



**Minutes for Regularly Scheduled Board Meeting**  
**To Be Held in the Performing Arts Center**  
**2391 Ridge Road**  
**Ashwaubenon WI 54304**  
**(Phone: 920.492.2900)**

**Wednesday, August 8, 2018**

**AHS cafeteria tour 5:00 pm**  
**Board Meeting 6:30 pm**

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- A. **Tour of AHS cafeteria and kitchen (5:00 pm)**
- B. **Board Meeting (6:30 pm)**
- C. **Call to order:** Board President VanLaanen called the meeting to order at 6:30 pm
- D. **Roll call:**
  - Board Members Present: VanLaanen, VanDeKreeke, Vyskocil, Garrigan, Trondson
  - Board Members Excused: everyone present
  - School Choice Advisory Representative: Mike Mader
  - Others Present: Kurt Weyers, Keith Lucius, Tammy Nicholson, Brian Carter, Brian Nelsen, Dirk Ribbens
- E. **Declaration of quorum:** Quorum present
- F. **Pledge of allegiance:** The pledge was recited
- G. **Adoption of Agenda:** Moved by Trondson seconded by VanDeKreeke to adopt the agenda as presented. Aye 5, Nay 0. Motion carried 5:0
- H. **Citizens and/or delegations:**
  - 1. Public Forum – no issues presented
- I. **Consent Agenda:** Moved by Trondson seconded by VanDeKreeke to approve Consent Agenda items 1-4 as presented. Aye 5, Nay 0. Motion carried 5:0
  - 1. Minutes of the regular meeting held on Wednesday, July 11, 2018
  - 2. The schedule of checks written 7/02/18 to 7/30/18
  - 3. Staffing:
    - a. **New hire of Keith Bloss** to the Night Custodian position at Ashwaubenon High School effective 8/6/18. Keith will be compensated \$18.81/hour. This position is available due to the retirement of Mike Zelzer at Pioneer Elementary School and an internal transfer.
    - b. **New hire of Jane Yells** to the Speech & Language Pathologist instructor position at Cormier School & Early Learning Center effective 8/23/18. Jane will be compensated, holding a life license, at Step 14 Lane I. 18-19 salary = \$73,004.45. This position is available due to the resignation of Beth Hibbard.
  - 4. There were 29 co-curriculars approved.
- J. **Superintendent's Report**
  - AHS cafeteria and commons area tour - Thank you to Betsy Farah, Tom Schmitt and Dan Albrent for the tour of the new high school cafeteria and commons area.

- 90 day plan update – Weyers is almost complete with individual meetings of the board, admin team and village. He stated there are some common themes that have been discussed, areas of celebration and areas we need to work on. Weyers will provide an overview of his conversations in October's board meeting. He reviewed his five major goals to focus on throughout his first 90 days.
- WASDA workshops – Weyers is participating in five workshops for first year superintendents. These workshops are great learning opportunities that help to model the importance of lifelong learning.
- School Safety Grant update – Radios and camera have been ordered. Installation could take some time due to the high demand in schools throughout the state. The Department of Justice has now offered additional funding that school districts can apply for. The district has already submitted its intent to apply paperwork. Lucius and Weyers are working closely with McKinstry in identifying ways to address additional areas of need for school safety in this round of grants. Nicholson is spearheading a mental health portion of this proposal. Trondson inquired if all the grant money is going to physical equipment. No, it is also going to towards training. Nicholson spoke about the recent mental health “mindfulness” training that took place.
- Professional Learning Communities training – District administrators and AHS teachers participated in PLC training in July. Many conversation took place around “What do we want all students to know and be able to do?” and “How do we know if students have learned.”
- District wide data-retreat – Last week the district met as a group of 14 administrators / coordinators and 50 + teachers to discuss and plan as one group versus individual schools. Having everyone in one location was effective in determining our areas to celebrate and areas to improve.
- Administrative Retreat- The district's admin team participated in a retreat to focus on culture and the four core values/beliefs around culture (carry the banner, expect excellence for everyone, be a champion for all students and be a merchant of hope). The admin team will also be participating in a book study – *Culturize* by Jimmy Casas
- Welcome Back Kickoff – The kickoff is scheduled for the afternoon of August 29<sup>th</sup>. The focus will be on continuous improvement and strengthening our PLC practices to improve student achievement outcomes.
- Ashwaubenon Blast – The Blast is scheduled for Saturday, August 11<sup>th</sup> at Ashwaubomay Park

