ASHWAUBENON
SCHOOL DISTRICT

Minutes for Regularly Scheduled Board Meeting

To Be Held in the District Office Board Room
1055 Griffiths Lane
Ashwaubenon, WI 54304
(Phone: 920.492.2900)

Wednesday, May 13, 2020 **6:30 p.m.**

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A. **Call to order:** President VanLaanen called the meeting to order at 6:31 pm

B. **Roll call:**

Board Members Present: VanLaanen, Vyskocil, Garrigan (remote), Trondson, and VanDeKreeke
Board Members Excused: All present
School Choice Advisory Representative: Mike Mader
Other Present: (In person) - Kurt Weyers, Keith Lucius, Jill Kieslich, Dirk Ribbens
(Remote) – Brian Carter, Kris Hucek, Mandy Schroeder, Jamie Aver beck, Cassie Schneider, Maria Arena, Doug Pieschek, Nick Senger, Pete Marto, Tom Schmitt, Tammy Nicholson, Jody Smits, Kaitlin Tauriainen, Andy Bake and Kevin Mullen.

C. **Declaration of quorum**: Quorum present

D. **Pledge of allegiance:** The pledge was recited

E. **Adoption of Agenda:** Moved by VanDeKreeke, seconded by Vyskocil to adopt the agenda as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0

F. **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 consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility. *(Performance Evaluation)*

G. **Election of Offices/Board Appointments, Committee Responsibilities and Assignments:**

1. **<u>Election of Offices</u>**
   a. <u>President</u>: Trondson nominated Jay VanLaanen for Board President, seconded by VanDeKreeke. There were no other nominations. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke, Nay 0. Motion carried 5:0 to elect Jay VanLaanen as Board President.
   b. <u>Vice President</u>: Vyskocil nominated Brian VanDeKreeke for Board Vice President, seconded by Trondson. There were no other nominations. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke, Nay 0. Motion carried 5:0 to elect Brian VanDeKreeke as Board Vice President.
   c. <u>Clerk</u>: VanDeKreeke nominated Jennifer Vyskocil for Board Clerk, seconded by Trondson. There were no other nominations. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke, Nay 0. Motion carried 5:0 to elect Jennifer Vyskocil as Board Clerk.
   d. <u>Treasurer</u>: Trondson nominated Michelle Garrigan for Board Treasurer, seconded by Vyskocil. There were no other nominations. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke, Nay 0. Motion carried 5:0 to elect Michelle Garrigan as Board Treasurer.
   e. <u>Member At Large:</u> will be Paul Trondson.
2. **<u>Board Appointments</u>**
   a. **WASB Convention -** January 20-22, 2021 (VanDeKreeke, Vyskocil, Garrigan)
   b. **CESA 7 Meeting -** July 8, 2020 (VanDeKreeke)

H. **Establish Board Meeting Time and Place**

1. **Annual Meeting/Budget Hearing**: July 8, 2020; 6:00 pm in the District Office; 1055 Griffiths Lane.
2. **Monthly Board Meeting**: Second Wednesday of the month (with exception to dates listed below); 6:30 pm; District Office - 1055 Griffiths Lane; Green Bay WI.
   a. **October 2020**: October 2020 meeting will be held on **Wednesday, October 28, 2020**. The Levy certification information will not be available by the second Wednesday of the month.
   b. **March 2021**: Taste of Ashwaubenon is scheduled for March 10, 2021. Recommend moving the board meeting from March 10th to **Wednesday, March 17, 2021**.

I. **Citizens and/or delegations:**

1. **Public Forum** – Parkview presented a video of their "Hope Squad" club. This is a club to help with suicide prevention. The group is at Parkview and is starting at the high school. The club has continued their work through social distancing.

