



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, December 12, 2018

6:30 pm

- A. Call to order:** Board President VanLaanen called the meeting to order at 6:31 pm
- B. Roll call:**
 - Board Members Present: VanLaanen, Vyskocil, Trondson, Garrigan, VanDeKreeke (arrived at approx. 7:15 pm)
 - Board Members Excused: all present
 - School Choice Advisory Representative: Mike Mader
 - Others Present: Kurt Weyers, Keith Lucius, Tammy Nicholson, Kris Hucek, Brian Carter, Doug Pieschek, Pete Marto, Dirk Ribbens, Maria Arena, Kate Green, Lissa Marth, and Robin Siebert
- C. Declaration of quorum:** Quorum present
- D. Pledge of allegiance:** The pledge was recited
- E. Adoption of Agenda:** Moved by Trondson, seconded by Vyskocil to adopt the agenda as presented. Aye 4, Nay 0. Motion carried 4:0
- F. Announcement of Executive Session:** In accordance with W.S. 19.85(1) (c) an executive session is being held for the consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility. (*Compensation*)
- G. Citizens and/or delegations:**
 - 1. **Public Forum** – no issues presented
 - 2. **Student Presentation** - Pete Marto, Robin Siebert and Pioneer Elementary students presented Pioneer’s Holiday Musical *Santa’s Holiday Playlist*. The students performed for the board one scene and one song from the musical. There will be performances at 2:00 pm and 6:30 pm on Thursday, December 13th in Pioneer’s gym.
- H. Consent Agenda:** Moved by Vyskocil, seconded by Trondson to adopt the Consent Agenda as presented. Aye 4, Nay 0. Motion carried 4:0
 - 1. Minutes of the regular meeting held on Wednesday, November 14, 2018
 - 2. The schedule of checks written 11/06/2018 to 12/03/2018
 - 4. Staffing: hirings, resignations, retirements, leave of absences
 - 5. There were 10 co-curriculars approved
 - 6. Budget Financial Reports for October
- I. Superintendent’s Report**
 - **Staff/Student Recognition**
 - **Production of Mamma Mia:** Great work by all of the students and staff involved in the Mamma Mia production. Weyers had the opportunity to hear Mr. Rocheleau gave students an inspiring speech before the Saturday night performance.

- **Concerts and Musicals over the next week:** During the week of December 10th, the following performances will take place in the district: Band and Choir concerts at Parkview holiday and winter musicals at Pioneer and Valley View and choir and band concerts at the High School.
- **Coffee with the Superintendent:** The first three coffee with the superintendent sessions have been great. The first half of the hour is dedicated to the monthly theme and the second half is open to any topic that the group would like to discuss. The December 7th meeting, “What’s New in the Ashwaubenon School District”, was held at the new high school cafeteria. Approximately 16 community members were in attendance. Betsy Farah did a wonderful job of answering questions and describing our high school food service program. We also toured our AHS tech education department. The community members in attendance commented several times about how passionate our tech ed teachers are about helping students and were blown away with the work our students are doing.
- **Parents, WE NEED YOU:** Weyers is a member of a sub-committee with Partners in Education called, Parent Engagement. The focus of this committee is to help prepare parents and provide them the tools for career, passion, and life skills discussions with their children. We have launched a new campaign called, *Parents, WE NEED YOU*. Materials were made available to parents at P/T conferences, local TV stations are starting to run advertisements, and we have included the website in our Partners in Progress. Again, the goal is for our parents to go to the website and check out the tools available for them to have these conversations. Area businesses are starting to have Lunch and learn with their employee/parents around this topic.
- **Crossing Guards:** On Tuesday morning, I met with all of the district’s adult crossing guards to thank them for their service to keep all of our students safe. The Week of January 14th - 18th is Adult Crossing Guard Recognition week in the state of Wisconsin. Tuesday, January 15, 2019, we will be recognizing all of our crossing guards at a recognition dinner held at Green Bay Distillery starting at 5:00. All of you as board members are more than welcome to attend.

