

WASHINGTON ISLAND BOARD OF EDUCATION SPECIAL MEETING

March 25, 2010 • 6:30 pm • Administrator's Office

- 1. CALL TO ORDER:** The Washington Island School District Board of Education convened on Thursday, March 25 at 6:32 pm in the Administrator's office. Present were Robert Cornell, Amy Jorgenson, Lisa Munao, Pat Schutz and Administrator, Susan Churchill-Chastan, Ed.D. Absent was Joan Kuhn. A motion was made by Pat Schutz and seconded by Lisa Munao to move to executive session pursuant to Section 19.85(1) of the Wisconsin State Statutes - Collective bargaining matters; pursuant to Section 19.85(1)(c) of the Wisconsin State Statutes - Personnel matters; and pursuant to Section 19.85(1)(f) - Consideration of student issues. All were in favor and the motion passed.
 - 2. ADJOURNMENT OF SPECIAL MEETING:** At 7:38 pm, Amy Jorgenson moved that the board move from executive session to open session. This was seconded by Lisa Munao. All were in favor and the motion passed.
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WASHINGTON ISLAND BOARD OF EDUCATION REGULAR MONTHLY MEETING

March 25, 2010 • 7:30 pm • School Commons

The Board of Education of the Washington Island Schools held its regularly scheduled monthly meeting on Thursday, March 25, 2010 at 7:30pm in the School Commons.

- 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE:** The meeting was called to order by President Robert Cornell at 7:40 pm. He then invited everyone to stand for the Pledge of Allegiance. School board members present were: Robert Cornell, Amy Jorgenson, Pat Schutz, Lisa Munao, and Administrator Susan Churchill-Chastan, Ed.D. Absent: Joan Kuhn.
- 2. APPROVAL OF THE AGENDA:** Robert asked for the approval of the agenda as posted, Pat Schutz made the motion and the second was made by Lisa Munao. All in favor, motion passed.
- 3. APPROVAL OF THE MINUTES 2/25, 2/27 & 3/9/2010:** Robert asked for the approval of the minutes from all three meetings. Lisa Munao made the motion and the second was made by Pat Schutz. All in favor, motion passed.
- 4. COMMUNICATIONS:** There were no communications this month.
- 5. TREASURER'S REPORT:** Lisa highlighted some of the non recurring bills. She mentioned fees for the planned testing of the 10th graders. The teachers conference charges along with mileage was on this months bills, bus repairs, office scanner warranty, fuel oil. Jerry Maiers has been in a lot working with Susan's computer, the Washington Alliance in Schools (lobbying group we support) fees, consulting services and a large bill for the school administration software.
- 6. STUDENT COUNCIL REPORT:** Reported by Robin and Chris Swanson. April 7-21 they will have a Kringle Sale selling them door to door. During the Open House 3-22-10, Freshman & Sophomores simulated a wax museum which was very successful. The Chicago Madison Trip fundraisers included the Bunco and Chilli Party which made approximately \$600. They are planning a rummage sale for April 17. Samantha George visited the school and played the violin on March 18th. The 8th & 9th graders went to career day at NWTC in Sturgeon Bay. The Ski trip was successful with only minor injuries.

7. WASHINGTON DC TRIP UPDATE: Marlene Johnson and Michelle Jordan presented information to the Board. Marlene reported they will be returning from DC on Monday the 14th. They picked names out of hat for the additional chaperone, and it will be Celia Hansen. They were able to get great prices on flights, \$160 a flight. Their car wash was cancelled due to bad weather. Celia is working on the Egglympics which is being planned for Saturday after the Egg Hunt as a fundraiser there will be games for all ages. Michelle said they have planned for more car washes, May 1st and May 15th. Hot lunches are still being served on Wednesdays. They have over \$4,200 saved (flights are already paid for). They already have \$1000 over what they think they need. Robert mentioned that parents in the past gave \$60 in case of emergency. This has been returned when not used. Michelle thinks they are in good shape. Discussed that Egglympics will be great service for community and visitors of all ages.