#### K. Discussion/Presentation Items:

#### L. Action Items:

1. **Prevea Donation:** Brian Nelsen explained that Prevea has agreed to donate \$60,000 to the new fitness center. The money is to be used to purchase new equipment that can be used by physical education classes and co-curricular teams. The money is to be gifted over a four year period.

##### Discussion

- Does this cover all equipment? Some of the current equipment will be moved into the fitness center. The money will cover any new/additional equipment that will be needed.
- Is the district fronting the money since it is being gifted over a four year period? Yes, we will be fronting the money. This is very common with gifts of this size. We have done this for other gifts of this type in the past.
- With the agreement going out to 2030, will the equipment make it this long? With regular maintenance and upkeep, it will last. Our current equipment was purchased 18 years ago and is still working.

Moved by VanDeKreeke, seconded by Vyskocil to approve the fitness center donation in the amount of \$60,000 from Prevea as presented. Aye 5, Nay 0. Motion carried 5:0

2. **Annual Seclusions and Restraints Report:** Tammy Nicholson explained that she provided data from 2016-17 and 2017-18 in order to compare the progress the schools are making on reducing the incidents of seclusions and restraints.
  - 2016-17 incidents were analyzed to look for opportunities to deescalate situations. In reviewing this data, we discussed how we as staff can keep ourselves and student safe in these situations. We

have seen much progress with the total number of children involved in seclusions/restraints decreasing from 22 to 12.

- The board asked for the definition of what is considered seclusion – not permitting a student from leaving the room/area.
- The district has put things in place to help deal with incidents that could involve seclusion/restraints: students receiving counseling; day program; contracting with outside agencies; CST teams involving the county, district staff and families.
- Do all schools report this information in the same way? All schools are instructed to report in the same manner. Totals in a school can be different from year to year as children move from one building level to another.
- Most incidents are students of younger age. What has helped is the ability to deescalate and work with student on zones of regulation. Both students and staff need to reflect on these type of situations. Staff need to look how the situation could have been deescalated. Students need to discuss and communication zones of regulation.
- What have we done different to improve this much from last year to this year? Staff training has better prepared staff. We have a better understanding of the root cause of a student's behavior (what is triggering them and what could be done differently). Training with outside consultants has educated us to never assume a student has the skills to work through issues. We need to teach them these skills.
- Do we still use in-school suspensions? Yes, we still use both in and out of school suspensions. This information is not part of this report. The high school does not have a lot of in-school suspensions. Having four classes a day, students may be taken out of a class to work through a situation with a building administrator. They are given a second chance to return to their next hour class. If this does not work, a parent will be contacted and the student may be sent home.
- Nicholson spoke about how the district practices a hands off approach. This approach results in more seclusion incidents (hands off) and less restraints incidents (hands on).
- Do we count the high school numbers in this data in 16-17? We did not count the high school numbers. It is rare that an administrator at the high school is not able to talk a student down. There is a maturity level at this age that results in less need for seclusion and restraint. Nicholson added that the administrators at the high school are amazing with students. They have the ability to stay calm, support their teachers and keep everyone involved calm. She has seen the same actions in Brian Carter working with students at Parkview. Carter added that the district's police liaison officers are very proactive versus reactive. They are present in our buildings interacting with our students. They can easily roll with any situation.
- Are these situations with children shared with their new teacher(s) the following year? Yes, the district uses a system called Oasis to report these situations. Meetings are held on the higher level students (multiple seclusion/restraint incidents). Behavior intervention plans are discussed.
- It was suggested sharing this information with the paper so the community is aware of the improvement being made in this area.

17-18 Seclusion restraint report shared for information purposes only. No action needed.

