



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, April 14, 2014

6:30 p.m.

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, VanDeKreeke, Halron
Board Members Excused: VanLaanen
School Choice Advisory Representative: John Van Dyck
Others Present: Brian Hanes, Keith Lucius, Jill Kieslich, Tammy Lampereur, Brad Taylor, Maria Arena, Kurt Weyers, Michael Sheean, Kris Hucek, Andy Bake, Brian Nelsen, Heather White, Matt Anderson, Pete Marto

C. Declaration of quorum:

Quorum Present

D. Pledge of allegiance:

The pledge was recited

E. Swearing in of Board member:

Hanes gave the oath of office to returning board members Mark Williams and Brian VanDeKreeke.

F. Adoption of Agenda:

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

G. Announcement of executive session:

- In accordance with W.S. 19.85(1) (g) an executive session will be held at the end of the meeting for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
In accordance with W.S. 19.85(1) (e) an executive session will be held at the end of the meeting for the purpose of deliberating about conducting other specified public business, whenever competitive or bargaining reasons require a closed 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.

H. Election of Offices/Board Appointments, Committee Responsibilities and Assignments:

1. Election of Offices

- President: Laukka nominated Mark Williams, seconded by VanDeKreeke. There were no other nominations. Aye 4, Nay 0. Motion carried 4:0 to elect Mark Williams as Board President.
Vice President: VanDeKreeke nominated Ginny Laukka, seconded by Halron. There were no other nominations. Aye 4, nay 0. Motion carried 4:0 to elect Ginny Laukka as Board Vice President.
Clerk: VanDeKreeke nominated Jay VanLaanen, seconded by Halron. There were no other nominations. Aye 4, nay 0. Motion carried 4:0 to elect Jay VanLaanen as Board Clerk.
Treasurer: Halron nominated Brian VanDeKreeke, seconded by Laukka. There were no other nominations. Aye 4, nay 0. Motion carried 4:0 to elect Brian VanDeKreeke as Board Treasurer.
Member At Large: will be Barb Halron.

2. Board Appointments

- AHS Graduation - Sun., June 1, 2014 (Williams and VanLaanen)
8th Grade Graduation - Wed., June 11, 2014 at 9:30 am (Laukka)

- c. 5th Grade Graduation
 - 1. Valley View – Fri., May 30, 2014 at 1:30 pm (Halron)
 - 2. Pioneer – Thurs., May 29th at 6:00 pm (VanDeKreeke)
- d. WASB Convention - January 21-23, 2015 (Halron, Williams – alternate)
- e. CESA 7 Meeting - Wed., May 14, 2014 at 6:30 pm (VanLaanen)

Moved by VanDeKreeke seconded by Laukka to adopt the election of offices, board appointments, committee responsibilities and assignments presented. Aye 4, Nay 0. Motion carried 4:0

I. Establish Board Meeting Time and Place

- Annual Meeting/Budget Hearing: July 28, 2014; 6:00 pm in the District Office; 1055 Griffiths Lane.
 - Monthly Board Meeting: 4th Monday of the month at 6:30 pm in the District office with the exception of the following months:
 - a. The May 26th meeting is rescheduled for May 12, 2014 due to Memorial Day.
 - b. The December 22nd meeting is rescheduled for December 8, 2014 due to the holiday week.
- Moved by Laukka seconded by Halron to adopt the annual meeting/budget hearing time and place as presented. Aye 4, Nay 0. Motion carried 4:0

Moved by VanDeKreeke seconded by Halron to adopt the monthly board meeting time and place as presented. Aye 4, Nay 0. Motion carried 4:0

J. Citizens and/or delegations:

- 1. Public Forum – no issues presented

K. Consent Agenda:

Moved by Laukka seconded by Halron to adopt the consent agenda items 1-4 as presented. Aye 4, Nay 0. Motion carried 4:0.

The board asked for confirmation that child rearing leave is a maximum of 2 years. They asked if the district experiences a problem with hiring to cover this type of leave. Hanes stated that it has not posed a problem and that the district is very confident that this person will be returning once her leave it up.