8. SCHOOL CALENDAR FOR 2010-11: Robert mentioned there has been some confusion, the Board received two different calendars. One was sent by email earlier in the month and a different calendar was sent with our packet of information for this month's meeting. The calendar that includes the 20th and 21st of December is the calendar being presented. Jim stated that it is the same calendar as the one presented last month. Lisa asked why in August the days for inservice are not consecutive. Barb O'Connell said she had a wedding. Susan mentioned there is an inservice day on the 31st for CESA 7 to come up to review data retreat.

Amy mentioned she had gathered calendars from other schools, but unfortunately had compared them to the "wrong" calendar. Looking at the new calendar, she said it seems like a similar amount of days off compared to the other schools. Our Christmas break is a little longer, but the other schools have more conference time off. Louie Munao said he was prepared for the new calendar (wrong calendar) but he did mention we are back to 9 half days, he thinks we are scheduling more for vacation instead of education. He also mentioned not agreeing with a half day before Easter weekend and a half day after. He doesn't think this is good. Also it was nice having a later spring break to correlate with the increased boat crossings. He said that Sevastopol's end of the 3rd quarter is the beginning of their spring break. Pat felt we have done well in the years past with making boat reservations. She thinks it is too long to wait for spring break. She said we are about education but also about families.

Jim talked about the half day after Easter, he thought it worked well because of students and teachers having family off Island. Amy does not like that we have so many half days she mentioned we have more than any other school. Pat and Marlene like having the inservice days. Amy also mentioned we end our calendar on the 2nd of June. The other schools end the 8th and 9th of June. Susan said because we don't have the days in October. Amy said she added up the days off on our calendar and the other schools and they are all comparable. Pat said we have over the amount of minutes we need. Lisa also mentioned she wants spring break at the end of a quarter. Ann Rose likes an earlier spring break so they can ski. Lisa restated that we are about the students education first not vacations.

Louie mentioned the snack break and partial days is cutting the children's education. He thinks we must have minimum school time since we are getting out of school early. Dr. Chastan said we meet the required amount of days and minutes. Louie said that includes snack break and what about the time some students miss for extra curricular activity that DPI said should not be counted towards education time. Louie would like to see a committee formed to look into this and be studied.

Barb said she asked the high schoolers if they liked the snack break. She said they said yes. Robert reminded the audience this is not part of the calendar. Amy thinks we have less educational time than other schools. Marlene wants to know about their collaboration time. She thinks they have 15 minutes twice a day to collaborate. Amy said she would contact someone from Southern Door to investigate this. Jim said he puts the calendar together and is the same basic setup as the 93-94 calendar. The school did get out on the 9th then but he and the teachers worked hard to make up the time throughout the school year so that the children could get out the week before.

Pat mentioned it is an action item and the snack break should be a separate item and put on April's agenda. Dr. Chastan mentioned that the half days give teachers a chance to share ideas and valuable information. Amy would rather have a full day of inservice vs a half day. She doesn't like that they call

a half day a whole day of instruction. Dr. Chastan said that may conflict with instructional days in the teachers contract. Robert wants the information on the number of days and minutes. Dr. Chastan said that was given to him. She said we have 180 days and Jim said we have almost 3 extra days of minutes. Dr. Chastan said snow days have been accounted for in this schedule.

9. APPROVAL OF STAFF LIST FOR 2010-11: Robert mentioned this does not preclude the potential for layoff, it is just the staff list. Dr. Chastan read the list of teachers aloud. William Clayton, Margaret Foss, Becky Gillespie, Thomas Hokkanen, Dani Kickbush, Marlene Johnson, Melissa Livingston, Leila Nehlsen, Barbara O'Connell, James Rose, Darice Taylor, and Steven Waldron.

10. HEATH ADVISORY COMMITTEE: Steve Waldron gave his presentation last month. He mentioned that Amy volunteered to be on this committee and will help him form the committee. He said he would contact Amy in the next few weeks to start the process.

