



**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, December 13, 2017

6:30 pm Regular Board meeting

A. Call to order: President VanLaanen called the meeting to order at 6:40 pm

B. Roll call:

Board Members Present: VanLaanen, Trondson, VanDeKreeke, Vyskocil, Garrigan
Board Members Excused: everyone present
School Choice Advisory Representative: James Andersen
Others Present: Keith Lucius, Brian Hanes, Tammy Lampereur, Jill Kieslich, Brad Taylor,
Scott Truskowski, Lauren Lubinski, Nick Senger, Kurt Weyers, Dirk Ribbens,
Tom Schmidt, Pete Marto, Brian Nelsen

C. Declaration of quorum: Quorum present

D. Pledge of allegiance: The pledge was recited

E. Adoption of Agenda: Moved by Vyskocil seconded by Trondson to pull Action Item J2 from the agenda. Aye 4, Nay 1 (Garrigan). Motion carried 4:1. Moved by Trondson seconded by Vyskocil to approve the agenda as presented. Aye 5, Nay 0. Motion carried 5:0.

F. Citizens and/or delegations:

1. **Public Forum:** no issues presented
2. **James Andersen:** Andersen stated that it has been a pleasure serving in this role. Having the opportunity to be a part of this great district, community and staff has affirmed our decision to open enroll our children. Due to increase responsibilities in his job and the upcoming addition to his family in April, Andersen stated it was time for him to step down. Andersen thanked everyone for the opportunity to be a part of the board. Hanes presented Andersen with a traditional bell presented to retiring board members. He thanked Andersen for the open enrollment perspective he brought to the board.
3. **Pioneer Elementary School** - Lauren Lubinski and Pete Marto presented a video recording of Pioneer’s musical “Holly Jolly Jukebox”. The musical will be performed on Thursday, December 14th at 2:00 pm and 6:30 pm. Over 100 students took part in the musical creating the scenery, working as stage crew and/or performing as choir members, dancers and actors. Marto stated that the musical will use Pioneer’s new risers.

G. Consent Agenda: Moved by VanDeKreeke, seconded by Vyskocil to approve the Consent Agenda items 1-4 as presented. Aye 5, Nay 0. Motion carried 5:0

1. Minutes of the regular meeting held on Wednesday, November 8, 2017
2. The schedule of checks written 10/31/17 to 12/4/17
3. Staffing:
 - a. **New hire of Tracey Brown to the Educational Associate** – Special Education Aide, .50 FTE position at Cormier School & Early Learning Center effective November 3, 2017. Tracey will be placed on the salary schedule at the First Year for an Educational Associate – Special Education Aide, which is \$16.38/hour for the 2017-2018 school year. This is a new position due to student needs.

- b. **Retirement of Dr. Brian Hanes from his Superintendent** position with the District effective at the end of the 2017-2018 school year. Dr. Hanes will be eligible to receive retirement benefits as afforded to him per his individual administrative contract. Posting will begin to fill this vacancy.
4. Co-curricular Contracts: 3 co-curricular contracts were approved.

H. Superintendent's Report

- **Special Recognition:** Hanes shared a message from an anonymous donor. This person donated \$1,000 to the PAC.
- **Thank you:** Hanes recognized Brad Taylor for his 27 years with the district. Brad expressed his appreciation for his time in the district. He recognized the people he worked with over the years.

