



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, June 20, 2011

6:30 p.m.

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A. Call to order:

President Williams called the meeting to order at 6:32 pm at the district office.

B. Roll call:

Board Members Present: Laukka, VanLaanen, Williams, VanDeKreeke, Halron
Board Members Excused: None
Others Present: David Schmidt, Keith Lucius, Brian Nelsen, Jill Rhude, Brad Taylor, Mark Sheedy, Pete Marto, Tom Schmitt, Matt Anderson, Chris Cherney, Heather White, Stacey Schabow, Deb Patterson, Wendy Hnilicka

C. Declaration of quorum:

Quorum Present

D. Pledge of allegiance:

The pledge was recited

E. Adoption of Agenda:

Moved by VanLaanen seconded by Laukka to adopt the agenda as presented. Aye 5, 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 purpose of discussing employee compensation, employment issues, employee evaluations, and employee negotiations.

G. Citizens and/or delegations:

- 1. Public Forum – Any citizen and/or delegations:
 - The Jaguar Open is Friday, June 24th. There are still openings for anyone interested.
 - There will be reception for David Schmidt after the board meeting. Williams thanked Schmidt for his years of leadership in the district and pointing them in the right direction.

H. Consent Agenda:

Moved by VanLaanen seconded by VanDeKreeke to adopt the Consent Agenda as presented. Aye 5, Nay 0. Motion carried 5:0

- 1. Minutes of the regular meeting held on Monday, May 23, 2011
- 2. Minutes of the executive session held on Monday, May 23, 2011
- 3. The schedule of checks written 05-14-11 to 06-09-11 (#81062-81898)
- 4. The schedule of manual checks written 05-14-11 to 06-09-11 (#145, #1011, #1101-1109)
- 5. The schedule of high school checks written 05-14-11 to 06-09-11 (#12948, #13011, #13013, #13032, #13033, #13037, #13040, #13042, #13072, #13089, #13103, #13116-13170)
- 6. Staffing:

- a. **Hire of Lindsey Douglas** to the .75 FTE Language Arts position at Ashwaubenon High School effective with the 2011-12 school year. Lindsey was a full time, limited term, Language Arts instructor for the 2010-2011 school year at the high school. She will be placed at 2A for 2011-12, as an initial educator, \$26,866.88. This position is available due to internal transfers related to the retirement of Thomas Neilitz.
- b. **Hire of Amber Nonn** to the .12 FTE Spanish Instructor position at Pioneer Elementary School effective with the 2011-12 school year. Amber was a .78 Spanish Instructor for the 10-11 school year at Pioneer and with this additional FTE will become a .90 FTE instructor. Amber will be placed at 2A as an initial educator, \$32,240.26. This is a new FTE.
- c. **Hire of Rebecca Thieme-Baeseman** to the .24 FTE GLOBE position at Valley View Elementary School effective with the 2011-2012 school year. Rebecca was a .76 FTE German instructor at Pioneer and the high school for the 2010-11 school year. She was issued a layoff and was recalled to the .76 GLOBE vacancy created by internal transfers due to the retirement of Sharon Brecklin. With this additional FTE, she will be full time and placed at 2A as an initial educator, \$35,822.51. Retirement of Sharon Brecklin, followed by internal transfers.
- d. **Hire of Chad Van Laanen** to the .50 FTE At-Risk Instructor position at the high school, effective with the 2011-2012 school year. Chad is currently a .50 FTE At-Risk Instructor, and therefore this hire will bring him to full time status at the high school. Chad will be placed at Step 2A as an initial educator, \$35,822.51. New FTE.
- e. **Hire of Jill Chepy-Gonzalez** to the Spanish, .08 FTE Instructor position at Parkview Middle School effective with the 2011-2012 school year. This position has been created due to an increase in enrollment in Spanish. It is new FTE.
- f. **Hire of Andrew Wehlage** to the .50 FTE PEP Grant Director, Limited Term effective with the 2011-2012 school year. This position is grant funded.
- g. **New hire of Dawn Robinson** to the .50 FTE FACE Instructor position at Ashwaubenon High School effective with the 2011-12 school year. Dawn will be placed at 1A as an initial educator. 11-12 salary = \$17,418.25. This vacancy is due to the 1.0 FTE retirement of Kathy Donarski. Due to enrollment, we will only be replacing .50 of the vacancy.
- h. **New hire of Ashley Anvelink** to the 1.0 FTE Grade 4 Instructor position at Valley View Elementary School effective with the 2011-2012 school year. Ashley will be placed at 1A as an initial educator. The 11-12 salary will be \$34,836.50. This position is vacant due to the transfer of Jamie Averbek.
- i. **New hire of Rochelle Wendricks** to the EBD/LD 1.0 FTE Instructor position at Ashwaubenon High School effective with the 2011-2012 school year. Rochelle will be placed at 1A as an initial educator. Her 2011-12 salary will be \$34,836.50. This position is vacant due to the retirement of Susan McPhail.
- j. **New hire of Amber Siverling** to the 1.0 FTE Speech & Language position at Valley View Elementary School effective with the 2011-2012 school year. Amber will be placed at 1F as an initial educator. Her salary will be \$43,385.31 for the 2011-2012 school year. This position is available due to the retirement of Kathy De Broux.
- k. **New hire of Jesse Lindauer** to the 1.0 FTE Marketing/Business Instructor position at Ashwaubenon High School effective with the 2011-2012 school year. Jesse will be placed at 2F as an initial educator. His salary for the 2011-12 school year will be \$44,371.33. This position is vacant due to the retirement of Marlene Kane.
- l. **New hire of Icelica De La Torre** to the 1.0 FTE EBD/LD Instructor Position at Ashwaubenon High School effective with the 2011-12 school year. Icelica will be placed at 5B. Her 2011-12 salary will be \$42,621.39. This position is vacant due to the retirement of George Pronold.
- m. **Retirement request of Nancy Braun** from her full time Food Service Cook position at Parkview Middle School per Article XXIV of the AESP Contract. This retirement is effective at the end of the 2010-11 school year. Nancy has been employed by the District for 23 years.

