presented the 10-year plan for facilities and maintenance. He reviewed the 2015-16 priority and non-priority projects for each building.

**Discussion:**

- Is there a need to move the location of the kitchen at the high school? Lucius explained that is designed for a 1980's serving line kitchen. It is not an efficient kitchen for today's school settings. The relocating of the kitchen will be more efficient and safer. Some of the items will be moved with the kitchen other would need to be replaced. The food fund balance would be used for part of the relocation expenses.
- The infill of the old pool would be a required project once the new pool is built.
- The village would need to be involved in the drainage issues between diamonds 1&2 at Pioneer.
- The board asked that the carpeting in the business office be put on hold if it is anticipated the DO offices would be moved to the high school.
- Is there a list of priority projects if the budget is reduced by \$250,000? Tom will review the project lists.
- If we still intend to move student services as planned in the budget, do we have anything flagged for the pool/auditorium projects? Nothing right now. What budget would we incorporate these expenses into? The capital budget for that year.
- Some items that are coming of the facilities project lists in order to bring them into budget will have to be picked up by the district. These are things that affect the energy saving/efficiency of the district (lighting, carpeting, pool cover, vacuum, etc.)
- Lucius stated that some non-energy efficiency items could be delayed. Major maintenance items for these projects would not be delayed.
- Schmitt stated that the 2015-16 plan is a typical spending plan. The facilities plans are still uncertain at this point. There is a potential that some of these items will be put back in once the Village's construction manager is in place. At this time 3-5 contractors have been interviewed. One will be brought to the Village Board for approval at the March 24<sup>th</sup> meeting.
- Hanes asked if there is a timeline in place for when the ground will be broken. Nothing has been decided at this point.
- The board request energy efficiency items be moved ahead of non-priority projects and the Cormier projects.

Lucius is asking the board to approve the 10 year plan as presented. He recommended the approval of state Fund 46 for building improvements. Lucius reminded the board that the plan will change and that the final approval will come with the budget approval in October.

Moved by VanDeKreeke seconded by VanLaanen to approve the establishing of Fund 46 for building improvements it as presented. Aye 4, Nay 0. Motion carried 4:0

Moved by VanLaanen seconded by VanDeKreeke to approve the 10 year facilities and maintenance plan as presented. Aye 4, Nay 0. Motion carried 4:0

5. **5-Year Technology Plan:** Jamie Averbeck and Scott Truskowski presented the 5-year plan for technology. They reviewed the infrastructure, internet, and hardware needs for 2015-16. They offered alternative options that involve moving some projects further off in the future. They reminded the board that delaying projects does not mean cutting them out of the budget. They are just added to the budget the following year. They expressed their concerns about delaying any projects on already aging hardware and infrastructure.

**Discussion:**

- Is it necessary to replace the wireless access points and network switches in the DO if the plan is to eventually move these offices to the high school? Yes, by the time the DO would move, this equipment would be ready for recycle or could be reused elsewhere.
- The district is working with Brown County to get fiber optic to Cormier. It is less expensive to partner with Brown County on their fiber optic then it would be to continue to rent.
- Mobile hotspots are provided to students that do not have wireless at home. The number purchased last year was more then what was needed. We will be able to decrease this amount this year.
- With the decommissioning of 5 computer labs, 6 Chrome Book carts will need to be purchased for Parkview 7<sup>th</sup> grade.
- Administrator laptops and desktop equipment are anywhere between 5 and 7 years old. If we do not start replacing some of this hardware, we will not be able to install updates to systems and software on them.
- Looking at options to replace or reconfigure the aging printer fleet.
- The district applied for E-rate Funding (i.e. federal grant money for schools to cover network infrastructure).

Moved by VanLaanen seconded by Laukka to approve the 5 year technology plan as presented. Aye 4, Nay 0. Motion carried 4:0

6. **Budget Update:** Lucius presented a budget update that included a list of possible budget reductions to balance the district budget. The budget needs to be reduced to reflect the elimination of the \$150 per pupil aid the district will be experiencing. The budget reduction for 2015-16 is \$1,134,092.

