

**DeForest Area School District
Board of Education Meeting Minutes,
Monday, March 12, 2012 – 6:00 pm.**

1. Convene

Vice President Steve Tenpas called the March 12, 2012 meeting of the DeForest Area School District's Board of Education to order at 6:03 pm.

Board members present: Mike Hirsch, Steve Tenpas, Marty Palus, Sue Paulson, and Dan Choi. Trisha Rodekamp participated via conference call. Absent were Jan Berg, Kate Lund and Dave Miller. Also present were administrators Jon Bales, Vickie Adkins, Sue Wilson, and Diane Pertzborn. 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.

On a motion by Palus, seconded by Cho, and passed unanimously by voice vote, the agenda was approved with an amendment to move Item 3.A.2 ahead of 3.A.1.

Dan Choi recited the DeForest Area School District's Mission and Vision Statements.

2. Appearances Before the Board of Education

Public Input: Rick Hill, DAEA representative distributed a letter from DAEA members addressing the employee handbook. Terri Treinen addressed the board about library resources.

Student Representatives: Student Representative Rileigh Hawk reported that the boys' basketball team will be heading to the State Tournament on Friday, March 16. High school students will be given an optional ½ day off of school to attend the game if they wish, which begins at 1:35 pm. Wisconsin Singers will be in DeForest on Friday, March 23 to present a workshop to high school show choir members before performing for the public that evening at the PAC.

3. Board Business

A. Ends Discussion

2.) High School Project Update (Diane Pertzborn) (EL 10: Facilities)

Discussion: Director of Business & Auxiliary Services, Diane Pertzborn and Robin Roberts, NCI - Roberts Construction, Inc. reported on progress with the high school facilities improvement and bleacher replacement project. Pertzborn introduced Andrew Callies, high school sophomore and student intern at the DeForest Times Tribune. Callies has been documenting the high school facilities project and presented a slide show of progress from demolition of the old bleachers through the construction phase. Roberts reported that due to favorable weather conditions the project is ahead of schedule and remains on budget, despite a few minor change orders. Next steps include fundraising, masonry structure, press box, painting, interior work, fixtures, site landscaping, concrete and fencing.

1.) District Revenue Plan – Budget Centers (Diane Pertzborn) (EL 2: Communication and Support to the Board; EL 8: Budgeting)

Discussion: Pertzborn presented a forecast of anticipated 2012-13 revenue and discussed the effects of enrollment, allowed increase per pupil and the addition of state adjustment aid. The graduating class of 2012 is

slightly larger than the anticipated incoming kindergarten class. Early estimates appear to show fewer 4K students arriving in the fall. State aid is only estimated at this time and will not be known until October. The fluctuation in state aid could be significant. We are allowed an increase of \$50 per pupil and will receive approximately \$165,000 in additional funds through “per pupil adjustment aid” which is for 2012-13 only. Total revenue is expected to increase slightly more than one-half of a percent (0.62%). While the revenue limit increases due to enrollment, the increase is offset by the loss of federal Education Jobs Funds.

3.) Discuss World Café linkage with Chamber of Commerce 9GP 1: Role of the Board)

Discussion: Board members discussed the format of the upcoming linkage with Chamber of Commerce members on Tuesday, March 20 at the Comfort Inn & Suites from 4:30 – 6:00 pm. Board members will facilitate discussions at individual tables. Dan Choi volunteered to help develop discussion topics, along with Steve Tenpas and Jan Berg.

4.) Consider Officer Nominations Process (GP 3: Approach to Governance)

Discussion: A nominating committee of Marty Palus and Dan Choi will contact other board members to determine interest in seeking an officer position on the Board. April 10 is when the spring election canvass will determine the results of the election, at which time contacts will be made with those potential new members that are elected. A slate of potential officers will be prepared and presented at the April 23 re-organizational meeting.

B. Consideration for Board of Education Action

1.) Approval of disbursement of renewal employment contracts and commitments for support staff, teachers, non-represented staff and administrators for the 2012-2013 school year. Includes all employees not subject to non-renewal or termination. Includes no declaration of compensation nor health benefits for 2012-2013. (EL 3: Treatment of Staff; EL 8: Budgeting)

Discussion: Director of Human Resource Services, Vickie Adkins explained that teachers and administrators will receive a preliminary notice of assignment and non-represented and support staff employees will receive a letter of intent by March 15. Salaries and wages will not be specified because the WERC has not determined parameters of bargaining wages. There will be no layoffs. Teachers will be required to return the signed contracts to Human Resources by April 16. Teachers who sign contracts but resign before July 1, will not be subject to a penalty.

