



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, June 28, 2010

6:30 p.m.

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: Jill Rhude, Brian Nelsen, Keith Lucius, David Schmidt, Brad Taylor, Corey Smith, Maria Arena, Kim Carlson, Marlene Kane, Kris Hucek, Mark Sheedy

C. Declaration of quorum:

Quorum Present

D. Pledge of allegiance:

The pledge was recited

E. Adoption of Agenda:

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

F. Citizens and/or delegations:

1. Public Forum – Any citizen and/or delegations:
Mark Williams presented \$400 dollars from the class of 1980 to be given to the Ashwaubenon Education Foundation. This money was collected during the recent 30th class reunion.

G. Consent Agenda:

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

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

1. Minutes of the regular meeting held Monday, May 24, 2010.
2. Minutes of the executive session held Monday, May 24, 2010.
3. The schedule of checks written 05-15-10 to 06-18-10 (#78023-#78160 and #78162-#78435).
4. The schedule of checks written 05-15-10 to 06-18-10 (#78161).
5. The schedule of manual checks written 05-15-10 to 06-18-10 (#133, #1003-#1016).
6. The schedule of High School Athletic checks written 05-15-10 to 06-18-10 (#12312-#12714).
7. Staffing:
 - a. **Hire of Katherine Jaessing:** New hire of Katherine Jaessing to the .78 FTE German Instructor position at Pioneer and the High School effective with the 2010-2011 school year. Katy will be placed at Step 1 Lane A as an initial educator. Salary based upon 08-09 salary schedule is \$25,636.38. Position is available due to the retirement of Keith Halverson.
 - b. **Hire of Jeff Capelle:** New hire of Jeff Capelle to the full time Head Cook position at the High School effective with the 2010-2011 school year. Jeff will be placed at the entry level on the pay

- scale and will earn \$14.50 per hour. This position is vacant due to the resignation of Catherine Hakala.
- c. **Hire of Amber Nonn:** Hire of Amber Nonn to the .78 FTE Spanish position at Pioneer Elementary School. Amber will be placed at Step 1 Lane A as an initial educator. Salary based upon 08-09 salary schedule is \$25,636.38. Position available due to the reorganization of World Language at the elementary levels.
 - d. **Hire of Wendy Thome:** Hire of Wendy Thome to the .50 FTE Food Service Assistant and Cashier position at the High School effective with the 2010-2011 school year. Wendy will be compensated \$13.00 for time spent as an Assistant and \$13.46 for time spent as a Cashier. This position is vacant due to the leave of absence of Jean Rottier.
 - e. **Leave of Absence of Kimberly Demeny:** Voluntary Leave of Request of Kimberly Demeny from her full time Language Arts Instructor position at the high school effective with the 2010-2011 school year. Per Article VI-Leaves of Absence, Section G of the AEA Master Agreement an employee is allowed not more than two years of a non paid voluntary leave. This will be Kim's second year.
 - f. **Hire of Teresa Schroepfer:** Hire of Teresa Schroepfer to the .17 FTE Limited Term Music-Choral position at the High School effective with the 2010-2011 school year. Teresa is a full time Music-Choral instructor and this extra FTE, will bring her to a 1.17 FTE (.17 limited term). Teresa will be placed at Step 15 Lane J and her salary for the 2010-11 school year will be based upon the 2008-09 salary schedule due to the contract not yet being settled. For a 1.17 FTE Teresa will be compensated \$75,694.78. This .17 FTE has been available for the last few school years. Teresa has been awarded this position these last few years as well.
 - g. **Hire of Lisa Stomberg:** Hire of Lisa Stomberg to the .08 FTE At Risk Instructor position effective with the 2010-2011 school year. Lisa is currently a .92 FTE Math Instructor at the High School. This additional FTE will give her full time status. She will be placed at Step 3 Lane A for the 2010-2011 school year. Per the 2008-2009 salary schedule (due to contract between the AEA and Board not yet settled) she will be compensated \$34,839.18 as an Initial Educator. Reallocation of FTE.
 - h. **Hire of Chad VanLaanen:** New hire of Chad Van Laanen to the .50 FTE At Risk Instructor position at the High School effective with the 2010-2011 school year. Chad will be placed as an initial educator at Step 1 Lane A. His salary for the 2010-2011 school year will be \$16,433.58. This salary is based upon the 2008-2009 salary schedule due to the unsettled contract between the Board and AEA. This is a reallocation of FTE for the At Risk program.
 - i. **Resignation of Rachel Brown:** Resignation of Rachel Brown from her part time Math position at the High School effective immediately. For the 2010-2011 school year, Rachel was expected to be contracted for .24 FTE Math at the High School and had recently been offered the .60 FTE Math position at Parkview. Per the AEA Master Agreement, Article XXVII – Resignation Notice, a \$400 fee is assessed for a resignation requested after June 1.
8. Co-curricular contracts: There are 70 co-curricular contracts being submitted for Board approval.