11. FIVE YEAR PLAN DISCUSSION:

SURVEYS:

Surveys for graduating students and the parent survey have been sent out. 12 parent surveys and 9 graduate surveys have been returned according to Lisa. Robert mentioned we are not ready to go over results. There was not a deadline date put on survey. Lisa said she would put up reminders. Robert asked where we were with the teachers survey. Michelle Jordan said they are done and she wants to get them out before spring break. Her personal goal would be to present the results to the Board at the May meeting. It was agreed that all employees should be included. There would be 12 teachers, Dr. Chastan, 4 teacher aides, 3 contracted people, (school psychologist and occupational therapist and the Speech and Language Pathologist). Dr. Chastan said she will put them in the teachers boxes and will give it to the occupational therapist. Speech therapist will be here after Easter. Michelle felt we should send the ones that will not be here right away. Dr. Chastan said she will put a box up at school for completed surveys. Marlene asked if we were going to call everyone like they did for the ones that were sent to the people that left the school system. Michelle said we only called because we are trying to find out why they left. Jim felt that we should treat them all the same to have an accurate survey. Andy Munao Jr. said we have a diminishing enrollment and that is why we did it this way. Pat thinks as long as we put up signs and put in paper to remind people to fill out their surveys that will be good enough.

GOALS: TEACHER EDUCATION AND DEVELOPMENT:

Goal 1. Lisa read aloud. She said she feels we are already doing this. All wish Joan was here to help with input. Pat mentioned that the goal would be to have a certain amount of continuing education every year, also to have them on the Island. The School Board should have a report of what was learned. Dr. Chastan said last year teachers visited other schools, this year we had some up on the Island. We don't have a description of how long. This year we have had them almost every month.

Goal 2. Lisa read aloud. Again, feels we are already implementing. We have already completed the teacher dress code policy. Teacher evaluation, Dr. Chastan said they are self evaluating all the time. Dr. Chastan said she has worked where a class would be video taped and then discussed. She thought this was a good thing. Dr. Chastan thought forms could be developed that she could fill out about the teachers and then have them fill it out about themselves and then have a review. Lisa talked about student awards, that we do it already. Do they mean a formalized award? Pat mentioned about awards to teachers. Dr. Chastan said she will look into that.

COMPUTER /TECHNOLOGY

Goal 1. Lisa read aloud. Agreed that having a Computer/Technology teacher would be a wonderful thing to have. She mentioned that there is a goal date of June 2013 to do so.

Goal 2. Pat read aloud. If part of the referendum passes we will be well on our way to improve our computer lab.

Goal 3: Pat read aloud. Again this will tie into how the referendum turns out.

Goal 4: Lisa read aloud. Lisa said that the goal wanted to have the student have their own email accounts.

ADMINISTRATOR/PRINCIPAL RESPONSIBILITIES

Goal 1. Lisa read aloud. Lisa mentioned that we discussed having one main committee vs several committees to work on curriculum. Pat continued to read the objectives. Many of these have goal dates of 2011. This will be a fluid document, it will change as time goes as Lisa stated.

Lisa read the next headings that the Board should look over and discuss at the next regular board meeting: Open Enrollment/ Home Study, Student Involvement in Education, Distance Learning Room and Combining the WI Preschool (WIP) and the Washington Island School (WIS).

12. DISCUSSION OF PUBLISHING SALARY AND BENEFIT INFORMATION:

Robert said we have been asked to publish the salary and benefit information for the school. He said he has been told the way we do it is hard to understand. Robert said he has been reluctant to publish this but has been asked so often that we need to do this, whether by a boxholder or put in the paper. Pat asked if it is public information, Robert said yes. Lisa said some people may be hesitant to come to the school to ask for this information. Marlene felt this should not be published. Ann Rose agreed and felt we were targeting the teachers. Robert said he has been asked for years to have this published in a more clear way. He said we have always been reluctant to do so, but feel we are obligated to do this.

Lori Goodwin, representing the Observer, said that they have debated with her staff as to if this information should be printed in the Observer. They know they will have a lot of repercussion. She said they contacted other papers and that normally it is printed as percentages, not by name. She said they received the information from the school, but are not planning to print by name. Amy said it seems at the annual meeting is when we get the most requests, maybe we could include the information in that packet. Dr. Chastan explained how the current report is done and why it is confusing to others. K-8 is lumped together and in high school it is broken down by subject not by teacher. Steve Waldron said the DPI website does a good job for people to access information and is also good for comparison. Amy asked if this is the right time to publish this, with trying to get a referendum passed. Robert again stated we have been requested to do so. Barb asked if we could publish the information from the DPI website along with the salary and benefit information to give the public the full picture. Dr. Chastan said people do come in time to time and ask about the salaries and benefits. She said she has always made it available. Robert asked if it would be acceptable to publish a notice that the information is available in the office as well as the DPI website. Dr. Chastan mentioned that the DPI website is about a year behind but still helpful.