J. **Consent Agenda:** Moved by Trondson, seconded by VanDeKreeke to adopt the Consent Agenda items 1-6 as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0

1. Minutes of the regular meeting held on Wednesday, April 8, 2020
2. Minutes of the executive meeting held on Wednesday, April 8, 2020 after regular meeting
3. Minutes of the executive meeting held on Wednesday, April 8, 2020 before regular meeting
4. The schedule of checks written 4/02/20 to 5/04/20
5. Staffing: hirings, resignations, retirements, leave of absences
6. Boards financial reports for March

K. **Superintendent's Report:**

1. **Special Recognition**
   - **Jaguar Excellence Awards:** For the month of April, Weyers emailed 194 Jaguar Excellence awards to staff. This brings the total to 1,033 for the school year. Great work by everyone!
   - **Wisconsin Advanced Placement Advisory Council:** Ashwaubenon High School received a plaque from the Wisconsin Advanced Placement Advisory Council recognizing their efforts on the AP tests. The High Schools is being recognized as a level III Advanced Placement Pacesetter School for impressive student AP access and excellence in AP exam scores. Congratulations to our AHS students, staff, and administrators.
   - **Graduations for each School:** Elementary and Parkview schools will not be hosting their 5th grade and 8th grade graduations due to Governor Evers' Stay at Home order. Both the elementary schools and Parkview middle school will be purchasing yard signs for their graduating students and producing a highlight video.

     At Ashwaubenon High School, we will be hosting the Jaguar Prowl on Wednesday, May 20th. 2020 Graduating seniors and their families will participate in a short parade from the Ashwaubenon Community Center around Ashwaubenon High School. Seniors will pick up their yard sign, senior t-shirt, and some other memorabilia from the high school administrators. On May 14th, the superintendent, high school administrators, and class advisor Amy Kelly hosted a google meet with graduating seniors to share their sympathies regarding their senior year and plans for a Virtual Graduation on June 7th. We also have shared plans of the possibility of an in-person graduation on Sunday, August 16th.
   - **Staff Appreciation Week:** As a way of saying thank you and kicking-off Staff Appreciation Week, members of the administrative team placed 382 'We Love Our Staff' yard signs in staff yards. We truly value the tremendous and rewarding work that our staff does for our 3,200 students. This effort has been even more evident during this COVID-19 pandemic. As a district, this is not the time to take our foot off the gas pedal and coast through the rest of the year. It is actually the time to

accelerate and showcase our talents in every living room throughout our district. We have a great opportunity in front of us to do exactly that.

- **<u>100 day plan for bringing students back to school</u>**: We have started the planning process for creating a 100 day plan for bringing our students back to the school setting. This includes evaluating what has happened in April and May around home learning and surveying teachers, parents and students about what has gone well and what needs improvement. Teacher teams will outline what has been taught and what needs to be retaught or introduced next fall. We will be using June 8th-10th to determine the essential learning targets that need to be covered again. We will use all this feedback to determine action steps for the 100 day plan. The plan will be broken down into 30, 60, 90, and 100 days increments with specific action steps. It will focus on the academic, social emotional, and safety needs of our students for a smooth transition back to school.
- **<u>Maria Arena Recognition:</u>** Weyers recognized the retirement of Maria Arena. She has serviced the district for 23 years. He presented Maria with an award and shared the following comments:
  - Maria's student centered approach has had a profound impact on the thousands of lives of students that she has worked with. Maria Arena has a true gift in knowing all of her students and their families. She took every opportunity to connect with the students, staff, parents, and volunteers at Cormier School whether that was in the hallway, cafeteria, classrooms or at major school events.
  - The planning and organization of these major school events are another example of Maria's student-centered approach. The numerous events that she and her staff would coordinate throughout the school year to engage students and their families in the school environment was impressive. Some examples of these activities include Fall Fest, The Biggest Bedtime Story, Tom and Stuart Concert, and Kindergarten Graduation. Cormier under Maria's leadership provided numerous opportunities for both students and families.

L. **Discussion/Presentation Items:**

1. **Bylaws and Policies - first read:** Weyers presented the first set of board bylaws and policies updates for a first read. The board questioned the consistency in wording between Superintendent and District Administrator. Bower explained that any reference to District Administrator gets changed to Superintendent prior to being send off to Neola. The board inquired why the district would need to follow recommendation by the Wisconsin Department of Public Health versus Brown County. No changes were recommended. The bylaws and policies will be brought back to June's meeting for a second read/approval.

2. **Student Assessment Practices During COVID-19:** Kieslich stated that due to COVID-19 moving learning to online/remote learning, the Admin Team have had many discussions around the topic of grading. They have conducted surveyed staff, preformed research, looked at best practices and reviewed what other school district are doing. The district has received good feedback from staff and students about how students are and the ways they are learning. We have studied board policy and are adhering to what is stated in policy.

