



Minutes for Regularly Scheduled Board Meeting
To Be Held in the District Board Room
1055 Griffiths Lane
Ashwaubenon WI 54304
(Phone: 920.492.2900)

Wednesday, August 9, 2017

6:30 pm

- A. Call to order:** President VanLaanen called the meeting to order at 6:30 pm.
- B. Roll call:**
 - Board Members Present: VanLaanen, Trondson, VanDeKreeke, Vyskocil
 - Board Members Excused: Halron
 - School Choice Advisory Representative: James Andersen - excused
 - Others Present: Brian Hanes, Keith Lucius, Tammy Lampereur, Brad Taylor, Tom Schmitt, Kate Green
- C. Declaration of quorum:** Quorum present
- D. Pledge of allegiance:** The pledge was recited.
- E. Adoption of Agenda:** VanLaanen stated that Action Items 1 and 2 will be presented before the Superintendent’s Report. Moved by Trondson seconded by VanDeKreeke to approve the agenda as presented. Aye 4, Nay 0. Motion carried 4:0.
- F. Citizens and/or delegations:**
 - 1. **Public Forum** – no issues presented
- G. Consent Agenda:** Moved by VanDeKreeke seconded by Vyskocil to approve the Consent Agenda items 1-4 as presented. Aye 4, Nay 0. Motion carried 4:0
 - 1. Minutes of the regular meeting held on Monday, July 10, 2017
 - 2. The schedule of checks written 7/04/17 to 8/1/17
 - 3. Staffing:
 - **Teaching Staff**
 - 1. **Resignation of Jason Dreier** from his full time Social Studies Instructor position at Ashwaubenon High School effective at the end of the 2016-2017 school year. Per Employment Status and Records of the Employment Handbook for Professional Staff Members, this resignation is contingent upon satisfaction of a \$500.00 payment for liquidated damages. Posting is underway to fill this vacancy.
 - 2. **New hire of Chase DeCleene** to the full time Social Studies Instructor position at the High School effective with the 2017-2018 school year. Chase will be placed at Step 4 Lane A as an initial educator. (17-18 salary = \$42,225.57). This position is vacant due to the resignation of Jason Dreier.
 - 3. **Resignation of Rhonda Richlen** from her full time Spanish/EL Instructor position at Valley View Elementary School effective at the end of the 2016-2017 school year. Per Employment Status and Records of the Employment Handbook for Professional Staff Members, this resignation is contingent upon satisfaction of a \$800 liquidated damages payment. Posting is currently underway to fill this vacancy.
 - **Other Staff**
 - 1. **Hire of Amanda Schroeder** to the full time Information & Communication Specialist position with the District tentatively effective August 21, 2017. The annual salary for this Exempt Staff position is \$72,000 and will be prorated based upon actual start date. This position is vacant due to the 1/1/18 retirement of Brad Taylor. Mandy is currently employed as an instructor with the District as the Technology Integration Coach with the District.
 - 4. 63 co-curriculars were approved

H. Superintendent's Report

- **Special Recognition** – NEW Manufacturing Alliance awarded Jeremie Meyer the Tech Ed Teacher Award and AHS the Brighter Image Award. Both will be honored at the Excellence in Manufacturing/K-12 Partnerships dinner in October. The Tech Ed Department and Beaux Mettler Center will receive cash donations as a result of these awards.
- **Admin Retreat** – The District Admin Team recently participated in a retreat that focused on goal setting. Hanes stated a summary of the 2016-17 Studer surveys will be presented at a future board meeting.
- **Welcome Back Meeting** – Hanes invited the board to attend the Welcome Back Meeting scheduled for Tuesday, August 29, 2017. A continental breakfast is offered at 7:30 am in AHS cafeteria followed by the staff meeting at 8:15 am in the PAC.
- **Ken Golomski** – Golomski was honored in May 2017 to the National High School Athletic Coaches Association Hall of Fame. The District will be recognizing him at the September 8th football game. A reception will follow the game in the fieldhouse lobby.
- **Ashwaubenon Blast** – Hanes reminded everyone that the Ashwaubenon Blast will be held on Saturday, August 12th at Ashwaubomay Park.