13. DISCUSSION OF POSSIBLE LAYOFFS IN THE EVENT OF A FAILED REFERENDUM:

Dr. Chastan asked the audience to please support the referendum as she herself is in full support. She then read the list aloud of possible cuts that could happen if question one of the referendum fails. Wages and benefits make up approximately 85% of our school budget, so that a large part of what will be effected if the referendum fails. The reductions would be in athletics, extra curricular activities, and that would reflect on some of the college reimbursements that would bring that total to \$17,119.00. Reduction in administration travel, \$500, reduction in building maintenance of \$7,500, reduction in text book money of \$621, reduction of 2 part-time teacher and teacher aid of \$7,670. A reduction of a .5 Title One position for \$41,478, a reduction of a 5th and 6th grade teacher for \$79,897, reduction of 3rd and 4th grade teacher for \$58,761, a reduction of foreign language for \$53,275, and a reduction of tech education for \$79,897. This exceeds the referendum amount to help pay for distance learning, unemployment and to help make up the difference in Federal grants (which we don't know how much that would be). Dr. Chastan stated the classrooms would look like this: Kindergarten, 1st and 2nd grade in one classroom, 3rd, 4th and 5th grades in one classroom, and 6th, 7th and 8th grade in one

classroom. We would have a half time guidance counselor, we would have English and history, science and math, art and physical education and special education. We would have special education aids and one FTE special education aid. We currently have a special education aid that would be reduced. We have a teacher aid that is paid by grants that would remain. Robert mentioned that this list was put together by Dr. Chastan as possible consequences to the referendum not passing. This list was presented to the Board this evening and is not set in stone.

14. DISTRICT ADMINISTRATORS REPORT:

SMARTBOARD PRESENTATION - Dr. Chastan reported that the 3rd and 4th grade classroom put on demonstration to show the new technology (new to our school) that will help enhance learning. The children put on demonstrations for the viewers. Dr. Chastan invited anyone who was not able to attend to come in at any time.

COMMUNITY REFERENDUM MEETING WITH GARY BIES - Modest turnout, great questions and discussions went on at that meeting.

OPEN HOUSE - The 9th and 10th graders simulated a wax museum. They were wearing special buttons that when pushed they would talk and tell you about the person they represented. Great job by all the children.

TECHNOLOGY INVENTORY - You have all received a document showing the technology inventory. This list will be updated as needed.

MAP TESTING IN APRIL - this will be the second test this year and the reports will distributed as soon as they are available.

SPRING BREAK - Saturday, March 27th, and resumes at 12:45pm on Easter Monday.

15. COMMITTEE REPORTS:

REFERENDUM:

Robert asked Dr. Chastan if she would like to talk about the happenings of the Referendum Committee. Susan said that Marcia Carr and Joel Gunnlaugsson did a wonderful job with the presentation of the information for the Community Meeting. She went on to explain the non recurring referendum question, that it is for one year only. She also explained that the total of the referendum money asked for is a combination of the money requested last year along with the stimulus money we received last year but will not receive this year. Our base amount is \$881,182 and is less than it was this year. By putting back the \$255,000 and add the stimulus money it results in a decrease in the taxes of \$4 per \$100,000 so it does not add an increase. If your property values have not changed, your taxes will drop a small amount.

Dr. Chastan went on to explain again how the \$20,000 towards technology can only be used for technology. If both referendum questions pass, then the difference to your tax bill would be \$7. This is not a huge amount of money. People want to know not only about the money, but what are we doing different? Dr. Chastan talked about the positive changes: The MAP testing, Response to Intervention (or Instruction) RTI, and Differentiated Instruction. Soon our website will have all the current student policies. The Smartboard is new technology to our school and the expanded use of the ITV has been exciting.

