



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, April 23, 2012

6:30 p.m.

A. Call to order:

President Williams called the meeting to order at 6:30 pm at the district office.

B. Roll call:

Board Members Present: Williams, Laukka, VanLaanen, VanDeKreeke
Board Members Excused: Halron
Others Present: Brian Hanes, Keith Lucius, Brian Nelsen, Jill Rhude, Brad Taylor, Maria Arena, Kurt Weyers, Kris Hucek, Mark Sheedy, Dirk Ribbens, Dave Steavpack, Andrew Bake, Tom Schmitt, Kim Carlson, April Moran, Carrie Gerend, Lissa Marth, Faye Kuehl.

C. Declaration of quorum:

Quorum Present

D. Pledge of allegiance:

The pledge was recited

E. Swearing in of Board member:

Hanes administered the oath of office to Jay VanLaanen. Jay VanLaanen was re-elected to his 4th term on the school board.

F. Adoption of Agenda:

Moved by VanDeKreeke seconded by VanLaanen to adopt the agenda as presented with a change of order in topics to be discussed. Aye 4, Nay 0. Motion carried 4:0

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

The following board positions were elected:

- President: Laukka nominated Mark Williams, seconded by VanLaanen. There were no other nominations. Aye 4, Nay 0. Motion carried 4:0 to elect Mark Williams as Board President.
- Vice President: VanLaanen nominated Ginny Laukka, seconded by VanDeKreeke. There were no other nominations. Aye 4, nay 0. Motion carried 4:0 to elect Ginny Laukka as Board Vice President.
- Clerk: Laukka nominated Jay VanLaanen, seconded by VanDeKreeke. There were no other nominations. Aye 4, nay 0. Motion carried 4:0 to elect Jay VanLaanen as Board Clerk.
- Treasurer: VanLaanen nominated Brian VanDeKreeke, seconded by Laukka. There were no other nominations. Aye 4, nay 0. Motion carried 4:0 to elect Brian VanDeKreeke as Board Treasurer.
- Member At Large will be Barb Halron.

Board Appointments/responsibilities assigned as follows:

- High School graduation (VanLaanen, Laukka, Williams).
- WASB Convention (Halron, Laukka)
- CESA #7 Annual Meeting (Halron)

Moved by VanDeKreeke seconded by VanLaanen to adopt the board appointments as presented. Aye 4, Nay 0. Motion carried 4:0

H. Establish Board Meeting Time and Place

School board meetings will be held on the 4th Monday of the month at 6:30 pm in the district office. The Annual meeting will be held in conjunction with the Budget Hearing on Monday, July 23, 2012, at 6:00 pm in the district office.

- May 28, 2012, is rescheduled for May 14, 2012 (due to Memorial Day)
- December 24, 2012, is rescheduled for December 10, 2012 due to Christmas Eve
- March 25, 2013, is rescheduled for March 11, 2013 due to Spring Break.

Moved by Laukka seconded by VanLaanen to adopt the board meeting time and place as noted above. Aye 4, Nay 0. Motion carried 4:0

I. Citizens and/or delegations:

1. **Public Forum:** No issues
2. **Student Presentation – Cormier:** Kim Carlson, April Moran, Carrie Gerend and Cormier students presented the artist in residence program that recently took place at Cormier. Kim stated that the program has been running at Cormier for about 8 years. Over the 8 years, students have written 32 songs with the artists. The artists spend 2 days writing songs with students. The students practiced the songs for three weeks prior to the concert. The students presented one of their songs. Hanes stated that he spoke with the Artists at the dress rehearsal and they stated that Ashwaubenon is a very special place for them to be.
3. **Student Presentation – Destination Imagination:** Faye Kuehl, Lissa Marth and DI Students provided a DI update to the board. Lissa asked the board to consider having a DI showcase as a thank you to all the people and groups that have donated their help in sending student to Globals.

Lissa introduced the students from Team Hope. Team Hope participated in a new challenge called Project Outreach. They focused on a community need that could be driven by students. This group created a brochure that helps others to recognize the signs of suicide. They explained why this information is important to share and how it can be prevented. They sought board approval to distribute it to all staff in the district. Through is project, Team Hope earned themselves the “Torch Award”. This is the first time this award has been awarded to a Wisconsin Team.

- The board questions the content of the information. Brian Nelsen stated that the information in the brochure is similar to the information the district is required to provide to staff.
- It was felt that that it was great that the message would be coming from students. Amy Dillenberg directed the students as to what is acceptable information for the brochure.
- Laukka thanks the students on behalf of the Equity Council. The team's presentation moved the group and provided them with new direction.

J. Consent Agenda:

Moved by VanLaanen seconded by VanDeKreeke to adopt the Consent Agenda as presented. Aye 4, Nay 0. Motion carried 4:0.