H. Superintendent's Report:

- **Summer School Underway:** Summer School began on Monday, June 21st. It includes both enrichment and remedial components. Over the course of four weeks students can choose up to two different 90 minute classes per day. The district has 1,015 students enrolled in everything from The Art of Baseball to What's Cooking. Summer school is being held at Parkview, AHS and Cormier and is open to students from 4k through high school. The district has over 80 staff members (teacher and support staff) involved with summer school. Summer school has a large number of volunteer helpers that includes about 90 students. Lucius reviewed some of the course offerings and popular selections this year. He stated that the high school expanded its credit recovery offering to include math. Jill, Mark and Brain were recognized for the work they did in increasing the course offered for credit recovery.
- **Summer Teacher Activities:** Keith Lucius stated that the district is offering a wide variety of directed and focused professional development activities this summer. Some of these opportunities are workshop format and some are credit-based, university courses. Most of these offerings are tied to our district and school improvement plans. Of our 235 teachers, 206 are participating in at least one offering. Lucius recognized staff for their participation in these activities.

- **Nutrition Committee:** On July 29th, the Nutrition Committee will meet to review the district's Wellness Policy. The committee is made up of district staff, residents, and board member Ginny Laukka.

I. Discussion/Presentation Items:

1. **Data Review:** Jill Rhude informed the board that on June 13th staff and administration attended a data retreat to review WKCE data, building goals and to refine or created goals based on this data. Jill presented the data and shared the goals of the future. She reviewed the percentage ratings and what they mean (0-49% - Urgent/Needs Attention; 50-79% - Cautioned; 80-89% Good; 90-100 - Exceeds Expectations). Rhude stated that by 2014 the goal is for 100% proficiency. She reviewed the AYP scores and analysis for each grade.
 - AYP for 2009-10 (Reading 74% and Math 58%)
 - AYP for 2010-11 (Reading 80.5% and Math 68.5%)

Rhude stated the following:

- There has been nice growth in the areas of reading but we need to bring rigor to the curriculum.
- We need to raise the bar set by the state and want more for our students
- In 10th grade, most scores are in the mid to upper 80s. We are please but aim to do better.
- In 3rd grade, we are making adequate yearly progress and meeting the standards. There needs to be additional focus on instruction and meeting student needs.
- In 4th grade, we are seeing student improvement and watching cohort groups as they go through testing each year.
- Through the Data Retreat process, it was found that students performed well but we need to continue to address the subgroup (economically disadvantaged, students with disabilities, etc.). The student services dept is getting involved in the curriculum writing process.

The district plan: As buildings and a district we need to be proactive and continue to develop common assessments. Teachers need to look at the data and come together and talk about what they see. As a district we need to have clear learning targets, address scope and sequence, focus on writing, and address students in all sub groups. The whole assessment will change. We are moving toward every student being college or career ready.