POLICY:

STUDENT ELECTRONIC DEVICE POLICY - This is a revision to the policy that was approved earlier this year. Lisa said the committee added the use of ipod and mp3 players before and after school. A letter was written to the Board from Student Council requesting this use and also the use of the music players during lunch and snack break. The Board was only in favor of letting the students use the devices before and after school and also on the bus and during yearbook. This will be ok for K-8

and high school. Barb asked if it was ok to use cameras also, since she needs the students to bring them for yearbook. Lisa mentioned it is under the authorization of the administrator.

STUDENTS RECORDS POLICY

This is the second reading for the student records policy. Lisa said she went through the DPI website and added the information they had concerning student records. For the next revision we need to add an annual notice so parents know this information. Also an amendment if there is something in the students file, the parents have the ability to amend it.

16. OPEN DISCUSSION:

Andy Munao Jr. asked why do you have to list the staff for 2010. Robert and Dr. Chastan responded that it is per state statutes. He also asked Lisa, about the treasurers report that mentioned it took approx. 23 hours of our computer technician's time to fix Dr. Chastan's computer. Dr. Chastan informed him that her anti virus expired. She didn't realize she had a virus. The anti virus program destroyed her directory in her computer. All had to be backed up and reloaded. Andy asked what does it cost per hour for Jerry to work on the computers and he was told \$30 per hour. Louie mentioned to Dr. Chasten to have her internet computer and data computer so that the data wouldn't be compromised. Susan mentioned that work she has to do for the Federal government needs to be done over the internet, but point taken.

Louie asked if the Board was going to put something out informing the public about the scenario discussed if the referendum does not pass. Robert mentioned that when we talk about layoffs, it comes across as a threat. Lisa mentioned that our minutes will show this list. Pat mentioned that the minutes will not make this paper. Pat said she could call Lori and mention she might want to publish this. Louie asked about negotiations. Robert said this is not including any money for raises. He said it would take some massaging to work through the additional costs that may occur.

Betty Shellswick said she is very concerned about the cuts to the K-8 when this is key years for the development of the children. She would hate to see any cuts to that age. She stated that the high school kids could do ITV classes where the young children can't.

Jim Rose commented about negotiations said it won't be much of a difference to impact the layouts you are talking about. Louie said we are about 2 weeks from the referendum and if it passes, the teachers may think now we can go to battle. Louie would like to have the school make a policy that starts the negotiations and policy much sooner so something like this doesn't happen again. Barb mentioned that the referendum is with no increases.

17. ACTION ITEMS:

- a. **Approval of payment of the bills:** Pat Schutz moved to approve the payables for March, 2010 in the amount of \$86,381.28. This was seconded by Lisa Munao. All were in favor and the motion passed.
- b. **Approval of Student Electronic Devices Policy As Revised:** Amy Jorgenson moved that the Student Electronic Devices Policy be accepted as presented. Pat Schutz seconded this motion. All were in favor and the motion passed.
- c. **Approval of Student Records Policy:** Robert tabled the Student Records Policy to next month for additional changes to be made.
- d. **Approval of School Calendar:** Pat Schutz moved to approve the School Calendar as presented. This was seconded by Amy Jorgenson. Pat, yes. Amy, no. Lisa, no. Motion failed. Will be brought back at the next meeting. Amy said her decision was based on the mistake with given the wrong calendar. Pat wants more direction. Amy said she is still not happy with all the half days that are on the calendar. She wants to do more research with other schools. Barb wants her to get the minute total from another school.

- e. **Approval of Staff List:** Pat Schutz moved to approve the Staff List as presented by Dr. Chastan. Lisa Munao seconded this motion. All were in favor and the motion passed.
- f. **Approval of Publishing Salary and Benefit Information:** No motion necessary, all agreed to have the information available in the school office and to publish that it is available there along with the DPI website. Robert said a boxholder needs to be sent out right away. Pat said this boxholder could also remind people to turn in the surveys.
- g. **Health Advisory Committee:** No action necessary. Amy had already volunteered to be on the committee and Steve said they will get together to take the next step.

17. FUTURE MEETINGS

April 22, 2010 – Regular Board meeting, 7:30 pm in the School Commons

18. ADJOURNMENT:

Pat Schutz moved to adjourn this was seconded by Lisa Munao. All were in favor and the motion carried. The meeting adjourned at 9:40pm

Respectively submitted,

Amy Jorgenson

Vice President, Board of Education
Washington Island School District