



**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 28, 2011**

**6:30 p.m.**

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**A. Call to order:**

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

**B. Roll call:**

Board Members Present: Laukka, VanLaanen, Williams, Halron, Aubinger  
Board Members Excused: none  
Others Present: Keith Lucius, Brian Nelsen, Brad Taylor, Kurt Weyers, Michael Sheean, Maria Arena, Andy Bake, Dave Steavpack, Kris Hucek, Pete Marto, Matt Anderson, Dirk Ribbens, Mark Sheedy

**C. Declaration of quorum:**

Quorum Present

**D. Pledge of allegiance:**

The pledge was recited

**E. Adoption of Agenda:**

Moved by VanLaanen, seconded by Aubinger 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** – Andy Benson (4468 Valhalla Rd., New Franken, WI) requested an update on the status of a co-op for sports. The board stated they could only listen to Mr. Benson’s requests at this point and suggested he follow-up with Dave Steavpack the Athletic Director at the High School regarding the status of co-ops for sports.
2. **Bright Lights** – Krissy Gregerson a 4K teacher presented on Cormier’s Conscious Discipline Management Program. She introduced three 4K students, 4K and K teachers and their assistants. Conscious Discipline Management is a program that when used correctly builds positive and strong social ties, problem solving skills, encourages students to take on responsibility and promotes a school family atmosphere.

With Conscious Discipline Management:

- Children are greeted every day. Krissy demonstrated the various ways children choose to be greeted.
- Students who are missing from class are notice/acknowledged.
- Each room has a wishing board.
- Every student is assigned a job. The jobs change each week and are listed on a job chart. Creating jobs helps to promote team work.

- Children learn different way to breathe (balloon, drain, pretzel and star). These different techniques promote relaxation and higher level thinking.
- Children are provided through teacher demonstration and actions the right steps, paths and words. They are encouraged to focus on what they should be doing versus told what they shouldn't be doing. Focusing on the right steps, actions and words helps to promote kindness in class and willingness to take on responsibilities.

#### H. Consent Agenda:

Moved by VanLaanen, seconded by Laukka to approve Consent Agenda items 1,2,3,4,6,7,8 as presented. Aye 5, Nay 0. Motion carried 5:0.

Moved by VanLaanen, seconded by Laukka to approve Consent Agenda item 5 as presented. Aye 4, Nay 0, Abstain 1 (Aubinger). Motion carried 4:0:1.

1. Minutes of the regular meeting held on Monday, February 28, 2011
2. Minutes of the executive session held on Thursday, March 3, 2011
3. Minutes of the special session held on Wednesday, March 9, 2011
4. The schedule of checks written 02-23-11 to 03-21-11 (#80576-80873 and #80875-81104).
5. The schedule of check written 02-23-11 to 03-21-11 (#80874).
6. The schedule of manual checks written 02-23-11 to 03-21-11 (#142, #1083-1088).
7. The schedule of high school athletic checks written 02-19-11 to 03-18-11 (#13005-13019).
8. Staffing:
  - a. **Resignation of Nancy Taylor** from her Noon Duty Supervisor position at Valley View Elementary School effective March 22, 2011.
  - b. **Retirement request of Patricia Rathmann** from her full time Grade 5 Instructor position at Valley View Elementary School per Article XXII of the AEA Master Agreement. This retirement is effective at the end of the 2010-11 school year. Pat will be awarded all retirement benefits as afforded to her per Article XXII. Pat has been employed by the District for 21 years.
  - c. **Retirement request of Kathryn Donarski** from her full time Family & Consumer Education Instructor position at Ashwaubenon High School per Article XXII of the AEA Master Agreement. This retirement is effective at the end of the 2010-11 school year. Kathy will be awarded all retirement benefits as afforded to her per Article XXII and the Memorandum of Understanding dated March 1, 2011. Kathy has been employed by the District for 14 years.
  - d. **Retirement request of Donna Beno** from her full time Food Service Assistant position at Pioneer Elementary School per Article XXIV of the AESP Contract. This retirement is effective at the end of the 2010-11 school year. Donna will be awarded all retirement benefits as afforded to her per Article XXIV. Donna has been employed by the District for 30 years.
  - e. **Retirement request of Patricia Mallien** from her part time Food Service Assistant position at Ashwaubenon High School per Article XXIV of the AESP Contract. This retirement is effective at the end of the 2010-11 school year. Pat will be awarded all retirement benefits as afforded to her per Article XXIV. Pat has been employed by the District for 21 years.
  - f. **New hire of Gabrielle Nguyen** to the full time Desktop Support Specialist position with the District, effective 03/23/11. Gabby will be compensated \$16.50/hour. This position is vacant due to the resignation of Nate Sousek.
  - g. **Voluntary Leave of Absence request of Collette Wilichowski** from her full time K-12 Literacy Coordinator position with the District per Article VI, Section G of the AEA Master Agreement. This request is for the 2011-2012 school year. This is a non-paid leave. Discussion is currently underway as to how administration will fill this vacancy. Collette is currently on a voluntary leave of absence for the 2010-2011 school year. This request is for a second year, the most allowed by contract.

