



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, August 27, 2012 **6:30 pm**

This meeting is a meeting of the Board of Education in public for the purpose of conducting the School District's business and is not to be considered a public community meeting. There is a time for public participation during the meeting as indicated in the agenda.

A. Call to order:

B. President Williams called the meeting to order at 7:10 pm at the district office.

C. Roll call:

Board Members Present: Williams, Laukka, VanLaanen, VandeKreeke, Halron
Board Members Excused: none
Others Present: Brian Hanes, Keith Lucius, Brian Nelsen, Jill Kieslich, Lissa Marth, Matt Anderson, Dirk Ribbens, Mark Sheedy, Kurt Weyers, Pete Marto, Michael Malcheski

D. Declaration of quorum:

Quorum Present

E. Pledge of allegiance:

The pledge was recited

F. Adoption of Agenda:

Moved by VanLaanen seconded by VanDeKreeke to adopt the agenda as present. Aye 5, Nay 0. Motion carried 5:0

G. 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.

H. Citizens and/or delegations:

- 1. Public Forum – Any citizen and/or delegations:
 - Mike Malcheski – democratic candidate for Wisconsin Assembly District 4 stopped by to introduce himself. He encouraged constituents contact him with questions or concerns. Mr. Malcheski is the current Village Trustee for Wards 11 and 12.

I. Consent Agenda:

Moved by Laukka seconded by VanLaanen to adopt the Consent Agenda as presented Aye 5, Nay 0. Motion carried 5:0

It was requested that the board study the location of kindergarten classes throughout the year and establish a procedure for next year to make sure district families are being serviced properly.

- 1. Minutes of the regular meeting held on Monday, July 23, 2012
- 2. The schedule of checks written 07/18/12 to 08/20/12

3. Staffing:
- a. **Resignation of Icelica De La Torre from her full time EBD Instructor position at the High School** effective at the end of the 2011-2012 school year. This resignation is contingent upon receipt of a \$500.00 late resignation fee. Posting is currently underway to fill this vacancy.
 - b. **Resignation of Nancy Upstone from her .50 FTE Educational Associate I-4K Aide position at Cormier** effective at the end of the 2011-2012 school year. Posting is currently underway to fill this vacancy.
 - c. **New hire of Scott Truskowski to the full time Systems Support Specialist position** effective August 6, 2012. Scott will be compensated an annual salary of \$55,000, which will be prorated based upon his date of hire. An additional \$2,000 increase to salary will be recommended after a successful six month employee evaluation, prorated, and after a successful one year employee evaluation an additional \$2,500 to salary will be recommended. There will be no additional increase to pay at the July 1, 2013 timeline. For school years thereafter however, Scott will assume any salary increase as proposed by the Board of Education for the Exempt Staff. This position was vacant due to the resignation of Kris Cumbers.
 - d. **Resignation of Tammy Mellinger from her Noon Duty Supervisor position at Pioneer Elementary School** effective at the end of the 2011-2012 school year. Posting is currently underway to fill this vacancy.
 - e. **Resignation of Lori Angell from her Noon Duty Supervisor position at Ashwaubenon High School** effective at the end of the 2011-2012 school year. Posting is underway to fill this vacancy.
 - f. **Hire of Tracy Krause to the .79 FTE Head Cook/Food Service Assistant position at Cormier School** effective with the 2012-2013 school year. Tracy was previously the FSA/Dishwasher at Cormier. With her new position she will be compensated \$12.32 as the FSA and \$15.08 as the Head Cook. This position is vacant due to the resignation of Debra Campbell.
 - g. **Hire of Sheila Dettmann to the .43 FTE, Educational Associate I-9 Month Clerk position at Valley View** effective with the 2012-2013 school year. Sheila who is also a Supervisor with the District, will be compensated \$14.04/hour. This is a new position created at Valley View Elementary School to help assist the current clerical staff.
 - h. **Hire of Sheila Dettmann to the Morning Supervisor position at Valley View Elementary School** effective with the 2012-2013 school year. Sheila will be compensated \$10.25/hour (11-12 salary). This position is a new position at Valley View.
 - i. **New hire of Amanda Treml to the 1.0 FTE Kindergarten position at Pioneer Elementary School** effective with the 2012-2013 school year. Amanda will be placed at Step 1 Lane A as a professional educator with an estimated annual 2012-13 salary of \$37,557. This position is available due to increased enrollment at the Kindergarten level.
 - j. **Hire of Dawn Robinson to the .17 FTE FACE position at the High School** due to increased enrollment. With this additional FTE, Dawn will be placed at a .67 FTE FACE position at the High School. She will be compensated at Step 1 Lane A as an Initial Educator, 12-13 salary = \$23,905.06. This position is available due to increased enrollment.
 - k. **New hire of Kari Estel to the 1.0 FTE, 4K Instructor position at Cormier School** effective with the 2012-2013 school year. Kari will be placed at Step 1 Lane A as an initial educator for an estimated annual salary of \$35,679.20. This position is vacant due to the transfer of Dana Miller and an increase in FTE due to enrollment.
 - l. **New hire of Naomi Adams to the .46 FTE School Social Worker position at Cormier School** effective with the 2012-2013 school year. Naomi will be placed at Step 2 Lane F, assuming an initial license. Annual salary will be estimated at \$20,904.77. This position is vacant due to the resignation of Wes Shemanski.
 - m. **New hire of Jay Deuster to the .83 FTE Technology Education/Careers Instructor** position at Parkview Middle School effective with the 2012-2013 school year. Jay will be placed at Step 1 Lane F as a professional educator with an estimated annual 2012-2013 salary of \$38,822.00. This position is vacant due to the transfer of Tom Barnhart to the High School and a reshuffling of Careers at Parkview.