   As a district we have decided to focus specifically on the essential standards and teaching to these standards. The district will use "pass/no grade" to communicate student progress. This method of communicating student progress is in line with district policies 5420 ad 5421. It is also in line with "do no harm to students". The following grading procedure will be used for each school level:
   - Early Learning and Elementary – End of year progress report that indicated student understanding of essential standards covered
   - Middle School – 3rd term grade will be a letter grade for all subject. 4th term grade will be pass/no grade for all subjects

- High School - 3rd term grade will be a letter grade for all subject. 4th term students/parents have a choice of pass/no grade or a letter grade. Students receiving a "no grade" will receive no credit for the class. A GPA will not be calculated for the 4th term.
- The board asked how pass/no grade affects college. Weyers reminded the board the every high school in the United States are in the same situation as Ashwaubenon. Ashwaubenon is doing what is standard throughout the country. The district has been told that students will not be penalized. A majority of the colleges are not asking for this information. A few colleges have not changed this requirement. Students should inquire what their college is requiring.
- The board asked for a report at the July meeting that contains information about how the district did with remote learning, how students did, how many student we were able to reach, etc.
- Weyers stated that the district already has some of this information. 90% of students in K-8 are actively participating. Participation has trickled off a little in grad 9-12.
- Relationships with teachers is what helps to keep students engaged and learning.
- Ribbens stated that they have identified students that are struggling and working to help these students.
- The schools are going through the entire curriculum as they continue to work through a 100 day plan. On June 8-10, the district will be working on a plan for next year.

M. **Action Items:**

1. **Graduation Requirement - Community Service:** Ribbens and Kieslich requested that the 24 hour community service requirement for 2020 seniors be waived. Two-thirds of the seniors have their community services hours completed. Due to the Safer At Home guidelines, we can't expect students to be out in the community to fulfill these hours. The total number of community services hours will be listed on student transcripts.

   Moved by Vyskocil, seconded by VanDeKreeke to approve the waiving of community service requirements for the 2020 graduates as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0.

2. **Non-renewals for purposes of layoffs:** Lucius stated that layoffs are one of the hardest parts of an administrator's job. With a small freshman class coming in, a reduction in staff is necessary. Lucius reminded the board that these staff can be recalled at any time if things were to change. He recommended the following non-renewal for lay-off purposes
   - Kelly Lefevre – part-time English teacher at AHS will be laid off from 0.17 of her 0.50 FTE position leaving her with a 0.33 FTE (this has changed from last month because we have given Kelly 0.33 FTE of the position Crystal Sandman had. Crystal has taken on the Lit Coordinator role for AHS and Parkview that was available due to the resignation of Andrea Reichenberger)
   - Jason Fisch – Physical Education teacher at the High School and Parkview will be laid off from 0.20 FTE of his high school PE position. His currently a 1.05 FTE so he will maintain his 0.80 FTE position at Parkview.
   - Sarah Curiel Meli – Spanish teacher at Parkview will be laid off from 0.30 FTE of her position. She is currently a 0.80 FTE so she will maintain a 0.5 FTE position

   Moved by VanDeKreeke, seconded by Trondson to approve non-renewals for purpose of layoffs as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0.

3. **Gym Floor Replacement:** Tom Schmitt presented the recommendations for the replacement for three gym floors. He stated that $450,000 was approved through the referendum to replace the floors. He is recommending the board approve the proposals from Stalker Sports Floors for $338,190 to replace the flooring at the high school, Parkview and Pioneer. The projects would start immediately and be completed by August 1st.
   Discussion:

- Why did we get a bid from only one flooring company?
- Stalker was able to order the materials ahead of time and fit these gyms into their schedule while the district was still closed. Typically gym floor projects are scheduled out 1.5 years. Having the floor done takes 6-7 weeks at a time when gyms are not in use. The district did inquire with neighboring districts that recently awarded their flooring projects. Ashwaubenon is actually getting a better price from Stalker. Schmitt stated that he is very confident that the district is getting a good deal.
- How do we know we are getting a fair price on any contingency work? If the contingency work ends up being more than anticipated, we are able to get comparable numbers. Schmitt stated that he will always do his homework to get the best value and fairest price.
- IT is hard to estimate what it under the floor until it is removed and we can see the subfloor. The money for any contingency is built into the referendum.
- Each gym was priced out separately and we are not anticipating any issues.

