

**DeForest Area School District
Board of Education Meeting Minutes,
Monday, February 27, 2012 – 6:00 pm.**

1. Convene

President Jan Berg called the February 27, 2012 meeting of the DeForest Area School District's Board of Education to order at 6:07 pm.

Board members present: Jan Berg, Mike Hirsch, Steve Tenpas, Dave Miller, Kate Lund, Marty Palus, Sue Paulson and Dan Choi. Absent was Trisha Rodekamp. Present were administrators Jon Bales, Vickie Adkins and Sue Wilson. Also present was Rick Hill, district instructor and DAEA representative.

Jon Bales verified that the meeting was properly noticed.

The Pledge of Allegiance was recited.

Announcement: The Board of Education will convene into Closed Session following the regular board meeting for the purpose of deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, in accordance with WI Statute 19.85(1) (e) {Receive advice of counsel on negotiating with health insurance providers}

On a motion by Paulson, seconded by Palus, and passed unanimously by voice vote, the agenda was approved.

Steve Tenpas recited the DeForest Area School District's Mission and Vision Statements.

2. Appearances Before the Board of Education

Public Input: None.

Student Representatives: Student Representative Rileigh Hawk was absent.

3. Board Business

A. Ends Discussion

- 1.) Student Video Presentation – Jessie Brandmeier to showcase award winning video (EL 2: Communication and Support to the Board)

Discussion: Christine Buchanan, Technology Integrator and Kate Boyce, GSA Coordinator introduced 11th grade student, Jessie Brandmeier. Jessie won 3rd place in the high school individual category of the WASB video contest. The video was presented to the public at the State Education Convention in Milwaukee in January. Bringing together other high school students, she created a video called "Say Something," an anti-bullying campaign public service announcement. Jessie was presented with a certificate of appreciation for her hard work and dedication in compiling such an inspiring video.

- 2.) Google email conversion discussion – Kim Bannigan (EL 2: Communication and Support to the Board)

Discussion: Kim Bannigan, Coordinator of Learning Information Systems explained the District's network switch and the move to GoogleApps. Although anyone can use GoogleApps, educational institutions have access to a host of tools to manage and protect accounts. For example, the privacy policy for educational institutions is different than the agreements for individual users of Gmail or GoogleApps. The district retains ownership of all documents and data.

Board members were given an opportunity to ask questions regarding the conversion from Novell email to Gmail. Of particular benefit to board members is that Gmail routes through our archiving system for long term storage of documents.

3.) Overview of change process in transition from a Collective Bargaining Agreement to an Employee Handbook (EL 2: Communication and Support to the Board; EL 3: Treatment of Staff)

Discussion: Director of Human Resources, Vickie Adkins explained the status of the process the District is using to facilitate the change from the traditional Collective Bargaining Agreement (CBA) to an Employee Handbook. Members of the Leading Change Leadership Team have developed a project charter for use in developing the handbook. Specifically, the objectives include establishing two-way communication around topics, such as employee working conditions; establish processes to introduce/implement changes and decisions going forward; reinforce established cultural elements within the district and to provide transparency about the process. Additionally, Adkins shared the Guiding Principles that have been established for handbook development for employees and a projected timeline for completion. The goal is to have a completed handbook available to staff by May 15.

Superintendent Bales and Adkins have been meeting with employee groups in various buildings and departments throughout the district in order to communicate to staff and provide reassurance that most current practices will not change. These meetings also provide an opportunity for staff to provide feedback, ask questions and share concerns. So far there have been eight staff meetings with more planned in the next few weeks. Adkins explained some of the more common questions that had been asked. Those questions and answers will be made available to all staff in an upcoming staff newsletter.

4.) Discussion regarding use of Board self-monitoring data (GP 3: Approach to Governance)

Discussion: The Board discussed the Board Meeting Evaluation summary report included in their packet which was completed after the last meeting. They discussed monitoring the data over time to insure that meetings continue to be effective and that the Board is making progress towards their goals. More discussion will be considered after the tool has been used for a longer period of time.

5.) Review and discussion of Governance Policy 10.0 – Role of Board Action Teams & Committees (GP 1: Role of the Board – Policy Review)

Discussion: Dave Miller reviewed GP 10.0 – Role of Board Action Teams & Committees. He made some clarifications and added an additional item that reads “*Will have no more than four board members who shall be appointed by the president*”. Formatting changes will also be made. The revised policy will be formally considered at a future meeting.