- n. **New hire of Christina Mallery to the Breakfast Supervisor position at Pioneer Elementary School** effective with the 2012-2013 school year. Christina will be compensated \$10.25/hour (11-12 salary). This position is vacant due to the resignation of Amy Christman.
- o. **New hire of Christina Mallery to the Noon Duty Supervisor position at Pioneer Elementary School** effective with the 2012-2013 school year.
- p. **New hire of Abby Van Alstine to the 1.0 FTE, Grade 7 English/Language Arts instructor position at Parkview Middle School** effective with the beginning of the 2012-2013 school year. Abby will be placed at Step 1 Lane A as an initial educator with an anticipated salary of \$35,679.20. This position is vacant due to the resignation of Stephanie Hatfield.
- q. **New hire of Kathy Twaroski to the 1.0 FTE Kindergarten Instructor position at Valley View Elementary School** effective with the 2012-2013 school year. Kathy is expected to be placed as a professional educator at Step 9 Lane D with an anticipated salary of \$51,591.04. This position is available due to the voluntary reduction in FTE of Kristine Horst from a full time instructor to a half time instructor and an increase in FTE due to enrollment.
- r. **New hire of Veselina Koparanova to the Noon Duty Supervisor position at the High School** effective with the 2012-2013 school year. Veselina will be compensated \$10.25/hour (11-12 salary). This position is vacant due to the resignation of Lori Angell.
- s. **Hire of Lori Roethlisberger to the 1.0 FTE ELL Instructor position at Pioneer Elementary School** effective with the 2012-2013 school year. Lori will be placed at Step 1 Lane A as an initial educator with an anticipated salary of \$35,679.19. Lori was in this position last year as a limited term employee due to her late hire. We are now able to offer her a regular position.
- t. **Hire of Daniel Albrent to the .50 FTE Science Instructor position at the High School** effective with the 2012-2013 school year. Dan will be placed as an initial educator at Step 1 Lane A. Dan is currently a .50 FTE Science Instructor with the District and will therefore be placed as a full time instructor. Estimated 12-13 salary will be \$35,679.19. New position due to increased enrollment.
- u. **New hire of Chenoa Webster to the Breakfast Supervisor position at Parkview Middle School** effective with the 2012-2013 school year. Chenoa will be compensated \$10.25/hr (11-12 salary). This position is available due to the resignation of Tracy Depner.
- v. **New hire of Kathy Rolling to the .29 FTE Food Service Assistant-Dishwasher position at Cormier School** effective with the 2012-2013 school year. Kathy will be compensated \$12.32/hour. This position is vacant due to the transfer of Tracy Krause.
- w. **New hire of Paula Jolly to the Morning Supervisor position at Pioneer Elementary School** effective with the beginning of the 2012-2013 school year. Paula will be compensated \$10.25/hr (11-12 salary). This is a new position needed at Pioneer due to the change in daily start time.
- x. **New hire of George Pronold to the 1.0 FTE EBD Instructor, Limited Term position at the High School**, effective with the beginning of the 2012-2013 school year. George will be placed at Step 10 Lane J with an anticipated salary of \$63,713.77. This position is vacant due to the resignation of Celi De La Torre.
- y. **Additional section of Kindergarten.** The cost of an entry level full time teacher can range from \$45,000 to \$60,000 depending on what insurance they select. The additional students enrolled in kindergarten will provide additional revenue limit room and/or addition Open Enrollment revenue. Additional revenue limit room and open enrollment revenue connected to the additional students will support the position. We will see increased Equalization aid for the resident students in the future (equalization aid is on a 1-year delay). We have exceeded our projected kindergarten enrollment. Small class size is something that we value, particularly in the primary grades. In order to maintain our small class size, we must add another full-time kindergarten. We are working on hiring a new teacher and expect to have a new teacher hired before meet the teacher night. Increase the teacher FTE for kindergarten for the 2012-13 school year based on updated enrollment.