Moved by Trondson, seconded by Vyskocil to approve the proposals from Stalker Sports Floors to replace the gym floors at the HS, PV and Pioneer schools for a total of $338,190 to start immediately and be completed by August 1, 2020 as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0.

4. **Parkview Windows and Door Replacement:** Tom Schmitt presented the recommendations for the replacement windows and doors at Parkview. He states that $200,000 was approved through the referendum to replace all second floor windows and install new aluminum entrance doors. He is recommending the board approve the proposals from Packerland Glass of $102,889 to supply and install the doors and windows. He recommended the board approve the proposal from Asbestos Removal of $23,887to remove the windows and doors and dispose of any contaminated materials. The project would be complete by the start of the new school year.

   Discussion:
   - The windows are single pane glass being replaced with energy efficient, 1" glass and shatter resistant window film.
   - Packerland Glass is a local company. Their proposal came in $50,000 less than the next proposal. Schmitt remarked that even the shatter resistant film was double what Packerland estimated.
   - Pricing information was used from the Safety Grant
   - The total cost of window and door replacement and removal came in less than the $200,000 approved in the referendum

   Moved by VanDeKreeke, seconded by Vyskocil to approve the proposal from Packerland Glass to supply and install aluminum doors and windows at Parkview Middle School for $102,889 as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0.

   Moved by VanDeKreeke, seconded by Vyskocil to approve the proposal from Asbestos Removal Inc. to remove windows and doors and dispose of contaminated material for the sum of $23,887as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0.

5. **LED Fixture Purchase:** Tom Schmitt presented the recommendations for the purchase and installation of LED fixtures in all gymnasiums; high school locker rooms, multipurpose area and fieldhouse lobby; Parkview LMC and classrooms; and the second floor of Pioneer. He stated that $120,000 was approved through the referendum for this project. He recommend the board approve the purchase of the Max-lite brand fixtures from the Ashwaubenon Branch Batteries Plus Bulbs Store in the amount of $51,785.13.

   Discussion:
   - Batteries Plus Bulbs Store does a good job of investigating the best solutions for the areas needing replacement. They priced three fixture manufactures for fixture to fixture replacement. The district is recommending Max-lite brand fixtures due to them being of the best value, having the

longest warranty (10 years versus 5 years of other brands) and being the highest quality fixtures in the industry.

- Why did the district not bid this project? Batteries Plus provided the original quote, has government pricing program and gave the district 3 different manufacturing pricing.
- Lucius stated that Tom Schmitt has the skill level to manage projects like this where other district would have to hire out this role.
- Schmitt reminded the board that the recommendations are for the fixtures only. The electricians for this project need to hired making up the balance of the referendum approved amount of $120,000.

Moved by VanDeKreeke, seconded by Trondson to approve the purchase the Max-lite brand fixtures from the Ashwaubenon Branch Batteries Plus Bulbs Store in amount of $51,785.13 as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0.

6. **Preliminary Budget Approval:** Keith Lucius presented the preliminary budget for approval. He reminded that board that this is an early estimate and that there are a lot of variables yet unknown. Lucius stated that the state budget is in a disarray and may not be known for quite some time. The preliminary budget being presented is based on the current state budget.

Discussion:

- There are still many variables that will impact our 2020-21 budget with the biggest being the State Budget and actual student counts.
- 85% of the budget is made up of salaries and benefits.
- Total Fund 10 Revenues for budget year 2020-21 = $35,392,027
- Total Fund 10 Expenditures for budget year 2020-21 = $35,390,383
- Fund Balance is $5,243,707
- Fund 50 – As a result of the pandemic, Food Service is not doing so well this year. Lucius anticipates the need to transfer from Fund 10. Typically there is a surplus in this Fund and is used for equipment repair and replacement. The surplus was used on the high school kitchen remodel.
- Fund 46 – This is the building maintenance fund and can be accessed this spring. This can be used for the high school track and parking lot. There is $600,000 in this fund plus the money set aside for turf replacement.
- Would the district take a hit in state aid for any Fund 10 surplus? We are in a low aided district so it would not be as hard of a hit.