I. Discussion/Presentation Items:

1. **PAC Update:** Hanes introduced PAC Manager Kate Green. Green provided an update on past and future PAC usage.
 - Since its opening, the PAC has scheduled 150 usage dates (50 publicly attend events) and has seen over 12,000 people in attendance.
 - The 2017-18 year has 212 dates on the schedule (116 of the dates are school related).
 - A survey requesting feedback on programming was sent through social media, The Press, community member, parent and staff emails. 373 people responded to the survey. The common feedback/theme obtained from the survey was that Ashwaubenon has “quality schools”.
 - Green reviewed the ten shows currently scheduled for the 17-18 Performing Arts Series. Ticket prices range from \$27 to \$44. Ashwaubenon residents receive a 10% discount off standard ticket prices for all events in the Series. Discounted Student Rush tickets will be available the night of the show for any remaining night-of-show inventory.
 - Green reviewed the importance of obtaining sponsorships and their impact on the number of tickets needed to be sold for a show to breakeven.
 - Green will be attending a conference that focuses on entertainment opportunities available for a PAC this size. There are many opportunities that can use this space. For the most part, the PAC has everything it needs to accommodate most performers/groups but at times it may be necessary to rent specific equipment.
 - The Board questioned the reason for Daddy D productions relocating to the PAC from the Riverside Ballroom. They are not relocating; they are expanding their offerings to include performances they are unable to hold at the Riverside due to unavailable dates.
 - How are we marketing the PAC? Social media, website, Ticket Star, print/TV/radio ads, and a new brochure currently in production. The first year budget is very small. We hope to grow this as the facility grows.
 - Have we resolved the facility related issues from the fall? Yes, the punch list is complete. Tom is now working on reducing the costs of a green room and switch needs. He has gotten the overall cost to half of its original estimate.
 - Green has recruited a volunteer coordinator for the PAC. Wes Carvenough will head up recruiting volunteer ushers. It is estimated that about 20 ushers will be needed for each performance.
 - We are using Ticket Star at the Resch Center for online ticket sales.
 - The logo design is finalized. Brad Taylor shared the final artwork.
 - Do you envision more events being scheduled? Yes we do. However, for the first full year of operation, one performance a month is a great start. It allows school events to still make use of the facility. It also helps that the other auditorium is available to schedule events when needed. What is

a good number to target per year? Around 20 is a good estimate. The Series currently scheduled still allows plenty of opportunity for other things to be scheduled throughout the year. We are not limited to what is currently on the schedule.

- What happens to any profits that are made? How are they accounted for? The budget for the PAC comes out of the Community Service Fund. If a profit is made after all costs of a production are paid, it stays in the Community Service Fund. It will be used for covering the PAC costs, facility and equipment upkeep and covering shortfalls in production. Until this money is built up, the District and Village are covering the costs of any shortfall.
 - The board expressed their gratitude for having Kate in this position.
2. **Board Position:** Hanes stated that at the last meeting, the board discussed Barb Halron's plans to relocate her residence outside the district. This move would result in Halron being unable to remain on the school board. Once a resignation letter is received from Halron, the board will have 60 days to fill this vacated position. There are two people that have expressed interest in the position. Hanes is requesting the board meet at 5:30 pm on September 13th to meet interested candidates. VanLaanen and Hanes explained the timeline and term of Halron's position.
- The appointed person will serve until the April 2018 board meeting.
 - Anyone interested in holding the position from April 2018 through the end of the position's term (April 2019) would need to file candidacy paperwork in December 2017 to be on the April 2018 ballot. The elected person in April 2018 will hold the position for one year.
 - April 2019 the term of Halron's board position ends. Anyone interested in holding this position for a new 3 year term would need to file candidacy paperwork in December 2018 to be on the April 2019 ballot. The elected person in April 2019 will hold the position for a three year term.
3. **Annual Seclusions and Restraints Report:** Tammy Lampereur presented the Annual Seclusion and Restraints Report. She stated that the School Board is required by law to annually review this report.
- Discussion
- During the 2016-17 school year, we saw a total of 137 incidents involving 22 students. 81 of these involved restraint and 56 involved only seclusion. The following is a breakdown by building:
 - Cormier 48 incidents (3 students)
 - Pioneer 1 incidents (1 student)
 - Valley View 85 incidents (15 students)
 - Parkview 3 incidents (3 students)
 - There are a few more incidents this year than last (137 compared to 104). The number of incidents at each school will flux as students move out of one building into another.
 - The district works with two outside community agencies in some of its situations.
 - We are working on better reporting while continuing to receive additional training on ways to appropriately seclude/restraint.
 - The district has three CPI trained staff members. They are retrained every 3 years. The training focuses on de-escalating situations.
 - The district will have additional staff training throughout the summer that focuses on: how to de-escalate, understanding of behaviors and identifying triggers that result in these behaviors.
 - The idea is to use the least restrictive measures in every situation and to use restraint only when the situation is a danger to the student or others.
 - Special education staff receive training every year on de-escalating situations. This year there will be more training at the high school about how to avoid power struggles.
 - The District debriefs after all restraint/seclusion situations. What led to the situation? What were the triggers? What could have been done differently? Does the current environment/structure play a role in the behaviors?
 - Training on Zones of Regulations started off with one person and is now being used throughout the district.