- h. **New hire of Mary Weiss** to the Noon Duty Supervisor position at Valley View Elementary School effective March 22, 2011. Mary will be compensated \$10.00/hr. This position is vacant due to the resignation of Nancy Taylor.

**I. Assistant Superintendent's Report:**

- **Governor's Budget Impact Update** – Lucius stated that there is a meeting scheduled this week with a state level official to learn more about the budget. The administrative group has begun to look at reduction options and preliminary numbers. Lucius stated that health insurance has yet to be determined when it comes to a possible increase in premiums.

The board asked if exempt staff have begun to pay for their pension premiums. Lucius stated he has been getting mixed messages about when this can begin. At a recent meeting, WASB stated that premiums have to be taken from all employees at the same time. He stated that until he is certain what is happening with the bill, the district will hold off on taking premiums from exempt staff.

**J. Discussion/Presentation Items:**

1. **JAGs (At-Risk Program) Middle School and High School** – Brian Nelsen stated that the At Risk program was restructured at the start of school year. He stated that a more systematic approach is being taken with the program. This includes measuring outcomes and collecting data to monitor growth. This new program is called JAGs (Jaguar Academy Guided Studies). Dirk Ribbens explained how the program works. Kim Schnick and Chad VanLaanen spoke about the JAGs programs at the middle and high school.

Desired outcomes of the JAGs program:

- An increase in 4 years of the high school graduation rate
- A decrease in the number of Ds and Fs
- A decrease in the amount of repeated courses
- A decrease in the number of students taking Novanet courses
- An increase in the level of course advancement
- A decrease in disciplinary referrals
- An improvement in academic, emotional, and social transitions and post secondary transitions

Ms. Schnick and three JAGs students (Jaymes, Andrew and Cameron) spoke about their experiences in the program. There are currently 36 students in the program. The students stated the program has helped them academically, socially and emotionally. The program helps them to better communicate with teachers. The students in the program earn incentives/rewards for attendance, timeliness, journaling, random acts of kindness, turning in assignments and writing parent letters. The incentives are in the form of money that can be used to buy things in the cafeteria, free time on the computer, front of the line lunch passes, bowling, wrist bands and locker boards. The students spoke about other things the program offers like homeroom football challenge, testing incentives and office/library help. Ms. Schnick stated that Jaymes will be graduating from the program!

Brian Nelsen recognized Ms. Schnick and the students for their work in the program. He stated the Ms. Schnick has done a wonderful job of being a mentor. Her classroom environment allows everyone to feel a part of it.

The board asked if this program can be expanded to middle of the line students that may need help. The criteria for the program is designed to help kids progress and move through the program.