- 1. Minutes of the regular meeting held on Monday, March 10, 2014
- 2. Minutes from expulsion hearing on Monday, March 10, 2014
- 3. The schedule of checks written 3/4/14 to 4/7/14
- 4. Staffing:
 - a. **Voluntary leave of absence request of Jana VanDreel** from her full time special education instructor position at the High School for the 2014-2015 school year. This is an unpaid leave of absence. This leave is available per the Employment Handbook for Professional Staff Members, Leaves of Absence.
 - b. **Retirement request of Mary Gerrits from her Educational Associate – Library Assistant** 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 Mary per the policy of the District. Following staffing discussions, decision will be made as to how this vacancy will be filled. Mary has been employed by the District for 24 years.
 - c. **Retirement of Cathy Green** from her full time Grade 7 Instructor position at Parkview Middle School effective at the end of the 2013-2014 school year. This retirement qualifies for the Teacher Early Retirement provisions as afforded by the policy of the District.
 - d. **Retirement request of Cheryl Alberts** from her Educational Associate I-Clerk full time position at Pioneer Elementary School effective at the end of the 2013-2014 school year. This retirement will qualify for the Support Staff early retirement benefits as afforded to Cheryl per the policy of the District. Following staffing discussions, decision will be made as to how this vacancy will be filled. Cheryl has been employed with the District for 26 years.
 - e. **Retirement request of Ellen Chaudoir** from her Educational Associate I-Special Education Aide full time position at Valley View Elementary School effective at the end of the 2013-2014 school year. This retirement will qualify for the Support Staff early retirement benefits as afforded to Ellen per the policy of the District. Following staffing discussions, decision will be made as to how this vacancy will be filled. Ellen has been employed with the District for 16 years.

- f. **Child Rearing Leave request of Katie Bryzek** from her full time teaching position at Pioneer Elementary School. This request will be for the 2014-2015 school year. Katie is currently on a Child Rearing Leave request for the 2013-2014 school year. This is an unpaid leave of absence. As per Section III-Leave of Absence, Child Rearing Leave of the Employment Handbook for Professional Staff Members, instructors may request a leave of absence, without pay, for up to the period of one calendar year, in the event that a child is to be brought into the household. Additional leave will be determined by the board. This would be the second year of leave requested.
- g. **Resignation of Karen Konop** from her full time, Educational Associate – Special Education Aide position at Valley View Elementary School effective April 17, 2014. As we progress through staffing discussions, decision will be made as to how this vacancy will be filled.
- h. **Resignation of David Steavpack** from his full time Assistant Principal/Athletic & Activities Director position at the High School effective June 30, 2014. Posting is currently underway to fill this vacancy.
- i. **Retirement request of Kathryn Schmidt** from her full time Administrative Associate I – Bookkeeper/Accountant position at the District Office. This retirement will qualify for the Support Staff Early Retirement benefits as afforded to Katie per the policy of the District. Posting is currently underway to fill this vacancy. Katie has been employed with the District for 15 years.
- j. **Resignation of Ann Donovan** from her Noon Duty Supervisor position at Pioneer Elementary School effective April 30, 2014. Posting is currently underway to fill this vacancy.
- k. **Hire of Sheila Dettmann** to the Administrative Associate III-Building/Principal's Secretary full time position at Valley View Elementary School effective July 1, 2014. Sheila will be compensated \$16.67 per hour (13-14 salary). Sheila is currently employed as a part time Educational Associate-Clerk at Cormier School & Valley View.

L. Superintendent's Report

1. Staff and Student Recognition

- Congrats to Dave Steavpack who recently accepted the AD position at Manitowoc. Hanes thanked Steavpack for his 12 years at Ashwaubenon and for the many contributions he has made to generating funding for facilities and programs!
 - Congratulations to the Taste of Ashwaubenon on the success of their recent event.
 - Congratulations to Lissa Marth and all the DI coaches and students that advanced to State.
 - Thank you to all those involved in the passing of the four referendums. A special thanks to Brad Taylor for his work coordinating communications.
 - Congratulations to Kurt Weyers. Weyers was named as a finalist for the State Elementary School Principal recognition!
 - Congratulations to Mary Jo Beining on the commendation letter from the President of School Nurses Association.
 - Congratulations to DECA students Claire O'Connell & Linda Zhang for advancing to the DECA International Competition.
 - Congratulations to Becca Huhtala, Aaron Jablonski, Jena Perock and Alex Alberts for making the State Honors music program.
 - Congratulations to the cast, crew and Directors Kelsey Baker, Abbey VanAlstine, Kari Estel on the success of the middle school musical.
 - Thank you Coach Herzog for the many hours of dedication and leadership to our girls' basketball program.
2. **Open Enrollment Survey** – Hanes stated that about 200 open enrollment parents responded to the recent survey. He stated that the number one reason parents stated they open enroll in the district if because of academic pride and standards.