J. Action Items:

1. **Valley View Storage Shed Bids:** Tom Schmitt presented the construction of a storage area for maintenance equipment at Valley View. Construction of a storage unit will increase the size of the current storage area to accommodate a riding lawn mower/tractor and its attachments. It will be located in the back of the building. No excavation will be required because footings currently exist. This is not a standalone building but rather an addition. This project will be complete prior to the start of school. The three bids that were received came from:

- VandenLangenberg Construction \$11,020.00
- First Choice Builders \$15,670.80
- IEI \$33,500.00

This project was part of the Capital Improvement Budget. Schmitt recommended the board approve the low bid of \$11,020.00 from VandenLangenberg Construction.

Moved by VanDeKreeke seconded by Vyskocil to approve the low bid of \$11,020.00 from VandenLangenberg Construction for the addition to the Valley View area as presented. Aye 4, Nay 0. Motion carried 4:0.

2. **Cormier Storage Addition Bids:** Tom Schmitt presented the construction of a storage area for maintenance equipment at Cormier. The addition will be adjacent to custodial room. Currently, the equipment stored at Cormier needs to be unassembled to get into school. A foundation for this addition is required as well as frost wall and excavation. The exterior structure will match the current glass block windows and brick walls. The tractor at Valley View will be relocated to Cormier. The Board inquired if the village mows the grass. They mow the larger areas. Areas closer to the building are mowed with a push mower. The addition will allow for fuel storage in a flammable locker. Ultimately building this addition for equipment will improve the ability to better care for walkways in the winter. This project has been in the capital improvement plan for years.

The board inquired about Schmitt's knowledge of the lowest bidder. He stated they are a smaller contractor but more than capable of doing this project. This project would be completed throughout the fall. No student activities would be permitted in this area while the project is under way. Three bids were received from:

- VandenLangenberg Construction \$29,875.00
- First Choice Builders \$33,920.50
- IEI \$60,000.00

This project was part of the Capital Improvement Budget. Schmitt recommended the board approve the low bid of \$29,875.00 from VandenLangenberg Construction.

Moved by VanDeKreeke seconded by Trondson to approve the low bid of \$29,875.00 from VandenLangenberg Construction for the Cormier Storage Addition as presented. Aye 4, Nay 0. Motion carried 4:0.

3. **Resolution Authorizing A One-Year Taxable Tax and Revenue Anticipation Revolving Line of Credit For Cash Flow Purposes In An Amount Not To Exceed \$3,000,000:** Keith Lucius stated annually the district borrows cash to cover expenditures until tax revenue and state aid are received. We have decreased this amount over the years from \$8,000,000 5-years ago to \$3,000,000 this year. We are able to borrow only what we need and pay it back when we receive the funding. A majority of our funding it received mid-year through the end of the year. Lucius outlined the details of the line of credit:
 - The line of credit would be through Huntington Bank in the amount of \$3,000,000. This is down from \$6,000,000 last year.
 - There is a \$5,000 fixed fee in addition to interest. Last years was \$11,250.

The board asked if there is any update on the State Budget. No decision have been made as of today. This leaves the district budget up in the air until the State Budget it decided on. At this time Lucius is basing all budget decisions/plans on the Governor's proposed budget.

Moved by VanDeKreeke seconded by Vyskocil to approve the **Resolution Authorizing A One-Year Taxable Tax and Revenue Anticipation Revolving Line of Credit For Cash Flow Purposes In An Amount Not To Exceed \$3,000,000** as presented. Aye 4, Nay 0. Motion carried 4:0.

4. **Lamers Extended Contract:** Keith Lucius presented the extended contract for Lamers Bus Lines. Lamers is requesting to extend the current 6-year rolling contract another year to cover 2022-23. Six years is the length of time Lamers leases their buses. This would lock in bussing rates for 2018-19 with a 2.5% increase in contract and a reduction in the fuel price escalator cost by \$1. This increase is due to an increase in labor and equipment costs. Lucius spoke with other districts and determined these rates are similar to what other districts in the area are experiencing. These changes would be effective in the 2018-19 school year.

Lucius stated that Lamers does an outstanding job servicing the district. We were they first customer and they treat us as such. They have located their headquarters in Ashwaubenon. The district values this service more than changing customers. We strongly feel we would not save in a change. They have numerous quality and safety awards over the years. Vyskocil spoke about her experiences with Lamers as a parent and staff member. Strongly recommend we approve contract extension and continue this relationships/partnership with Lamers.

Moved by Trondson seconded by VanDeKreeke to approve the Lamers' Extended Contract as presented. Aye 4, Nay 0. Motion carried 4:0.

K. Board & Superintendent Communications:

- The board reminded the community of the Ashwaubenon Blast being held on Saturday, August 12th from 9 am to 10 pm.

L. Future Board Meetings & Topics:

- The next board meeting is scheduled for **Wednesday, September 13, 2017**, at 6:30 pm in the District Office.

- A. **Adjournment:** Moved by Trondson seconded by Vyskocil to adjourn the meeting at 7:39 pm. Aye 4, Nay 0. Motion carried 4:0.

Respectfully submitted,



Paul Trondson