6.) Review and discussion of Executive Limitation 8.0 – Budgeting (GP 1: Role of the Board – Policy Review)

Discussion: Sue Paulson reviewed EL 8.0 – Budgeting. She noted that in speaking with the Director of Business & Auxiliary Services, Diane Pertzborn while reviewing the policy, Pertzborn offered some potential revisions to 8.9 – Notification of Deviation in Budget Allocation. After consultation with Pertzborn, the policy will be brought back for review at a future meeting.

7.) Review and discussion of Executive Limitation 10.0 – Facilities (GP 1: Role of the Board – Policy Review)

Discussion: Marty Palus reviewed EL 10.0 – Facilities and found no need for changes beyond simple format changes. Administrative Regulations pertaining to this policy will be reviewed at a future meeting. After discussion, no other revisions were suggested. The policy will be formally considered at a future meeting.

B. Consideration for Board of Education Action

1.) Approval of reviewed and revised Executive Limitation 9.0 – Asset Protection (GP 1: Role of the Board – Policy Review)

2.) Approval of reviewed and revised Governance Policy 9.0 – Role of the Clerk (GP 1: Role of the Clerk)

Hirsch moved to approve both the reviewed and revised Executive Limitation 9.0 – Asset Protection and Governance Policy 9.0 – Role of the Clerk. Palus seconded the motion. The DeForest Area Board of Education passed the motion unanimously by voice vote the

4. Agenda Planning

- A. Refer to Annual Calendar
- B. Policy Review
- C. Communication of Board meetings
- D. Administrative Regulations pertaining to EL 10 - Facilities

5. Consent Agenda

- A. Accept Minutes – February 13, 2012 regular meeting.
- B. Required Approvals

Vouchers Payable/Treasurer's Report

Void: None.

Paid: 180617 - 18078.

Budget Transfer: None

Personnel Recommendations:

I. Separations:

Mary Grulke – Education Assistant – WES – retirement effective 3/2012

II. Leaves:

Randy Larson – Custodian – YES – leave until 8/1/2012

Jennifer Zeiment – Library Media Specialist – YES – leave effective 2/13/12 through 4/8/2012

III. Transfers:

None

IV. Appointments:

Rachel Bohlman – Summer School Coordinator 50% - replacing Phil Jerg – effective 7/1/2012

Joseph Parker – Summer School Coordinator 50% - replacing Phil Jerg – effective 7/1/2012

V. Reassignments:

None

- C. Accept Monitoring Reports

- 1. Administrative Monitoring Status Reports

On a motion by Tenpas, seconded by Palus, and passed unanimously by voice vote, the Consent Agenda was approved.

6. Linkages

Board Members: Lund announced the Solo and Ensemble performance this weekend on Saturday at the DeForest Area High School. Hirsch attended a musical performance by Aaron Schauer, district instructor, at the Keyser Coffee House and complimented him on the fantastic presentation. Stuart Stotts will be performing there on March 10. Berg & Tenpas attended and represented the District at the Legislative Bureau audit regarding WiscNet. Paulson announced a Blood Drive at the High School on Wednesday, February 29 from 9:00 am – 2:00 pm.

Administration: Bales will be presenting a report on District initiatives to the Windsor Town Board on April 5 at 5:00 pm. The World Café' linkage with the Chamber of Commerce will be on March 20 from 4:30 – 6:00 pm, at the Comfort Inn & Suites. On March 26 there will be an Open House and dedication of The Glenn E. Olson Learning Center in the lower level of the Holum Center. Planned for some time in April will be a World Café' linkage with the Clergy Association and DANN. The District will be hosting a Suicide Prevention Workshop on March 22.

7. Press Verification

The press was given the opportunity to clarify any proceedings or notes.

8. Convene into Closed Session

Miller moved, Lund seconded, to move into closed session at 8:25 pm after a 5 minute break. The motion was adopted by the following vote: *Aye* – Berg, Miller, Choi, Tenpas, Lund, Palus, Paulson and Hirsch. *No* – None. *Absent* – Rodekamp.

9. Conduct Closed Session Business

While in Closed Session, the Board conducted business in accordance with WI Statute 19.85(1)(e).
[Receive advice of counsel on negotiating with health insurance providers]

10. Convene into Open Session

On a motion by Miller, seconded by Lund and passed by a unanimous show of hands the Board of Education reconvened into open session at 9:06 pm.

No Board action was taken as a result of the closed session.

11. Adjourn

The Board of Education adjourned at 9:07 pm on a motion by Hirsch, seconded by Lund, and passed unanimously by voice vote.

DASD BOE President

Date