- n. **Resignation request of Melisa Ellingson** from her full time Grade 4 Instructor position at Valley View Elementary School effective at the end of the 2010-2011 school year. Per Article XXVII-Resignation Notice of the AEA Master Agreement, a \$200 resignation fee is imposed and this resignation is contingent upon collection of that fee.
- o. **Resignation request of Bonnie Gezella** from her Noon Duty Supervisor position at Pioneer Elementary School effective at the end of the 2010-2011 school year.
- p. **Resignation request of Darla Schmitz** from her Noon Duty Supervisor position at Pioneer Elementary School effective at the end of the 2010-2011 school year.
- q. **Resignation request of Danielle Le Sage** from her .29 FTE Food Service Assistant & Cashier position at the high school effective at the end of the 2010-2011 school year.
- r. **Resignation request of Michael Raether** from his full time Social Studies Instructor position at the High School, effective at the end of the 2010-2011 school year. Per Article XXVII – Resignation Notice of the AEA Master Agreement, a \$200 resignation fee is imposed and this resignation is contingent upon collection of that fee.

There may be additional appointments for the Board to consider. All staff appointments are subject to the successful completion of background checks as required by the District.

I. Superintendent's Report:

- Schmidt stated that the district is getting closer to being fully staffed. Vacant positions were reviewed. It was suggested starting the hiring process in March next year.
- Teachers are participating in summer course work (i.e. data treat, units of study, writing in residence, 6-8 science curriculum, 9-12 ELA curriculum, and summer academy).
- Schmidt thanked teachers and support staff for their work in the classrooms; principals, assistant principals, Matt Anderson, exempt staff, and directors who have been his life blood to programming; and the board of education for working with directors and teachers and speaking their mind in a professional way. During his time in Ashwaubenon, he stated the district has made good progress in programming in schools for students. He ended by stating he can walk away very proud to serve here and the friendships that he has made.

J. Discussion/Presentation Items:

1. **Literacy Coaching:** Literacy Support Coaches presented to the board what their role is in the district. They currently are working in K-8th grade and expanding to the high school next year. Their work is based on the need of the individual teacher and student. These specialists co-teach, model, analyze data of literacy assessments, work one on one with teachers and students, and perform staff development. They introduce new ideas, help build confidence and provide support to staff, and introduced reading and writing in classes. Parents have been very supportive of their role in the classrooms. Families with children needing support appreciate the extra their child gets from the classroom group environment and the one on one help.

The district's achievement data is showing a climb when in the past it was flat. We need to be very proud of this. The district will see more benefit as we continue to put time into this program. Rhude recognized the group for the work they have accomplished. She stated this group has a great strength in literacy and has developed into a very powerful teaching group.

2. **Policies – First Reading:** Schmidt introduced the updated policies for first read. He stated that a majority of the revisions are a result of state law changes.
 - Policy 1213 - New policy for administration that replicates current support and professional staff policies 3213 and 4213. The biggest change to this policy is it discourages staff from using social media to interact with students.
 - Policy 4160 – Asked for confirmation that support staff are TB tested upon being hired.
 - Policy 5112 – Asked for verification of age requirements for 4 and 5 year old kindergarten. Section A needs to be reviewed for accuracy.

Policy 3213 –It was felt the process to follow under G (transporting in private vehicle) was not clear. Schmidt stated the process would be outlined in the guidelines. It was requested to confirm the process is in a guideline.

Policy 4213 –A and B on page 1 are worded differently. One section states “shall immediately report” and the other states “shall report immediately”. One set of wording is being recommended.

Policy 5111.01 - (8450) – How do children who are homeless enter without the proper health screening (immunization records)? Lucius stated that these children would have rights under the McKinney-Vento Act.