Lori Bachman and Chad VanLaanen discussed how students are selected for the JAGs program. A team meets to discuss students of concern. These are typically students not earning credits or with poor attendance. If a student is determined to be moved into the program, the parents are contacted. Students spend one period a day in the program until it is determined they are able to graduate from it.

Mr. VanLaanen provided a brief overview of the curriculum for 9<sup>th</sup> and 10<sup>th</sup> grades. Students focus on career search, schooling for the career they are interested in, academic success, self management skills, diversity, positively interacting with others, vocabulary, citizenship and communication. The program puts a strong emphasis on school attendance and how it positively impacts grades. Mr. VanLaanen provided testimonials from students currently in the program. He stated the program is helping to build positive citizens in our community. Brian Nelsen recognized Mr. VanLaanen for the work he has done in the high school and with the students.

The board asked if these students would have benefited from earlier intervention. It was explained that the new Rtl program coming up will address early intervention in the areas of math and reading. Mr. VanLaanen stated that the transition from middle school to high school shows students the importance of building success between levels. Their success in the first level allows them to move into the second level. Their success will determine if they are able to move forward. This building concept is focused on and brought to their attention frequently. When students begin to move through these levels, they are able to see what their efforts bring.

The board stated that the Intervention Alert form seems very reactionary. Brian stated that it will eventually be K-12. It will be more of a support system versus reactionary.

2. **Bullying Policy and Procedures** – Brian Nelsen stated that in September, the bullying policy was revised. The policy is noticed yearly and published for the public. Principals from each school presented about bullying in their schools and how it is addressed. The board was interested in hearing about how staff is in-serviced regarding bullying.
  - **High School** – Mark Sheedy and Dirk Ribbens explained that Mr. Ribbens and members of the high school staff attended an anti-bullying convention. They in-serviced the remainder of the staff on what they learned (being visible in hallways, aware of what is going on, and vigilance). Staff are also trained in their areas when it comes to watching for bullying. Students are informed that they can come to any adult in the building for help. Staff members take any issues presented to them to administration. Staff are encouraged to look for students that are struggling or don't quite fit in. They are trained to help them. Ribbens and Sheedy explained that student organizations like GSA and LINK Crew are also available to students. Consequences for bullying range from a conference with Ribbens, parent conferences, suspension, or police referrals. Consequences depend on the level of bullying. The biggest bullying offenses at the high school are harassment and cyber bullying.
  - **Middle School** – Kris Hucek and Michael Sheean explained that students and parents are educated on bullying during orientation and Meet the Teacher nights. The policy is reviewed with both families and staff. Every student is required to read through the handbook with their parents and sign off on having done so. Staff is in-serviced during staff meeting. They are instructed to be visible in hallways. Retro Bill has presented about anti-bullying to staff and students.

Parkview has a number of preventative programs that allows students and staff to connect. These programs include Parkview Pride awards, NFL Fuel Up to Play 60, Retro Bill, and the JAGs program. Sheean stated that these programs have had a great impact on students they would have formerly seen on a regular basis. Students at Parkview are encouraged to go to

any staff member when they need help. Student Services Team Meetings are held to talk about students of concern. This is a referral system for teachers. Sheean stated that it is not the severity of the punishment that drives students, it is the certainty of the punishment.

- **Elementary School** – Kurt Weyers, Andy Bake, Pete Marto and Maria Arena spoke about the proactive approach taken by the elementary schools when it comes to discipline. Discipline provides another opportunity to positively teach a student.

Valley View had 22 incidents of bullying reported. All incidents are investigated and parents are contacted. Consequences for bullying could result in loss of recess privileges, in school suspensions, or conflict management training on how to handle situations in a proactive approach. Valley View educates students and staff about bullying throughout the year. They have used the following resources to educate about anti-bullying: Retro Bill, Officer Gary Ness, DARE program, Artist in Residency, Big Brother/Big Sister Program, Lunch Time Mentoring Program, PBIS Program, Hero Traits and a community partnership up with St. Norbert College. Weyers and Bake stated that the key to stopping bullying is building relationships and being proactive.