J. Discussion/Presentation Items:

1. **PAC Update:** Kate Green and Lissa Marth provided the board an update on the roles, responsibilities, and progress of the PAC Advisory Board.
 - In October the advisory board put together an annual report. This report will be shared with the board.
 - The advisory board is represented by members of the community, businesses, village board and school board. Marth introduced members of the board that were present at the meeting: John Filcher – Vice Chair, Tami Witter – Secretary, Paul Trondson – school board representative.
 - The board is a fully functioning advisory board. Their three major functions include marketing, fundraising, and research and development.
 - The board put in place the policies for the PAC. One being who gets to use the PAC. It was determined that it is a performance arts center and events need to reflect this use. The school district performances will have priority followed by community events and finally all other events.
 - The board continues to survey the community to find out what they want to see from the PAC. This information has been used to determine ticket prices, events and areas of improvement (i.e. signage/directions).
 - The board researched similar venues throughout Wisconsin to learn how they handle safety, concessions and other PAC issues.
 - The advisory board spent much of its first year fundraising for sponsorships.
 - The first annual Gala will be held in October with plans to have a major headliner performing.
 - Upcoming board activities include:
 - Updating the survey
 - Connecting with the community through lobby meet and greets prior to community performances.
 - Facility and directional signage
 - Revamping the sponsorship programs
 - Reallocating some of the marketing budget.

- October's 1st Annual Gala
 - Marth recognized Green for closing the first year in the black.
 - The board thanked the advisory board for everything they have done throughout their first year. They thanked Green for her working in closing the first year in the black.
 - Weyers thanked Steve Havilchek for all the work he does behind the scenes with sound and lighting.
 - Marth spoke about the idea of building future high school musicals into the PAC's performing art series.
 - The advisory board will be working with Lucius to determine what needs to be reported out and to whom.
 - Green spoke about being part of the UWGB Arts and Humanities Council. She would love to create a partnership between the two campuses that would provide students the opportunities to be exposed to back stage/behind the scene experiences.
2. **Open Enrollment Policy-first read:** Weyers explained that each year prior to the start of the open enrollment application window, the school board is required to review and approve the policies pertaining to open enrollment. Over the last few months two of the three policies have been reviewed as part of the updates that have come to the board. Policy 5113.01 is the final policy that needs to be reviewed. There are no recommended changes to this policy.
3. **Future Facility Projects Planning:** Lucius explained that he met with the directors to discuss the list of current building needs and how the district should move forward in funding these needs. He explained that some of the projects on the list are larger and would be difficult to accomplish in the operating budget. Lucius spoke about the fact that the district takes a lot of pride in its buildings and does not have deferred maintenance items. The projects on this list are not maintenance projects. They are improvements in safety, energy efficiency and replacement. If the operating budget were to be used to accomplish the projects on the list, it would mean deferring other maintenance items. Lucius spoke about some of the projects on this list. He explained the options for funding these projects. One options would be to accomplish small pieces of the projects over time. This will take some time and would ultimately results in delaying other things. Another option would be to call in the existing bonds in the spring of 2019 and then go to referendum in the spring of 2020. Calling in current bonds then going to referendum would allow the mill rate to stay the same. A spring 2020 referendum would also give the district time to plan and get community involvement.

Discussion:

- Are any of the projects on the list things that need to be done now? No, if they needed to be done now, they would be included in the maintenance budget.
- What is the timeline for the track? It is still a functional surface but it is aging. Other issues needing to be addressed are the dip in the track and possible contaminated soil issues. The track is original and was not redone when the field was put in. With the soil contamination issues we experience with the field, we anticipate some issues with the track. The district will need to work with the DNR on this project which will add to the cost.
- Is there a sub flooring under the track? Lucius stated there is probably some sort of cap under the track but there are structural issues in the track that needs to be fixed. It involves more than taking up the existing surface, grinding it and putting it back down.
- Do we have cost figures on these projects? Yes but some of them will need to be relooked at.
- We would be looking at a referendum of 5-7 million dollars over 3-7 years. The mill rate would be kept the same. We would be able to keep everything the same and get these project done.
- The board asked for Lucius to provide estimates on what each project will cost.
- Lucius discussed the front entrance and drop off/pickup concerns at Cormier and what needs to be improved.
- Most referendums have one or two big ideas being asked for. The board is concerned that the project list contains a hodgepodge of items that the community may have trouble wrapping their heads around. Lucius stated that this could be a challenge but with communication and using an organization like School Perceptions to survey the community, it can be done.