The board questioned the seniority of Stephanie Geurts. It was explained that she would be brought in as a brand new employee.

1. Minutes of the regular meeting held on Monday, March 26, 2012
2. Minutes of the executive session held on Monday, March 26, 2012
3. Minutes of the executive session held on Monday, April 9, 2012
4. The schedule of checks written 3/20/12 to 4/16/12
5. Staffing:
 - a. **Resignation of Amy Christman** from her Noon Duty Supervisor position at Pioneer Elementary School effective April 10, 2012. Posting is currently underway to fill this vacancy.
 - b. **New hire of Ann Donovan** to the Noon Duty Supervisor position at Pioneer Elementary effective April 10, 2012. Ann will be compensated \$10.25/hour. This position is vacant due to the resignation of Amy Christman.
 - c. **New hire of Stephanie Geurts** to the full time Occupational Therapist position with the District effective with the 2012-2013 school year. Stephanie will be compensated \$43,904 plus any

increase due to the 2012-2013 teacher base settlement. This position was previously a contracted service we received through CESA and will now be considered a regular position employed by the District and eligible for benefits as per the teacher handbook.

- d. **Resignation of Anne Reinert** from her 1.0 FTE ELL Instructor position with the District effective at the end of the 2011-12 school year. Anne has been with the District for 12 years.
 - e. **Resignation of Rebecca Mertens** from her full-time Desktop Support Specialist position with the District effective April 23. This position will not be filled at this time.
 - f. **Resignation of James O'Keefe** from his 1.0 FTE LD position at the High School, effective at the end of the 2011-2012 school year. Jim has been with the District for 11 years.
 - g. **Voluntary Leave of Absence request of Cathy Dominguez** from her full time Grade 1 instructor position at Pioneer Elementary School. This leave would be effective for the 2012-13 school year. As per Article VI-Leaves of Absence, Section G, this is an unpaid leave of absence.
6. Financial report

K. Superintendent's Report:

- **Teacher Evaluation/Compensation Committee** – Hanes informed the board that the State is coming out with a new evaluation tool to be piloted next year and implemented the following. The committee studied Ripon School District's model. They were intrigued by many parts of this model. Hanes stated that the final evaluation tool will be required to meet the state evaluation tool standards.
- **PLTW** - Hanes congratulated the PLTW teacher for writing the proposal that earned the district a \$20,000 grant.
- **AEF** - Hanes congratulated the Foundation members on the Zumbathon. They raised \$850 for the foundation. He thanked those community members that donated their time and gifts.

L. Discussion/Presentation Items:

1. **Alumni Proposal** - Brad Taylor explained to the board the need for an alumni organization. Through an alumni organization, the district would have access to testimonials, volunteers, mentors, a wall of fame, foundation support and feedback from graduates. Our current programs/groups engage students, parents, staff, community seniors and the foundation but none focus on our alumni.

Taylor researched organizations that work with schools to seek out alumni. The programs he researched do not charge for their services. They make their money by selling their directory to alumni. The alumni organization would get a data base of the online community. He stated the timing is right for the implementation of this group. The school is due to celebrate its 50th year. This would be an ideal time to have an alumni organization.

In order for this group to be successful, it needs the school board's support and initial direction. It is being requested that a school board member be on the committee. When established, this organization would be a separate group from the district. The alumni board would own the list and determine how it would be used. It would not be subject to open records. Brad will email the board with the date of the first committee meeting.

2. **Teacher Handbook** - Hanes and Lucius presented the handbook as a first read. They expressed their appreciation to staff for the time and commitment they made to this teacher handbook. They emphasized that the handbook can be changed at any time. The board requested that section 2 – employee code of conduct be moved to number 7. The board went through the handbook and discussed areas they felt needed clarifying. After reviewing the handbook, Hanes surveyed staff for their thoughts on the overall process. They liked the fact that they could work on the handbook together with other teachers and administrators. They felt this allowed them to come to an understanding on topics. It was a collaborative effort to create this handbook.
3. **Equity Council and Challenge Day** - Andy Bake explained that the Equity Council is made up of teachers, school administration, and a school board member. The focus is on educating staff and students about safety and respect in schools. The Equity Council looks at how it can support all

learners. Bake explained some of the activities the council has sponsored for students and staff. He stated that Team Hope's DI project gave them a new vision and a reminder that we all need to be proactive.

Bake explained that the Challenge Day program the council would like to bring into the schools. The program comes to the school for 1-3 days and works with 100 students at a time. They work with students to reduce teasing, stereo-typing, social pressure, increase student self-esteem and work to make students feel that they can be a change agent in the school. The cost of the program is \$50 per students (approx. \$15,000).