There may be additional appointments for the Board to consider. All staff appointments are subject to the successful completion of background checks as required by the District.

- 4. Co-curricular contracts:
 - a. There are 7 co-curricular contracts being submitted to the board for approval.

J. Superintendent's Report:

- **Teachers involved in summer learning experiences:** Hanes recognized the teachers and Jill Kieslich for all their work and participation in the summer learning opportunities. He highlighted some of the opportunities teachers/staff participated in. Hanes thanked Matt Anderson and his technology staff for Technology Tuesdays offered throughout the summer.
- **Special Recognition:** Hanes presented the District Child Advocacy Award to Lissa Marth. Lissa was recognized for all the work she does in the district and community that positively impacts our students.
- **AEF Update:** Hanes welcomed two new members of the AEF – Debbie Bodager and Mike Hurley. He also thanked Lamers Bus for their \$2,000 donation and Williams Autobody for the \$800 car show donation.

K. Discussion/Presentation Items:

1. **Policy Updates – first read:** The board reviewed the policies and made the following recommendation:

- Policies 7530.01V1, 7530.01V2, 7540.04, 6320 will return to the September meeting as a first read. They will be reviewed and revised by Administration.

The remainder of the policies will be brought back to September's meeting as a second read with the following changes:

- Change "District Administrator" in all Policies to "Superintendent".
- By Law 0160 – Page 13 paragraph 1 should read "five (5) per person, unless extended by a...."
- Policy 3140 – Page 2 in policy specifies only "Business Manager, Principal and Assistant Principals". Check with Neola on why only these three positions apply to this policy.
- Policy 5460.01 – delete this policy
- Policy 8451 – In past paragraph, select option "to pick him/her up immediately" and option "no nits".
- Policy 8500 – do not select the first paragraph on page 2; select "may participate in the Farm to School Program"
- Policy 8540 – do not select the last option "Food and beverages sold in vending machines.....". Felt that this is a moving target and until it becomes mandatory it needs to not be part of the policy. In the meantime, we need to help those using the machines for fundraising make wise choices
- Policy 9160 – Page 1, select the first option and add "at any function occurring on District premises" to this sentence.