Pioneer has done much of the same anti-bullying presentations and messages as Valley View. They began the school year with the guidance counselor visiting each class to talk about anti-bullying. Student signed an anti-bullying pledge. The pledge is posted in each classroom. Students are taught the Pioneer Pride traits and are expected to model these traits throughout the year. These traits are incorporated in classroom lessons. Students are also taught bully and by stander topics so they understand what to do when situations occur. Currently the main focus at Pioneer deals with students intentionally excluding others in social situations. Marto explained the focus is on involving students and building relationships. He explained the process of discipline at Pioneer. Marto discussed the recent staff survey and the results of the survey. It was determined through the survey that supervision is an area needing improvement. Staff is focusing on being student centered when supervising. Each staff member has been assigned a care buddy. The students participating in this program know that their care buddy is available to them and looking out for their best interest.

Cormier is working with its Conscious Discipline Management model to build relationships with students. Arena stated the goal is to acknowledge each student and let them know we care. Through the concept of Tribes, they learn cooperative learning and working together. Staff work with students to help them identify their feelings, develop their vocabulary, manage their strong emotions, problem solve, work through conflict management and role playing. Cormier is also working with parents in family resource center.

### **Open Discussion:**

- The board asked if there are a lot of situations that go unreported. Sheedy stated that as a student moves through the grade levels, the amount of venues a student has to be involved in bullying increases. Students often feel this type of behavior is a rite of passage and are afraid to say anything for fear of retribution. Sheedy stated that what students don't realize is that eventually somebody somewhere will say something. Much of it comes out on the social media sites. Sheedy emphasized that as a district, we need to deal with what we know is happening at school. He also stated that when a situation is reported you keep digging until you get answers.
- Sheedy stated that seldom at the high school level it is ever just one person initiating the bullying. It is usually ends up both people are involved. He also stated that every situation brought to administration is looked into. Once it is brought to somebody's attention, it puts the student(s) on notice and it stops. He stated that we can have the

best policies in place but it is not always easy to see who is at fault. It may not always be handled to the student/families liking but that does not mean that it is not being addressed.

- The board asked what they can do to help strengthen or make things easier. Sheedy stated that biggest issue is social media sites. So much of the bullying seen starts at this level and eventually trickles into schools.
- Lucius reminded the group that consequences assigned to a bullying situation are confidential and can't be shared with everyone. What happens with the student involved stays with the student, parent and principal. As a result it may look like nothing was done but the end result is often confidential.
- Often when things are reported by a student or parent, they will only give so much information to protect themselves or child. This makes it hard to move forward with limited information. People also don't like anything in writing/print.
- Programs about anti-bullying, positive behavior and respecting others are being provided at Cormier and the elementary school level to help with early intervention. This early intervention will help as students move forward in the development of values.
- Does any of the education being presented to children tell them how to be strong or what they can do not to become a victim? Valley View and Pioneer educate on being a by stander and bully. They talk to students about standing up, helping and respecting each other. Students are educated about the importance of by standers stepping up and helping.
- The board asked if all teachers are trained about how to respond to bullying situations presented to them. Sheedy stated that all teachers are trained to respond to these situations. The board felt that staff need to be made aware of how important these situations are. There is a concern about how they are being dealt with at the staff level. It was also felt that sport leaders are key in addressing these situations with their players.
- Lori Noll (2146 Hilltop Dr.) stated that when she requested the topic of bullying be addressed, her issue was not with the policy but rather with how it is being addressed internally. The board stated that Mrs. Noll's incident is a specific case that needs to be addressed at the school level.
- The board requested Steavpack speak to the extracurricular coaches/leaders about the topic of bullying and the importance of addressing it when it is presented.
- The board asked if there can be a phone line or email that will allows students to report bullying they experience or witness. Sheedy stated that this type of system is currently available to students.