- A question was asked about how much this testing really tells us. Rhude stated that it paints a good picture but we need to rely on our common assessments. We need to look at the testing across the board. In two years this testing will be completely different. Students will be given it at the beginning of the year and again at the end of the year.
 - The board asked who was all involved in the data retreat. Each building has 5-7 people at the data retreat led by their Principal.
 - The board inquired that if the State is changing the way they are doing things and the goal is to make everyone career ready, is this a realistic goal? Rhude stated that it is an ambitious goal but we need to look at the common core standards and we are ready. She added that the high school is working with NWTC and area business to help meet this goal.
2. **4K Review:** Maria Arena provided an overview of the 4K program. The district just completed its second year of 4K. During the first two years, the district partnered with Head Start, Ashwaubenon Co-op and Just For Kids to provide 4K sessions. The first year they educated 120 students. The second year they educated 140 students in 7 sessions. During the 2010-11 school year, the district will partner with Head Start and Ashwaubenon Co-op and will offer 6 sessions of 4K. Arena stated that there is room for additional students who would like to register for 4K.

Arena reviewed the current 4K program:

- 4K currently uses "creative curriculum" that focuses on self help, motor skills, and literacy, math and language development. Most 4K programs in the State use this curriculum.
- The 4K data received from the data retreat shows student scores are moving up.

- Arena shared the results of the surveys sent out during year one and year two. Kindergarten teachers stated they are seeing students who attend 4K developing a nice variety of skills.
- Future needs of the program would be more home visits to establish connections with families and developing an ECERS-R (early childhood rating scale).

The board asked if the changes seen in children that attended 4K are more social or academic. Arena stated that they have seen changes in both of these areas. A member of the board reminded everyone that one of the goals of the 4K program was to have students arrive in kindergarten with a similar skill level. The goal was to decrease the gap between children.

The board asked if it takes more than two years to see the progress/results of a 4K program. The 4K program gives children connection with community resources sooner and allows for interventions earlier. Early intervention gets them the help they need early on allowing them to catch up sooner. First and second grade is where you will see the gap decrease. Home visits are one of the resources that will help bridge the gap.

The board asked if the 4K program will reduce the number of special education students further down the line. The program is more for at risk students than special education student. There was a concern that the perception was being given that the number of special education students would be reduced by having a 4K program. It was felt that there are too many other factors that can step in to change the outcomes to make this statement. The group was reminded again that the main goal of 4K is to intervene early on to decrease the gap.

3. **Writing Audit and Reading Literacy Report:** Jill Rhude stated that CESA 7 conducted a literacy audit in the district. This audit was conducted as part of the District Curriculum Review Cycle. The audit included reviewing test data, common assessment data, visiting classrooms, and interviewing staff.

The following information came out of the audit:

- Create a model on what literacy should look like in the classroom.
- Create a balanced literacy framework.
- Create a scope and sequence and clear learning targets so teachers know what is expected to be taught.
- Help teachers to view themselves as writers. If you teach writing, you must view yourself as one.
- Help teachers understand the writing process.
- Learn what is expected out of reading and writing.

The district's plan based on the audit findings:

- Shared with staff the balanced literacy framework.
- Define what literacy is.
- Define teacher support in literacy (high and low support).
- Workshop model – identify and diagnosing problems.
- Provide staff development for a clear understanding of non-negotiable pieces.
- Develop the writers within.
- Give teachers the tools to become better instructors.
- Continue to develop common assessments.

The board commented that the audit seems like a non-threatening way to assess ourselves. Is this tool used elsewhere? Rhude stated that it has been used in the past and that teachers feel it is non-threatening. The audit was done at all grade levels. Both teachers and principals seem to be pleased with the process.

The board asked is this audit replaces or builds off the former “six trait writing” staff development. Rhude stated that it will not replace this former staff development.

J. Action Items:

1. **Support Staff Layoffs:** Keith Lucius explained that the following layoffs are a result of balancing the budget and the restructuring of the special education area. There are layoffs of 3.50 FTE within the Ashwaubenon Education Support Personnel group. The positions eliminated were 2 ELL Aides, 1 4K Aide, 1 Library Aide and 1 Clerk. The following layoffs were requested for approval:
 - Amelia Froelich (1.0 FTE)
 - Kristen Hoffman (.50 FTE)
 - Charlene Powers (.34 FTE)
 - Mary Corkin (.66 FTE)
 - Cynthia Howard (1.0 FTE) – This was a voluntary layoff.

These layoffs are based on seniority. Lucius reminded the board that the district is losing good people and hopes to find a way to bring them back in the future.