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 explained that every year the district borrows for cash flow purposes. This gives us the ability to establish a \$3,000,000 line of credit to cover cash shortages. The interest is variable on the line set at 30 day LIBOR plus 1.40%. There is a \$5,000 commitment fee in addition to the interest. This is the 4<sup>th</sup> year the district has used a line of credit for cash flow borrowing versus a typical note. This is a more cost effective way to cover cash shortages.

Moved by Vyskocil seconded by VanDeKreeke 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 5, Nay 0. Motion carried 5:0.

4. **Lamers Bus Contract:** Keith Lucius began by stating the school district and Lamers have a great relationship. Lamers has provided a great service level and have been responsive to our needs. The district maintains a 6 year rolling contract with Lamers. This allows Lamers to replace and maintain their equipment in a cost effective manner. This also allows Lamers to maintain employees. Labor is one of their biggest expenses.

Lamers is asking the board to extend the 6 year contract into 2023-24 and lock in the 2019-20 bussing rates with a 2.5% rate increase. The board inquired if this is the same thing that was already approved last year. Lucius explained that yes it came to the board last year. It will come to the board yearly for approval to add a year to the rolling contract.

Moved by VanDeKreeke seconded by Trondson to approve the extension of the Lamers' Bus Contract through 2023-24 and the 2.5% increase in rates effective the 2019-20 school year as presented. Aye 5, Nay 0. Motion carried 5:0.

5. **Revision to Exempt Employee Handbook:** Keith Lucius explained that the changes being presented pertain to the exempt staff. This is a small group of staff (approximately 13 people) that are the only staff currently being evaluated on a yearly basis. Exempt staff are positions that are non-union or licensed personnel and/or work with confidential information.

Discussion

- It was felt that the district needs to take more of a global look at evaluations and have a written plan that involves evaluating more than every 3 years. People have a right to know and what to know how they are doing.
- Lucius stated that new employees are evaluated more often (yearly for the first three years). If a new hire is coming in with many years of experience, they may not be evaluated yearly.
- It was felt that the district needs one consistent policy. It was felt that a new person is not just learning a job, they are also learning about the culture of the district.
- Lucius stated that there are many opportunities for administration to address things outside of a formal evaluation.
- Felt that this should be formalized so everyone is doing it the same.
- Weyers spoke about the Educator Effectiveness system and how it works (teacher evaluation system).
- Lucius added that in the private sector world, the number of evaluations a supervisor has to perform is much lower than in public education. If a principal was required to perform a yearly evaluation on their staff, they would be evaluating 100s of staff. This would not allow for a quality evaluation which is not fair to anyone involved. He added that between formal evaluation years, there are summary years where the evaluation is less formal. He also stated that if there is an issue, the administrators are working with the staff member now versus waiting for an evaluation year.
- Are our processes good enough not to have them in writing? Lucius stated that the teacher evaluation system is a long and complex. VanLaanen added that a number of years ago the state changed its licensing system and along with it they changed how teachers are evaluated.
- Weyers stated that the evaluation has 22 components to be reviewed. He stated that we hire great staff and consistently evaluating them helps to maintain this staff.

Moved by Vyskocil seconded by VanDeKreeke to approve the change to the evaluation section of the exempt employee handbook as presented. Aye 5, Nay 0. Motion carried 5:0.

**M. Board & Superintendent Communications:**

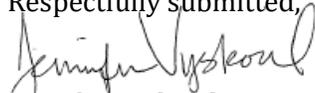
1. Trondson requested the board receive an update at the next board meeting from the committee that met to discuss the recognition of co-curriculars.

N. **Future Board Meetings & Topics:**

- The next board meeting is scheduled for **Wednesday, September 12, 2018**, at 6:30 pm in the District Office; 1055 Griffiths Lane.; Ashwaubenon, WI.

O. **Adjournment:** Moved by Trondson seconded by Vyskocil to adjourn the meeting at 7:22 pm. Aye 5, Nay 0. Motion carried 5:0.

Respectfully submitted,



Jennifer Vyskocil