M. Discussion/Presentation Items:

- 1. **Jaguar Blueline Club**: Mike DeRosier and Scott Bartelme from the Jaguars Blueline Club presented on the boys' hockey program.
Discussion:

- DeRosier presented the overall expenses associated with boys' hockey, the club fundraising and expenses covered by the fundraising.
 - The Jaguar BlueLine Club is asking the district to pay for transportation costs (\$7112) and referee costs (\$2268) totaling approximately \$9380. This comes out to be about \$293 a player. DeRosier and Bartelme presented the costs covered by other districts in the club.
 - The board stated that they have listen to this presentation in the past. They stated that at this time they are looking at making \$600,000 in cuts just to maintain where the district is currently. Taking on the additional expenses of hockey would require the district to cut even deeper.
 - The group discussed the cost difference in hockey versus other sports. The club inquired why other sports aren't required to fundraise like they are. The board stated that all sports do fundraising to some degree. They stated they would like to support hockey but do not have the money in the budget at this time to cover the additional \$9380.
 - The board reminded the club of previous discussions when the initial costs where approved. The club promised they could handle the expenses the district did not cover. The district was not able to fund hockey at the time and is not able to fund it now. The board stated that they will not sacrifice the quality of education for hockey.
 - The club asked for other sports to fundraise more so they could have some of the hockey expenses covered. They want nothing different than what other sports are receiving.
 - The board asked if we have the ability to look at the athletic budget to see if we can find money for both boys' and girls' hockey. Lucius stated that this budget has been under water for years and that the high school supplements this program when needed.
 - The board asked if there is a policy regarding the type of transportation used. School buses are used when an event is in our conference region. We have looked at reducing coach buses anywhere in the state. This could be implemented next year. Coach buses are currently used when an event is out of the conference area. Parents or the team typically fund the difference in bus costs.
 - The board stated they will look into this matter and see if there is anything that can be done.
2. **Summer School Update:** Maria Arena, Kris Hucek and Brian Nelsen provided an update on summer school.
- Change to be more academic focused for children of all ages.
 - 6-12 summer school is being looked at for better learning opportunities. Previous focus has been on remedial credit accrual work.
 - Posted and interviewing for a 6-12 summer school coordinator.
 - Creating summer school courses that transition the student from grade to grade, school to school and high school to beyond.
 - Establishing credit earning enrichment summer school courses. Board feels this would help entice older students to enroll in summer courses.
 - Look at transportation options to give all students the opportunity to attend. Currently transportation is paid by the parent.
 - This is the first year for online registration. Even though the online window is closed, students can still register by contacting Cormier.
 - The district does not count open enrollment students in our summer school numbers. We do not receive anything for these students attending.
3. **Budget:** Lucius reviewed the preliminary budget plan with the board. He explained that they will be asked to make a decision regarding this plan at the May meeting. Lucius requested the board look at the list and provide direction/feedback.

Discussion

- Based on the plan, the district is looking at partial layoffs in the specials areas.
- The board asked about the delay of the parking situation at Cormier. The current situation is ok because of the hard work put forth by Maria and her staff to handle the daily traffic.
- Will the non-priority items on the maintenance plan eventually build up and be a problem? These items are cosmetic and can be spread out over years. We are continuing to stay on top of these items.

- The increase of athletic fees appears after student fees on this list. Why wouldn't this be reversed. The athletic budget is about \$10,000 over budget. We have frozen this budget and AHS budget has funded the short fall. These numbers are heavily influenced by teams going to state.
 - The board is concerned that we had a very successful referendum resulting in an increase in taxes. Now we are asking parents to increase student fees.
 - The board would rather see the student athletic fees to go up. They are suggesting less of a book fee and more of an activity fee. They would also like to see multiple activity fees verses one for all sports.
 - The board requested a comparison of one change to another (activity fees and student fees).
 - The board would like to see the student fees further down the list of cuts to reflect the tax increase they are facing due to the referendum.
 - Would like a plan for informing parents at the end of the year so they can plan for the fees next year.
4. **Overview of Educator Effectiveness and Revision to Policy 3220 – Staff Evaluation:** This item was moved to an action item only.

N. Action Items:

1. **Policy 3220 Update:** Keislich, Bake and Weyers presented changes to Policy 3220 for board approval. They request the board waive the first read and approve the changes as presented. The charges are a result of the implementation of the Educator Effectiveness System.

Kieslich, Bake and Weyers presented on Educator Effectiveness System. This is the system used to evaluate and support our teaching staff. They reviewed the purpose of the system.