Lucius stated that the Library Aide is from the high school, the Clerk is from Parkview and the ELL aides are being replaced with one teacher. The layoff of the 4K aide is a result of one less 4K section in the 2010-11 school year.

The board inquired if these people were told of their layoff in person. Lucius stated that the building principals met with each staff member in person. This conversation was followed up with a formal letter.

Moved by VanLaanen, seconded by Aubinger to approve Support Staff Layoffs as presented. Aye 5, Nay 0. Motion carried 5:0.

2. **Textbook and Support Materials Adoptions:** Jill Rhude reviewed the request for 4K-12 Music and Life Work textbook and support materials adoption. She explained that information about materials for these courses was gathered from students, curriculum need and community input. The 4K-12 Music Department is requesting updated texts, music and digital resources for the 5K music program. The Life Work Department is requesting updated support materials and simulation programs for a number of courses. Both of these requests are within the District Curriculum Review Cycle.

Rhude stated that members of tech education, business education and family and consumer ed created a vision on where they want this department go. Included in this vision is a relationship with NWTC. The group reviewed digital textbooks to help move the program forward. These textbooks will help students create their own business and motivate them to move away from standard workbooks. They will be motivated to the next level, making them more competitive at the post secondary level.

Questions received from the board:

- Does the purchasing of these materials meet what was budgeted? Rhude stated that the total purchases does fall within the budget (Music is slightly over and Life Works is under).
- What is a digital resource? Digital resources are electronic devices that move along with the students. They are interactive and reduce the use of overheads. Rhude stated she questioned the purchasing of textbooks when we are striving for digital. Textbooks in music help student with both regular and music reading skills. They also are needed to prevent problems with copyright issues.
- Will the e-book be available for students to use at home? Rhude stated it would be available for home use. Students who do not have internet at home will have access to a textbook.
- The group was reminded that as educational providers, we need to be comfortable with learning along with our students. The materials are tools we use to teach knowledge. Students need to continue to find opportunities to work and communication with each other.

Moved by Aubinger, seconded by Laukka to approve the Textbook and Support Materials Adoption for the 4K-12 Music Department as presented. Aye 5, Nay 0. Motion carried 5:0.

Moved by Aubinger, seconded by VanLaanen to approve the Textbook and Support Materials Adoption for Life Works as presented. Aye 5, Nay 0. Motion carried 5:0.

3. **Banking Services:** Keith Lucius and Corey Smith stated that a banking service request for proposals was completed. Smith stated that the district's current bank, Associated Bank, was not one of our finalists. The proposals should save the district over \$11,000 annually over what we paid last year. Smith explained the 4-6 month process of researching the banking services. He reviewed the RFP process of seeking a new service. The choices were narrowed down to Citizens Bank and US Bank. Meetings were held with both finalists. It is being recommended that the board approve the selection of US Bank for its banking services provider. Smith stated that the district met with US Bank and feels that they will be able to meet all of our banking needs. In addition, their partnership with WISC (Wisconsin Investment Series Cooperative) integrates their services with the investment program that we already use.

- The board inquired about the stability of US Bank's fees? They are locked in for one year. Because of their relationships with WISC they are not perceived to go up. WISC has about 120 districts that are band together. This allows them to be treated as one big customer.
- Does this relationship limit access to our money? It does not restrict access to money. It just pools our money with other districts.
- How did we pursue the banks we received information from? Lucius stated that we worked with the banks that have aggressively been pursuing us.
- Are all the schools in the district required to change banks? This new banking service is for district funds only. The schools are welcome to change but not required.

Moved by VanLaanen, seconded by Laukka to approve the Banking Services (district banking) as presented. Aye 5, Nay 0. Motion carried 5:0.