**Discussion:**

- Proposing a reduction in 3.83 FTE of staff. This would leave a balance of \$942,592 in budget reductions.
- The first four budget balancing items on the priority list would not impact the quality of education. They include \$50,000 reduction in the maintenance budget, \$60,000 reduction in the curriculum budget, \$70,000 saved by turning 1 FTE of Lit Support to a grant funded coach (Title 2), eliminating the 4K session at the co-op (saves on bussing and cleaning). The board asked if the Lit Support FTE would be ongoing or one year only. Kieslich stated it would be ongoing.
- The board inquired if it would be wise to hire someone who did nothing but grant writing to help fund some programs/areas. Lucius stated that programs/services funded by grants have to have the ability to be self-supported in the future, be a new program (nothing existing) and are typically given to schools with higher poverty rates than ours.
- The reduction in cleaning services from 5 days to 3 days in grade 1-12 is approximately \$90,000.
- The reduction in the 5 yr technology budget is a \$327,870 delay not a complete removal from the plan.
- The board suggested looking at the “ability to pay” criteria for student fees. Lucius stated that the free/reduced meal structure is used in determining whether fees are waived. If a student qualifies for free/reduced lunch, they are able to request the waiving of the student fees. Lucius stated that the district receives grants for these types of situations. They discussed allowing student on free lunch to have fees waived and reducing the fees for students who receive reduced meals. Hanes suggested having a box on the registration form that allows families to donate money to help families in need pay for their fees. VanDyck asked if it was possible to have a different fee structure for a resident students versus a non-resident student (non-resident would pay a higher fee)? Lucius stated that this was not possible. The board agreed that it is time to look at charging a

student fee if it means it would help balance the budget. They requested moving the charging of student fees to number 5 on the priority list.

- Lucius stated that after further review, the district will save less money than noted on increasing the busing of elementary students to 2 miles. This is a result of having to do double runs. Some money will be saved but not as much as initially thought. The board was concerned about the amount of issues and discussions it will create with parents. Lucius recommended removing this item if it has little value. What projects will be eliminated with the proposed \$250,000 reduction from the building and ground budget? We have not created a specific list at this time.
- The guidance reduction would not be a layoff. With the retirement of a counselor, this position would not be filled. These services would be shared between buildings. There is a concern that if we share services we would not have the right amount of guidance staff to cover the need/issues we have.
- Lucius discussed the interaction between lower health insurance premiums and staff pay increases. He explained that the district saw a good year with employee health insurance. As a result, the premiums will be lower. He suggested taking the reduction in health insurance and using this to fund staff pay increases. The board discussed not providing a pay increase and instead reducing the insurance premiums. The board discussed the concern that a pay increase is cumulative affect while a reduction in health insurance premiums is one a year. Lucius stated he would not encourage reducing health insurance premiums. The CPI for this year is 1.6.
- Williams presented the history of budget reduction over the past few years. He stated we have had the ability to make reductions that have not affected student educations and the public. One day we will need to make a reduction that does impact their lives. The decision to move student fees up the list is an example of something they will feel.
- The board discussed other budget reduction ideas:
  - Adjusting start times to save on elementary bussing.
  - Separate elementary schools by grade (i.e. all grades of the same level in one building).
  - Blocks and skinnies – adjust scheduling style to save money.
  - Increasing class sizes could save about \$467,000. This is a big impact on the budget but alone does not save enough money. Some felt we had no other big impact item. Others felt we need to look at co-curriculars.
  - What if we reduced the co-curricular pay by 10%? The middle school and elementary schools come from the community service fund so this would not directly impact anything. Any reduction at the high school level would impact the budget.
  - Discussed eliminating event worker pay. There is a concern that if we turned these into volunteer positions, we would not get people to help. Discussed partnering with an organization like the Optimists to fill these positions in a volunteer capacity.
  - Can we work with students to pay down their student fees through volunteering at events? No the IRS will not allow this.
  - Can event workers donate their fees to pay for other items? No they are collecting an income and paying taxes on it. The IRS does not allow this.
  - The board asked Keith to gather information on what we typically pay out in event workers.
  - Offering staff a one year bonus instead of an increase in salaries. The county has given its employees a part salary increase and part bonus. Lucius states that no other district has talked about a pay increase but he feels confident they will.
  - Ribbens stated we have a lot of trouble getting event workers when we pay them, how will we get them if we turn this into a volunteer role?

Lucius stated that no board action is needed at this time. The budget will be brought back next month as well as partial layoffs for board approval. If anyone has any thoughts or concerns prior to this meeting, please direct them to Keith Lucius.

**L. Board & Superintendent Communications:** no items to present

**M. Future Board Meetings & Topics:** The next board meeting is on Monday, April 27, 2015, at 6:30 pm in the District Office.

**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 considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

**O. Executive session:**

Moved by VanLaanen seconded by Laukka to adjourn in executive session at 8:51 pm. Aye 4, Nay 0. Motion carried 4:0

**P. Return to open session:**

Moved by VanLaanen seconded by Laukka to return to open session as presented. Aye 4, Nay 0. Motion carried 4:0

**Q. Adjournment:**

Moved by VanDeKreeke seconded by VanLaanen to adjourn the meeting at 9:15 pm. Aye 4, Nay 0. Motion carried 4:0.

Respectfully submitted,



Jay Van Laanen, Clerk