L. Action Items:

1. **Policy updates – second read:** The board reviewed the policies for a second read and approval. The following changes were suggested:

- Policy 1460 – select "all candidates" in paragraph one. Select paragraph 2 with the elimination of the last sentence.
- Policy 3160 - Select paragraph 2 with the elimination of the last sentence.
- Policy 4160 - Select paragraph 2 with the elimination of the last sentence.
- Policy 5200 – Page 9 select Option 2; Page 10 add a sentence to the end of the second paragraph to read "Building principal shall prepare guidelines for considerations in granting credit as appropriate to student age and grade level."

Moved by VanLaanen seconded by Laukka adopt the policies as presented with changes discussed. Aye 5, Nay 0. Motion carried 5:0

M. Board & Superintendent Communications:

Williams provided an update on the alumni association. The group is growing! They recently invited Pulaski to present on their association and the steps they have taken to establish their group. The next

meeting will be held on September 10th. The group is concentrating on the 50th anniversary of school district in 2015.

N. Future Board Meetings & Topics:

1. The next board meeting is scheduled for Monday, September 24, 2012, at 6:30 pm.

O. 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.

P. Executive session:

Moved by Laukka seconded by VanDeKreeke to adjourn Executive Session at 7:33 pm. Aye 5, Nay 0. Motion carried 5:0.

Q. Return to open session:

R. Action Items:

1. **Wage increase for Non-represented Staff:** Recommended the following positions receive a \$0.10 an hour increase for each of the next 3 years:
 - Noon Duty (2011-12 hourly rate \$10.25)
 - Noon Duty Substitutes (\$9.25)
 - Administrative Associate (secretary) Substitutes (\$10.25)
 - Food Service Substitutes (\$9.75)
 - Education Associate (aides) Substitutes (\$10.00)
 - Custodial Substitute (\$11.25)
 - Student Clerical (\$8.25)
 - Student Custodial/Technology (\$8.50)
 - APPL –staff (\$10.50 and \$18.00)

Recommended the following position receives a \$0.20 an hour increase for each of the next 3 years:

- APPL – Parent Coordinator (this position has not been given a wage increase for over 5 years) (\$20.00)

Recommend the following position receives a \$250 Annual Salary increase for each of the next 3 years:

- Energy Education Coordinator (\$15,000 annual)

Moved by VanLaanen seconded by Williams adopt a **one (1)** year increase for Non-represented staff. Aye 5, Nay 0. Motion carried 5:0

2. **Wage settlement for Substitute Teachers:** Recommended the board approve the substitute teacher wages for 2012-13 of \$140/day. Moved by Laukka seconded by Halron adopt the recommendation to freeze the substitute teacher pay at \$140/day for the 2012-13 school year as presented. Aye 5, Nay 0. Motion carried 5:0
3. **Additional Considerations:** Recommended a \$2,000 salary increase for Matt Anderson the Technology Coordinator. This request is being based on this individual's performance and progressive leadership efforts implemented with our technology initiatives. Moved by Williams seconded by Halron to adopt the \$2,000 salary increase for the technology coordinator position as presented. Aye 5, Nay 0. Motion carried 5:0

Recommended a change in position title from Senior Volunteer Coordinator to Coordinator of Community Volunteers and a wage increase from the current \$10 an hour. Expectations of this position are to be worked out with Administration. Moved by Williams seconded by Halron to adopt the change

the title, increase the hourly wage to \$15 an hour up to 300 hours and implement a \$500 budget for the Coordinator of Community Volunteers as presented. Aye 5, Nay 0. Motion carried 5:0

S. Adjournment

Moved by Halron seconded by VanLaanen to adjourn the meeting at 8:37 pm. Aye 5, Nay 0. Motion carried 5:0

Respectfully submitted,



Jay VanLaanen, Clerk