- Laukka would like us to think about this program while we are in the preliminary budget stage. This is a transformational program...a turning point of understanding.
- There is a concern that we will take away from other areas. Is it additional service, a duplicate or a replacement? The program is designed specifically for upper middle school and high school. The program empowers students to act when they see it happening and not being a bystander.
- Can we start earlier than 8th grade? Bake stated that 7th grade is the earliest they are willing to start. It is felt that students need to have an emotional understanding to handle it.
- Is this something that could be funded by an AEF grant? The Foundation has a \$2,000 cap on grant requests. We would like to see it piloted before we buy into it. Sheboygan and Neenah gave it a very high endorsement and invited us to come see it.
- It was suggested trying the program, showing the community the affects and then seek funding for future use.

Board will look at it and consider it as they move forward in the budget cycle.

M. Action Items:

1. **Policy Revisions** – The board reviewed the policies as a second read. It was suggested the board choose the second option on page two of policy 5460. Moved by VanLaanen seconded by Laukka to adopt the Policy Revisions as presented. Aye 4, Nay 0. Motion carried 4:0
2. **5 Year Facilities Improvement Plan project request** - Lucius began by explaining the savings on utilities due to a mild winter. Schmitt explained the projects he would like to see moved forward as a result of the savings. The projects if approved will be complete by July 1st. Energy Education will meet with the district to review the savings. The van was pushed out to meet the budget requirements. With the saving it is being requested to move the van back to this year. The district will look for a used van with lower miles and a warranty.

Moved by VanLaanen seconded by VanDeKreeke to adopt the 5-Year Facilities Improvement plan project request as presented. Aye 4, Nay 0. Motion carried 4:0

3. **Extended contract requests for 2012-13:** Sheedy explained that extended contracts are for the minimum necessary services needed at the high school for the summer. The requests are based on the minimal number of days required to complete identified tasks. He reviewed the activities, staff and required hours needed.

Moved by VanDeKreeke seconded by VanLaanen to adopt the Extended Contract Requests as presented. Aye 4, Nay 0. Motion carried 4:0

4. **Approval of elementary minutes of instruction:** The request to change the elementary minutes of instruction is a result of the district seeking additional time for intervention and uninterrupted reading and math blocks. The change in hours will results in a cost savings of \$35,000. An additional playground supervisor will be added at Valley View and Pioneer to accommodate childcare issues in the mornings. Twenty minutes of time will be added to each day. This time will be used mainly as intervention time.

The board discussed the following:

- Will bus stop pick up times change? Yes they will change as a result of school hours changing.
- High school and Parkview buses will return to the elementary schools after drop off to transport elementary level students home.
- Why do minutes of instruction change from district to district? The state sets a minimum level of required minutes. Some districts chose to teach to the limit while others teach more. School districts may need to increase their minutes based on the new core standards being developed by the state.
- What would happen if we kept the start time the same but extended the ending time? The bussing costs would increase by \$200,000.
- The additional playground supervisor position/hours will be adjusted as we see the need.
- Board requested activities such as homework helper be offered for students being dropped off early under the care of the playground supervisor.
- How would the reading and math blocks work? Teachers in the same grade level will have the same time free, teach math at the same time and reading at the same time

Moved by Laukka seconded by VanDeKreeke to adopt the Elementary Minutes of Instruction as presented. Aye4, Nay 0. Motion carried 4:0

5. **Preliminary Staffing and Preliminary Layoffs:** Lucius stated that due to the a number of resignation and retirements, administration was able to reduce its number of preliminary layoff notices to one .24 social studies position at the high school (Cortney Biese) and one .14 physical education position at Pioneer (Andrew Wehlage). All other staff members that are currently under regular contracts will be issued similar contracts. Limited term contracts, including overloads, will not be renewed. Lucius also stated that current enrollment numbers are showing higher class sizes in a few areas that may result in additional classes at Cormier, Pioneer and/or Valley View. Final layoff notices will be required by May 15th and will be brought before the board on May 14th.

Moved by VanLaanen seconded by Laukka to adopt the Preliminary Staffing and Preliminary Layoffs as presented. Aye 4, Nay 0. Motion carried 4:0

N. Board & Superintendent Communications:

O. Future Board Meetings & Topics:

1. The board workshop regarding facility needs is scheduled for Monday, May 7, 2012, at 6:00 pm in the *High School Auditorium*.
2. The May board meeting is rescheduled for Monday, May 14, 2012, at 6:30 pm.
3. Future board meeting topics:
 - a. PEP grant update
 - b. Teacher Handbook

P. Adjournment

Moved by VanLaanen seconded by Laukka to adjourn the meeting at 10:13 pm. Aye 4, Nay 0. Motion carried 4:0.

Respectfully submitted,


Jay vanLaanen, Clerk