K. Action Items:

1. **Policy, Fund Balance – First & Second Reading:** Lucius explained that the Government Accounting Standards Board (GASB) developed a new directive that the school district is mandated to follow. This directive will change how fund balances are reported out. A Fund Balance Policy needed to be created and in place by the end of the fiscal year. Lucius stated his concern about this new reporting format is that it can be misunderstood by the general public as being extra money. He stated that the district needs to be run like a business and have proper reserves in place. Lucius presented the Fund Balance Policy for read and approval. Lucius reviewed the categories listed in the policy for reporting the fund balances. He stated that the yearend statement will not be reported in this format. The board recommended the removal of the words “an unassigned” from the category “Unassigned”, paragraph two, sentence two.

Moved by VanLaanen seconded by VanDeKreeke to waive the second reading and adopt the Fund Balance Policy with recommended wording changes as presented. Aye 5, Nay 0. Motion carried 5:0

2. **Preliminary 2011-12 Budget:** Lucius presented the preliminary budget for approval. This preliminary budget will allow the district to continue to run and will be presented at Annual Meeting in July. Lucius discussed the following highlights of the budget:

- 2011-12 General fund - \$30,053,677 (down by \$1,407.011 from 2010-11 budget).
- Reduction of 5.65 FTE of regular staffing and 1.8 FTE of special education staffing.
- Staff contribution to WRS of 50% and Health Insurance of 12.5%.
- Eliminating employee double coverage of health and dental insurance.
- Restructuring of district office custodial position.
- Use of Title Grant money to pay for part of Literacy Coach FTE.

Does the district have a contingency plan if the board is not comfortable with a tax increase? Lucius stated the following could change without affecting classrooms: no new hiring, reduction in staff, elimination of community service fund, implementation of fees, reducing maintenance projects.

Moved by Laukka seconded by Halron to adopt the Preliminary 2011-12 Budget of \$30,053,677 as presented. Aye 5, Nay 0. Motion carried 5:0

3. **Valley View Sign:** Tom Schmitt stated that five proposals were received on the RFP for the Valley View sign. The lowest bid came from United Sign of DePere with a bid of \$17,235. This bid met the criteria of the RFP. The funding will be split between Fund 10 – Operations Services and funds raised by Valley View parents and student. Schmitt recommended the board award the Valley View sign project to United Sign.

The following concerns were discussed:

- Accessibility to wiring in sign

- Stability of foundation – brick vs. faux brick
- Software and resolution for message center
- Graphics should match other signs in district

Schmitt stated that he will check on the enclosure around the sign to ensure safety. He explained that the faux front vs. brick foundation and the safety of both. The message center is wireless. The message board has a 19 mm resolution and will use Watchfire software. The logo and wording on the sign is vinyl and can be changed easily. He stated that the graphics presented can be adjusted to reflect the other school signs. The board asked Schmitt if he is confident with the overall quality and safety of the sign being recommended for approval. He stated he was very comfortable with the quality of construction being represented in the RFP.

Moved by Laukka seconded by VanLaanen to award the Valley View Sign bid of \$17,235 to United Sign of DePere with the contingency added that the sides are enclosed and the graphics are adjusted to reflect the look of the other schools. Aye 4, Nay 0, Abstain 1 (Halron). Motion carried 4:0:1

4. **High School Roof Bid:** Tom Schmitt stated that SEG created a design and roof spec the #2 section of the high school roof. The project was formally bid with 3 bids received. The low bidder was Northern Metal and Roofing. Schmitt recommended that the board award the contract for roof section #2 at the high school to Northern Metal and Roofing.

Moved by VanLaanen seconded by VanDeKreeke to award the High School Roof Bid contract to Northern Metal and Roofing as presented. Aye 5, Nay 0. Motion carried 5:0

L. Board & Superintendent Communications:

- Schmidt circulated thank you notes from staff members and a letter of appreciation from Jay Olenki.
- Williams stated that State Representative Chad Weininger has offered to meet with the school board at their convenience.

M. Future Board Meetings & Topics:

- The next regularly scheduled Board meeting is Monday, July 11, 2011, at 6:30 pm.
- The annual meeting and budget hearing are scheduled for Monday, July 25, 2011, at 6:00 pm.

N. Adjournment to executive session:

Moved by VanLaanen seconded by VanDeKreeke to adjourn the meeting at 8:21 pm to the executive session. Aye 5, Nay 0. Motion carried 5:0.

O. 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 discussing employee compensation, employment issues, employee evaluations, and employee negotiations

P. Return to open session:

Q. Action Item:

1. Support Employee Salary Negotiations and Handbook

No action taken

2. Exempt Employee Salary Negotiations and Handbook

Approved a 1.2% salary increase and exempt staff handbook. Moved by VanLaanen seconded by VanDeKreeke to adopt the Exempt Staff Salary and Handbook as presented. Aye 5, Nay 0. Motion carried 5:0

3. Administrator Salary Negotiations and Handbook

Approved a 1.2% salary increase and administrator staff handbook. Moved by VanLaanen seconded by VanDeKreeke to adopt the Administrator Staff Salary and Handbook as presented. Aye 5, Nay 0. Motion carried 5:0

R. Adjournment:

Moved by VandeKreeke seconded by Halron to adjourn the meeting at 9:20 pm. Aye 5, Nay 0. Motion carried 5:0.

Respectfully submitted,



Jay VanLaanen, Clerk