I. Discussion/Presentation Items:

1. **Open Enrollment Board Policies - first read:** Hanes presented policies 5113 and 5111 for a first read. Policy 5113 has some minor rewording of the alternative to open enrollment application timeline. No other changes were recommended. These policies will be on the January agenda for a second read and approval.
 2. **Board Financial Reports:** Lucius stated that one of his district goals is to provide the board with a frequent update on the financial status of the district. He introduced a program that will be used to give the board an accurate and up-to-date picture of where the district is and where it is going. These reports can also be used by the superintendent and Keith to monitor the budget and make adjustments throughout the year. Lucius used the new program to provide an update on the financial status of the district:
 - Reviewed the special education and general fund – (graphs show how are we compared to where we are projected to be.)
 - Fund Balance – At this time of the year it will always be negative due to the timing of when we receive the funding. The district does not start receiving funds until January. As the year goes on, this area will continue to grow.
 - Actual YTD Revenue – At this time of year, we have only receive about 4.20% of the revenue.
 - Actual YTD Expenditures – This is higher than our revenue because we have not received our funding yet. We are right on target in this area.
 - Salary and Benefits – 28.7 % of this budget has been spent. We are right on target. This will vary depending a good or bad insurance year.
 - Reviewed YTD revenue and expenditures by fund and source and did a comparison to the previous year.
 - Provided a current balance and history of the Month End Fund Balances (history and current balance).
- Discussion
- Will this program tie into the financial software? Yes, it will roll right into our annual meeting, five year history, and five year projection.
 - Even though it makes sense as to why things are moving up and down, it would also be helpful to see multiple prior years' data. This would allow the board to compare data from the same time every year.
 - How often can the board expect to receive this update? Lucius stated he is hoping to have it on the Consent Agenda monthly.
 - Is it possible to change the color scheme to easily tell whether a fund is doing well or needs addressing? Lucius will look into working with the color schemes.

3. **Building Project Update:** Lucius stated that in the past, the board has seen a couple of different layouts/designs for the high school office. Lucius and Schmitt worked with high school administrators to gather input on what they feel would work. Through these discussion, it was proposed that the high

school office remain in its current location. Schmitt stated that creating the design and construction is a collaborative effort, and he feels keeping the current location is a positive thing. Schmitt spoke about these changes.

- In the recent past, Student Services was relocated to be near the high school office. Moving the high school office will separate these two areas again. Keeping the high school office in its current location will provide individuals entering the building access to all three offices (DO, high school office and Student Services).
- The new cafeteria will still be properly supervised.
- The kitchen and cafeteria will be completed and usable without the worry of moving/constructing a new high school office.
- Moving the high school offices would require excavation work. This will involve PCB issues and the DNR. Keeping the office located in its current location will eliminate these issues.
- Administrators are looking at the option for moving the current fitness center downstairs. This will allow the clinic use of the facility for therapy and the building to be better secured during non-school hours when the fitness room is in use.
- The board inquired who would have access to the fitness center. Current and future access to the fitness center is given to employees and students through a pass point card. Opening this facility up to the general public could result in security issues (pass point cards into the facility), the need for additional supervision and a potential decrease in memberships in community fitness facilities. When creating a fitness center, it was not the district's intent to take from surrounding businesses.
- How would supervision of the cafeteria be handled if the office is not relocated? Teachers are assigned daily to monitor this area. Along with teaching staff, administrators will be present. Do you need anything from the board to make this easier (i.e. security cameras)? The cameras in the current cafeteria can be moved to the new area. Lucius stated that this area would not be left without cameras due to the fact it will be used as a community gathering place during non-school hours.
- At previous meetings we spoke about a secure state of the art entrance. How will this change if the office is not moved? Schmitt stated he is currently working through this design. Fire codes required a hallway between the current high school office and new district office. The person monitoring the doorway will have a direct line of vision to anyone wishing to enter the building.
- Will the district office still be moved to the high school? Yes, they will relocate to the current commons area.
- Would the current high school office change? We are looking to add a health room. The high school office was recently remodeled; it is functioning very well in the current layout.
- The goal is to continue to keep the high school office and Student Services areas together.
- Is there an easy route from the high school office to the new commons? Quick access would be to walk through the fitness center to the commons area.
- Could they gain quick access going through the kitchen? Lucius stated that for health and safety reasons, we do not want people just walking through the kitchen.
- What will happen to the old fitness center? It would become a secure room for the wrestling team that would allow wrestling mats to remain out. Currently the wrestling program uses the multi-purpose room where mats are used and at times abused by others. Having a secure space for their equipment would allow less wear and tear on the mats and the youth wrestling program and physical education courses to have access to this space during the winter months.
- With staff using the fitness center, will they have access to a locker room? There is space for a bathroom and custodial closet, however, there is not square footage available for a locker room.
- Is it more cost effective to keep the high school office in its current location? There is a cost savings but the decision not to relocate is a result of building needs not cost.
- Lucius stated that the plan is to have bids go out in January. Also in January, the board will have the bids for the kitchen, clinic and interior work for the fitness center.