On a motion by Palus, seconded by Choi, the DeForest Area Board of Education approved the disbursement of renewal employment contracts and commitments for support staff, teachers, non-represented staff and administrators for the 2012-2013 school year, as written in the meeting agenda. Includes all employees not subject to non-renewal or termination. Includes no declaration of compensation nor health benefits for 2012-2013. The motion passed with a unanimous voice vote.

2.) Approval of specific operation practices of the District for inclusion in the 2012-2013 Employee Handbook (EL 3: Treatment of Staff)

Discussion: Adkins presented 3 sections of the developing 2012-2013 Employee Handbook that have been completed and are ready for approval. The sections include: Section 1 – District Overview, Section 2 – Special Services and Facilities and Section 5 – Benefits. Other sections of the handbook will be brought to the Board over the course of the next few board meetings as they are finished. The goal is to have all sections of the handbook approved by the May 14 board meeting so that copies of the completed handbook can be distributed to staff by May 21.

Adkins and Jon Bales, District Superintendent have facilitated over a dozen question and answer sessions with various employee groups including LIT, District advisory councils and committees in school buildings as

well as food service, custodians and educational assistants. The purpose is to establish two-way communication around the development of the employee handbook, post-CBA working conditions, etc. Meetings will continue throughout the month of March and into April. As handbook sections are completed they will be made available to all staff via staff newsletter and website.

On a motion by Paulson, seconded by Palus, the DeForest Area Board of Education approved specific operational practices of the District outlined in Sections 1, 2 & 5 for inclusion in the 2012-2013 Employee Handbook. The motion passed with a unanimous voice vote.

3.) Approval of reviewed Executive Limitation 10.0 – Facilities (GP 1: Role of the Board – Policy Review)

On a motion by Palus, seconded by Hirsch, the DeForest Area Board of Education approved unanimously by voice vote the reviewed EL 10.0 and agreed to operate under this policy as it currently exists. The administrative regulations that pertain to EL 10.0 will be discussed at a future meeting.

4.) Approval of reviewed and revised Governance Policy 10.0 – Role of Board Action Teams & Committees (GP 1: Role of the Board – Policy Review)

On a motion by Paulson, seconded by Palus, the DeForest Area Board of Education approved unanimously by voice vote, the reviewed and revised Governance Policy 10.0 – Role of Board Action Teams & Committees as presented.

4. Agenda Planning
 - A. Refer to Annual Calendar
 - B. Policy Review
 - C. Communication of Board meetings
 - D. EL 10.0 – Facilities – Administrative Regulations review

5. Consent Agenda

- A. Accept Minutes – February 27, 2012 regular meeting.
- B. Required Approvals

Vouchers Payable/Treasurer's Report

Void: None.

Paid: 180779 – 180780 and 180803 - 180969.

Budget Transfer: None

Personnel Recommendations:

I. Separations:

Karen DeFibo – Student Council Advisor – WES – resigning effective 2012-13 school year

II. Leaves:

None

III. Transfers:

None

IV. Appointments:

None

V. Reassignments:

None

VI. Other:

C. Accept Monitoring Reports

1. Administrative Monitoring Status Reports

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

6. Linkages

Board Members: Tenpas volunteered at the Windsor Family Night, which included a Book Fair, ice cream social and performance by the Bucket Club. Choi also commented that the WES Family Night, especially the Book Fair, was very well attended. Tenpas also participated in Media training for school personnel sponsored by WSPRA on Friday, March 9. Paulson attended the Yahara Elementary Fine Arts Night and described the use of QR codes which enabled visitors to hear a recording of students describing their art projects. Tenpas and Paulson both gave blood at a recent blood drive at the High School.

Administration: Bales reminded the Board about the upcoming linkage with the Clergy and DANN groups on April 16 from 4:40 – 6:00 pm at Christ Lutheran Church. Prior to the Board meeting on March 26 will be an Open House and dedication of The Glenn E. Olson Learning Center from 5:00 – 6:00 pm. May 5 is the WASB Spring Academy at Chula Vista in Wisconsin Dells. The Badger Conference Top 10 Banquet is also at Chula Vista on April 29 beginning at 12:30 pm. Finally, it was noted that with respect to recent state budget implications that affect school districts, Boardman & Clark, district legal counsel, will not change their billing rates for the 2nd year in a row. Finally, it is Scoopie Night at the DeForest Culver's and a percentage of proceeds benefit the Windsor Parent Teacher Club.

7. Press Verification

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

8. Adjourn

The Board of Education adjourned at 7:50 pm on a motion by Choi, seconded by Rodekamp, and passed unanimously by voice vote.