The following factors are included in the Budget:

- Wage base increases of 2% for all district staff
- Health and dental insurance increase of 7%
- 0.59 FTE decrease in teacher staffing (this will maintain current class size targets)
- State Budget increase of $179 per resident student FTE increase in the revenue limit
- State budget including an increase in State reimbursement for special education salary and benefits from 25% to 30%
- Resident student FTE decrease of 11 students
- Open Enrollment student FTE increase of 20

Discussion:

- In the current state budget, there is a $179 per resident student FTE increase in the revenue limit. With this current state budget in disarray, this is some uncertainty that this increase will be provided. The same concern is with the State reimbursement for special education salary and benefits increase from 25% to 30%.

In addition to the enrollment driven staffing reduction, the administrative team is recommending the following list of the budget cuts (totaling $201,050) be included in the budget:

- Renegotiated Building Cleaning contract
- Eliminate mid-year lane advancement for teachers

- Combine bussing for Parkview and AHS
- Reduce the stipend for participation in the Health Risk Assessment
- Reduce building maintenance budget for repairs
- Eliminate Energy Specialist position

Discussion:

- Lucius stated that with the elimination of the Energy Specialist position, it is important that staff continue to practice energy saving habits.
- How does this impact the Lamers contracts? Impacts on Lamers contracts are for the current year (paying bus drivers during school closures). The district is currently working through this with Lamers.
- Elimination of mid-year lane advancement for teachers is being recommended. Lane advancements would be in September only and not in February.

No action needed.

7. **Resolution Authorizing the Issuance and Sale of a $10,000,000 Bond Anticipation Note Pursuant to Section 67.12(1)(b), Wisconsin Statutes:** Kevin Mullen from Robert Baird presented the Resolution Authorizing the Issuance and Sale of a $10,000,000 Bond Anticipation Note. He provided the board with an update on interest rates, the financial consideration of the resolution, the benefits of short term borrowing and the timeline of events.
   - 2 year note with a rate of 1.93%.
   - Short term borrowing allows the district to move forward on projects while planning long term financing.
   - Things to pay attention to: being attentive to referendum targets; minimizing the interest rates and costs to the district; getting access to proceeds early; and providing budget flexibility moving forward.
   - Funds should be accessible in 45 days through short term borrowing.
   - Mullen shared the referendum financing plans and schedule of payments.
   - Lucius stated that there are many factors that can change in this process. He feels the district will be at a level that will meet the expectations that we told the public.

   Moved by VanDeKreeke, seconded by Vyskocil to approve Resolution Authorizing the Issuance and Sale of a $10,000,000 Bond Anticipation Note Pursuant to Section 67.12(1)(b), Wisconsin Statutes as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0.

8. **Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed $10,000,000 General Obligation Refunding Bonds:** Kevin Mullen from Robert Baird presented the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed $10,000,000 General Obligation Refunding Bonds. He stated that the overall timing of the issuance of the bonds can impact the interest rate paid. To allow the district to move quickly on interest rates, (not holding a special board meeting) the parameters resolution will give the superintendent (Kurt Weyers) and board president (Jay VanLaanen) the ability to approve the final bond issuance. It was recommended the board approve the parameters resolution as Mullen presented.

   Moved by VanDeKreeke, seconded by Trondson to approve the Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed $10,000,000 General Obligation Refunding Bonds as presented. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0.

N. **Board & Superintendent Communications:**

- Weyers shared with board a letter received from Unity Hospice. Unity Hospice thanks the district for the donation of the personal protection equipment. They expressed their appreciation for the partnership.

- Garrigan asked for a brief update on the operational referendum. Nicholson stated that all the staffing needs have been hired. Some positions were internal transfers while others were new hires. She reviewed the positions hired.

O. **Future Board Meetings & Topics:**
- The next board meeting is scheduled for **Wednesday, June 10, 2020, at 6:30 pm** in the District Office.

P. **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 consideration of employment, promotion, compensation or performance evaluation data of any public employee over which the body has jurisdiction or exercises responsibility. *(Performance Evaluation)*

Moved by VanDeKreeke, seconded by Vyskocil to adjourn to executive session at 8:35 pm. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0

Q. **Adjournment to open session:** Moved by VanDeKreeke, seconded by Trondson to adjourn to open session Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0

R. **Adjournment:** Moved by VanDeKreeke, seconded by Trondson to adjourn the meeting at 9:32 p.m. Aye 5 (VanLaanen, Vyskocil, Garrigan, Trondson, VanDeKreeke), Nay 0. Motion carried 5:0

Respectfully submitted,

Jennifer Vyskocil