4. **District Goal Update:** Hanes provided an update on the district goals/continuous improvement plans.
 - Updates on building/department goals were shared. The goals are color coded by level of completion. Red (not implemented), yellow (behind intended implementation), and Green (on track). Right now the buildings are on track with all their goals.
 - In February the board will see more specific information about the goals. Hanes discussed what to expect (i.e. staff rounding for feedback).
 - Support services (Tom, Brad/Mandy, Betsy, Scott, Jody, Keith) set 17-18 goals. Hanes briefly review the goals set by these areas.
 - Is it in the plan to update the board on district, building and department goals every couple months? The plan is to update the board in February and at the end of the year unless the board wants more. The board appreciates the information and the opportunity to review it.
 - A new Educator Forum Committee starts next week. Hanes stated that this information will be taken to this committee for review and feedback.
 - Kieslich stated the biggest most critical point is when we look at our test data (standardized assessments). Here we will see if the work we are doing is impacting student achievement.
 - Hanes stated that no one assessment is the end all be all. Multiple assessments show a better truer picture.

J. Action Items:

1. **Board Policies/Bylaws - second read:** Hanes presented the following bylaws and policies for a second read: 0100, 0131.1, 0144.1, 0164.2, 0166, 2260, 2261.01, 2370, 2411, 2430, 2431, 3120.01, 5111, 5130, 5310.01, 5421, 5517, 5540, 5610, 5771, 5830, 6152, 6605, 8146, 8310, 8320, 8330, 8350, 8452, 8605, 8800, 9700, 3122.01 and 4122.01. No additional changes were recommended. Moved by Trondson, seconded by VanDeKreeke to approve the board policies/bylaws as presented. Aye 5, Nay 0. Motion carried 5:0
2. **Resolution:** At stated above in Agenda Item E, this item was moved by Vyskocil, seconded by Trondson to pull from the agenda. Aye 4, Nay 1 (Garrigan). Motion carried 4:1.
3. **Audit Report:** Lucius presented the audit report for board approval. He stated that the auditors are hired by the board to audit the district. They have a good working relationship with Lucius and the district but ultimately work for the school board. He recommended the board take time to review the report. Lucius highlighted the most important areas of the report.
 - Revenue exceeded expenditures in the General Fund by \$422,349.
 - Total revenue of \$1,267,375 above budget (majority of variance related to contaminated property)
 - Total expenditures \$397,642 over budget (building project costs related to referendum projects committed to out of this fund)
 - Transfers to other funds \$447,384 above budget (related to additional transfers to Fund 46 - Building Maintenance Fund)
 - The Fund Balance Committee recommended we maintain between 24%-29% of current expenditures. The district maintained 26.8% (within guidelines).
 - The "Management Comments" section of the report is the most beneficial section of the report. This area points out the findings. As in the past years, the auditors pointed out the same findings they always do. Lucius stated that in order to fix these findings, the district would have to employ another person similar to himself. This does not make financial sense to do this so we contract with the auditor when needed. He stated that these two findings will appear on every audit report for districts our size. But by rule this has to be on the management comments. Scheck is willing to come to a board meeting and present the audit report to the board. There is a cost and time commitment to this service. VanLaanen stated he has participated in one of these presentations in the past. He thanked Lucius for the work he does daily resulting in minimal findings by the auditors each year.

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

K. Board & Superintendent Communications: Brian Hanes recently announces his retirement at the end of the 17-18 school year. Plans are under way to search for a replacement. This is a good time of year to do this search. Hanes stated that for anyone interested in applying, this is a great community, board, and staff; this is a good opportunity for somebody to step into. The goal is to have the position posted by December 14th. VanLaanen stated that it will be whirlwind 4 months seeking a replacement but this group is capable of accomplishing this task.

L. Future Board Meetings & Topics:

- The next board meeting is scheduled for **Wednesday, January 10, 2018**, at 6:30 pm in **District Office Board Room**.

M. Adjournment: Moved by VanDeKreeke, seconded by Vyskocil to adjourn the meeting at 8:11 pm. Aye 5, Nay 0. Motion carried 5:0.

Respectfully submitted,



Paul Trondson