- Design and development – Educational practice; what does good teaching look like; putting practice into play.
- Educator practice and student outcomes – How do we evaluate (standards and rubric)? The district will use of Danielson Framework for Teaching Model when assessing teachers and administrators.
- Managing
- Preparing as a district – The district wanted to pilot this system so they can have a handle in how it will work when it is rolled out. Piloting is an opportunity to make the system better.
- Staff meetings this year have focused on each domain of the Danielson Model. Teachers are being prepared for the roll out in the fall! Teachers set the goals, work as a team to evaluate goals, and work with evaluator to evaluate the goals. They meet with an administrator a few times a year to measure where they are on the goals. Every staff member set a SLO (Student School Learning Objective) this year. They are evaluated on 50% of educator practice and 50% on student outcomes. Teachers have done a great job of challenging themselves with their goals.
- The board asked if the classrooms are being balances with all types of students. Yes they are.
- Discussed examples of a typical teacher goals: specific learning objective on what they want their students to learn; a focus on disciplinary literacy; a focus on district goals that trickle down to the classroom level. They are also asked to create a personal and professional goal. Team had to develop a team technology goal.
- Keislich stated that every administrator and evaluator in the district is certified in Teachscape.
- What is Teachscape
 - Powerful software platform
 - Trains educators
 - Certifies evaluators
 - Facilitate the observation and data collection process
 - Provides a video-rich library of professional resources (use as a resource for struggling areas or new ideas)
- Statewide implementation will be in 2014-15.
- Kieslich recognized Kurt, Andy, Dirk, Joelle Zuengler, Michelle Loewenhagen and Deb Patterson for their work in getting this started in our district.
- The new system allows all evaluators to be speaking the same language. Evaluations are less subjective across the board; teachers know the expectations and the attributes the evaluators are

asking for. All four domains are evaluated on versus a teacher selecting the areas they wanted to be evaluated on.

Moved by Laukka seconded by Halron to waive the first reading of policy 3220 and adopt Policy 3220 as presented. Aye 4, Nay 0. Motion carried 4:0

2. **Board Policy Update:** Hanes presented the board policy updates for a second read. No new changes were recommended. Moved by Laukka seconded by VanDeKreeke to adopt the board policy updates as presented. Aye 4, Nay 0. Motion carried 4:0
3. **Principal Surveys:** Hanes presented two principal surveys he is recommending be used for self-growth opportunities for principals. One survey would be sent to staff and the second would be sent to parents.

Discussion:

- Would staff be a better target audience for Directors versus parents? Would this be used as a tool to see how parents and staff see us and our performance? Administration would like to use this tool for self-reflection and self-growth.
- After reviewing the survey, the board suggested fewer questions or putting the more important questions at the top of the survey.
- The board suggested piloting it for one year to see how it works.
- The board inquired about the possibility of having parents complete a similar survey on teachers.
- It is important as a board to see what our customers/parents are thinking.
- Kieslich stated that this should be used in the same manner as the Educator Effectiveness System.
- The board requested to receive the results of the surveys when they are complete.

Moved by Halron seconded by Laukka to adopt the pilot of the principal survey as presented. Aye 4, Nay 0. Motion carried 4:0

O. Board & Superintendent Communications:

The Steering Committee had its initial meeting to discuss the plans moving forward. An official board presentation will be made when more information is available to share.

P. Future Board Meetings & Topics:

The next board meeting is scheduled for **Monday, May 12, 2014, at 6:30 pm** in the District Office.

Q. Adjournment to executive session:

- In accordance with W.S. 19.85(1) (g) an executive session will be held at the end of the meeting for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.
- In accordance with W.S. 19.85(1) (e) an executive session will be held at the end of the meeting for the purpose of deliberating about conducting other specified public business, whenever competitive or bargaining reasons require a closed 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.

Moved by Laukka seconded by Halron to adjourn to executive session at 9:22 pm. Aye 4, Nay 0. Motion carried 4:0

R. Executive session:

Moved by Halron seconded by VanDeKreeke to adjourn to open session. Aye 4, Nay 0. Motion carried 4:0.

S. Return to open session:

T. Action following Executive Session:

1. **All Staff Compensation:**

a. **Teachers Salary**

Moved by Halron seconded by VanDeKreeke to approve a 1.5% salary increase for teachers which results in an increase of \$850 for every step on the salary schedule. The increase takes effect for the 2014-15 school year. Aye 4, Nay 0. Motion carried 4:0

b. **Support Staff Salary**

Moved by Halron seconded by VanDeKreeke to approve a \$0.32 hourly pay increase for all Support staff. The board recognizes that the health insurance changes have a greater impact on individual Support staff take home pay. Consequently, the pay increase equates to an average increase of 1.9%. This increase takes effect for the 2014-15 school year. Aye 4, Nay 0. Motion carried 4:0

c. Administrator/Exempt Salary

Moved by Halron seconded by VanDeKreeke to approve a 1.5% salary increase for all Administrators and Exempt staff. This increase takes effect for the 2014-15 school year. Aye 4, Nay 0. Motion carried 4:0

U. Adjournment

Moved by Laukka seconded by Halron to adjourn to the meeting at 10:34 pm. Aye4, Nay 0. Motion carried 4:0.

Respectfully submitted,



Jay VanLaanen, Clerk