- The board stated they are concerned the community would not support another referendum. Lucius stated the first step is to come up with a list of options, costs and then survey the community for their feedback.
- The board inquired who is on the committee. Currently Lucius is working with building principals to come up with the various options. This will change as we need move forward.
- They discuss the use and value of the district office.
- Can anything be done with the Cormier project to address it now versus waiting for a referendum? Lucius spoke of his concern about the change in governor and how that will affect the timing of the 19-20 budget. He does not anticipate the state budget being finalized by the annual meeting. Lucius stated that Cormier staff at doing an outstanding job handling the situation as it is. It is very labor intensive for them but they are making it work.

Lucius asked the board how they would like to move forward. The board asked Lucius to come up with a list of projects and estimated costs. They would like Tom Schmitt to attend a future board meeting and presented an updated look at his 10 year plan. They will use this information to determine the next step.

K. Action Items:

1. **Updated Policies-second read:** Weyers the last series of policies for a second read and approval. The board did not have any additional changes. Moved by Trondson, seconded by Vyskocil to approve the updated policies as presented. Aye 5, Nay 0. Motion carried 5:0
2. **Audit Report:** Lucius presented the annual audit report to the board. He explained that the statement has a new look to it this year. It similar to what can be seen on a private sector report. The report itself is much lengthier due to the new requirements set by GASB. He discussed the changes in GASB accounting principles and how they impact the reporting of the early retirement program.

The board asked if there was anything the auditors found that was irregular or unusual. Lucius stated that nothing irregular or unusual was found. If anything had been, he would have communicated this with the board. He also stated that every 3-4 years, the auditors do a cash control audit. This protects the district's staff and assets. Lucius asked the board for any additional questions and stated that if the board wanted, he would arrange for the auditors to present at a future board meeting.

Moved by VanDeKreeke, seconded by Garrigan to approve audit report as presented. Aye 5, Nay 0. Motion carried 5:0

3. **District Crisis Response Plan:** Dirk Ribbens and Kurt Weyers presented the district Crisis Response Plan for board review and approval. Weyers explained that the district secured two safety grants totaling approximately \$300,000. As part of the Department of Justice requirements, the district's Crisis Response Plan must be board approved before January 1st and yearly after that. Each building must also conduct a school violence drill and have the superintendent and board president sign off on it.
 - Dirk explained that the district has had a Crisis Response Team for several decades. Through these years, the plan and team has changed to reflect the most current issues schools face.
 - Every staff member has a copy of the plan on their desk tops. Paper copies of the plan are located in designated spots throughout the building.
 - The plan is very comprehensive covering everything from fires to active shooters.
 - Ribbens recognized the sources used when the plan was created.
 - The board stated it was a well written plan and thanked everyone involved in creating it.
 - How do the buildings exercise the plan? They hold fire tornado drills throughout the year as well as yearly crisis drills and staff training.
 - Does every staff member know the details of every plan? No they do not. They have the icon on their desks to refer to. Not every staff person needs to know every plan. Some plans may not involve them. Weyers stated that throughout the year, drills are conducted, ongoing discussions are had and staff receive training.

Moved by Vyskocil, seconded by VanDeKreeke to approve the district crisis response plan as presented.
Aye 5, Nay 0. Motion carried 5:0

L. Board & Superintendent Communications:

Weyers shared the comments from an Optimist Club member who took parent shopping as part of the Optimist's Christmas present program. The parent is new to the district. She stated she was blown away by the staff and expectations of the district. She told him about the great things happening in the schools. The Optimist member stated he was very proud to hear all the positive things this parent was sharing about Ashwaubenon School District.

M. Future Board Meetings & Topics:

The next board meeting is scheduled for **Wednesday, January 9, 2019**, at 6:30 pm in the District Office.

N. 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 over which the governmental body has jurisdiction or exercises responsibility. (*Compensation*)

Moved by VanDeKreeke seconded by Trondson to adjourn to executive session at 7:59 pm. Aye 5, Nay 0.
Motion carried 5:0. Roll Call: VanLaanen, Vyskocil, Trondson, Garrigan, VanDeKreeke

O. Return to open session:

P. Action following executive session: No action taken

Q. Adjournment: Moved by VanDeKreeke seconded by Trondson to adjourn the meeting at 8:40 pm. Aye 5, Nay 0. Motion carried 5:0.

Respectfully submitted,



Jennifer Vyskocil