4. **Lamers Bus Contract:** Keith Lucius stated he met with Kevin from Lamers to negotiate bussing rates for the 2011-12 school year. The current contract with Lamers runs through the 2014-15 school year and has rates set through the 2010-11 school year. He proposed a base fee increase of 2.5% for 2011-12. Included in the proposed rates is the elimination of a \$1.00 step from the fuel escalator clause which is estimated to save \$3,700 each year. In addition, he has asked that the contract be extended through 2015-16 (maintain the 6 year contract that we currently have). Lucius stated that this proposal is a good example of the partnership between the district and Lamers. Lamers' rates are competitive, and the district receives outstanding service. Lucius stated that he has surveyed other districts and found that our rates are often the same or below. It is being recommended that we extend our contract with Lamers through 2015-16 and set our rates for 2011-12 with a 2.5% rate increase.

- The board asked if other bus companies were looked at. Lucius stated that it is hard to compare bus companies due to how they charge (by student, mile, etc.). The service level with Lamers is outstanding. Bussing is a safety issue with students and Lamers has been very aggressive to meeting these needs.
- There was a concern that Lamers is asking for an annual increase in a market where most contractors are taking hits to keep business. Lucius stated that the cost of buses have gone up as regulations on buses have increase. The overall cost of a bus has increased 35% over the last 5 years. Lucius also stated that every request we make of Lamers has been fulfilled (Schneider Truck Driver training, video surveillance, etc.)

Moved by Aubinger, seconded by VanLaanen to approve the Lamers Bus Contract as presented. Aye 5, Nay 0. Motion carried 5:0.

5. **Preliminary Budget:** The District needs approval of the preliminary budget in order to allow continued payment of salaries and purchasing for the start of the school year. The Budget will be

presented at the Annual Meeting in July and the final budget will be approved by the Board in late October.

Lucius reviewed the updates to the previously presented budget:

- Elimination of 2 FTE support staff (HS and MS secretary)
- \$50,000 reduction of sub teacher budget
- \$30,000 reduction in district office budgets (801, 803, 804)
- Updated open enrollment incoming (revenue) and outgoing (expense) based on State estimated rate per student
- ARRA funds Maintenance of effort money
- Equalization Aide has been set at 85% of last year which also adjusts the tax levy
- Title I budget reduction of over \$150,000 based on revised funding from federal government
- Other revenue increased \$5,000 to reflect increase in worker's comp. dividend

Lucius discussed the following:

- MOE (Maintenance of Effort) - This is Title 1 and flow through money for spec ed. Some special education teachers were moved into this area temporarily. There are a few remaining things to purchase in this area.
- There will be a decrease in Title 1. Title 1 funding is based on 2007 numbers. The federal government feels that the districts in Brown County have fallen below 5%. This will result in funding being cut in half. Because of this reduction, some of the Title 1 budget will have to be covered by our budget.
- Transit of grant funds are grants done through groups like CESA.
- The board asked where utilities are figured into this. Lucius stated that any number that ends in 8 is a maintenance number. The district anticipates breaking even with energy education.
- The board asked if the Title 1 percentages are known for 2008. No they are not known at this time.
- Summer school costs next year will go down due to driver's education driving course being eliminated. The group was reminded that only the course work portion of the class will be offered next year.

It is recommended that the Board approve the preliminary budget as presented.

Moved by Aubinger, seconded by VanLaanen to approve the Preliminary Budget of \$31,333.968 and the taking of \$8,820 out of the maintenance budget if needed. Aye 5, Nay 0. Motion carried 5:0.

K. Board & Superintendent Communications:

- Williams stated that there is a new Sting skin cancer organization being developed through FACE. They are holding a walk on Saturday, September 25th.
- St. Johns church sent a thank you letter recognizing the district for partnering with them and holding food drives throughout the year.
- The village has been receiving letters and feedback regarding the auditorium and senior center.
- This village will be sending out a survey sometime this summer.

L. Future Board Meetings & Topics:

- The next regularly scheduled Board meeting is Monday, July 26, 2010.
- The Annual Meeting 6:00 and Budget Meeting 7:00 are scheduled for Monday, July 26, 2010.
- The Board Retreat is scheduled for Monday, August 9, 2010, from 6:00 pm to 8:00 pm.

M. Adjournment:

Moved by Aubinger, seconded by VanLaanen to adjourn at 8:18 pm. Aye 5, Nay 0. Motion carried 5:0.

Respectfully submitted,



Jay VanLaanen, Clerk