#### K. Action Items:

1. **New Co-curricular Code** – This is the second reading of the New Co-curricular code. Dave Steavpack reviewed the changes to the code from the last meeting. The board asked why there was such a difference between Group 1 and Group 2 consequences. The activities in these groups are so varied that the consequences need to reflect the activity. Steavpack also stated that the punishments that involve community service work will not coincide with the community service work needed for graduation.
  - The board had a concern that a student in a club type activity that breaks the code needs to complete their community service before returning to the activity yet a student in a sport activity can still practice while completing their consequence. It was felt this did not seem right.
  - It was recommended an additional sentence is added to "Suspension Calculation" bullet four. *"If a suspension carries over into the next sport (Group 1 Activity) the penalty served will only be valid if he or she completes the season, thereby discouraging students from joining an activity simply to serve a suspension."*

- The board asked that if a student is in one sport and gets caught toward the end of season can they participate in a Group 2 activity and fulfill the penalty. No the penalty must be served in the same group type.
- Does the excused versus unexcused absence policy fall in line with WIAA rules? WIAA policy takes into play with excused and unexcused policies. Does this code address WIAA policies? Yes it does.
- The board stated that we can't assume that there are no loop holes in this code. We need to be able to react to these issues. Steavpack stated that it is no different than any other policy in that it will be periodically reviewed and brought to the board for review and approval. It was suggested the code is reviewed yearly.
- Dave and the committee were thanked for their time and effort in revising this code.

Moved by VanLaanen, seconded by Aubinger to approve The New Co-curricular Code as presented. Aye 5, Nay 0. Motion carried 5:0.

2. **Youth Options** - Mark Sheedy stated that there are 7 requests for Youth Options for the fall. Three students are requesting the C.N.A. program at NWTC and 4 students are requesting advance language at St. Norbert College. Sheedy explained that the C.N.A. course does not exist at the high school and the German class was not offered.

Moved by Laukka, seconded by Aubinger to approve Youth Options as presented. Aye 5, Nay 0. Motion carried 5:0.

3. **Open Enrollment Approvals/Denials** - Lucius stated that 292 students applied for Open Enrollment In. Of these applications, it is being recommended 288 are approved and 4 are denied. He stated that about 50% of the approved applicants typically enroll in our schools. These students will help to fill in some of the budget shortfalls.

There were 59 applications for Open Enrollment Out (48 students). It is being recommended to approve all 59 applications.

The board asked if there would be room for all 288 students if they all showed up. Lucius stated that there would be with resident enrollment down by 70 students and the open enrollment students that will be graduating. It was also reminded that a percentage of these students are currently enrolled in our schools as tuition waiver students.

Moved by VanLaanen, seconded by Halron to approve Open Enrollment Approvals/Denials as presented. Aye 5, Nay 0. Motion carried 5:0.

#### **L. Board & Superintendent Communications:**

- The district will hold a Meet and Greet for the new superintendent on April 7<sup>th</sup>. The Meet and Greet will be held in the Commons Area of the high school from 3:30 pm to 5:30 pm. Community and staff are invited.
- On Friday, April 1<sup>st</sup> at 12:30 pm, Pioneer school will be having Pioneerville. Pioneerville is a school enrichment program where each class creates a business that sells products or services. The entire school runs as a community. Everyone is invited to attend.

#### **M. Future Board Meetings & Topics:**

- The next regularly scheduled Board Meeting is Monday, April 11, 2011, at 6:30 pm.

#### **N. Adjournment to executive session:**

Moved by VanLaanen, seconded by Aubinger to adjourn to the Executive Session at 8:38 pm. Aye 5, Nay 0. Motion carried 5:0.

**O. 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

**P. Return to open session:**

**Q. Adjournment**

Moved by VanLaanen, seconded by Laukka to adjourn at 9:40 pm. Aye 5, Nay 0. Motion carried 5:0.

Respectfully submitted,



Jay VanLaanen, Clerk