

**DeForest Area School District
Board of Education Meeting Minutes,
Monday, April 9, 2012 – 6:00 pm.**

1. Convene

President Jan Berg called the April 9, 2012 meeting of the DeForest Area School District's Board of Education to order at 6:05 pm.

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

Announcements: President Jan Berg, acknowledged Dave Miller and Trisha Rodekamp for their years of service to the Board of Education, as their term will end on April 23. Miller served the Board of Education for 15 years and Rodekamp for 5 years. Berg presented them with a plaque and thanked them for their dedication to the District. Berg also thanked those candidates who ran for school board and congratulated the winners of the spring election – Mike Hirsch, Dan Choi, Deanna Giovanni and Chris McFarlin.

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

Dave Miller 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.) Review and discussion of the legal standards associated with employee discipline, termination and non-renewal. (EL 3: Treatment of Staff; GP 3: Approach to Governance)

Discussion: Director of Human Resource Services, Vickie Adkins introduced Shana Lewis, an attorney with Davis and Kuelthau. Lewis has been providing legal counsel on the development of the Employee Handbook. Lewis explained the legal standards associated with employee discipline, termination and non-renewal. The standards will be part of Section 10 - Employee Separation of the Employee Handbook, which is being presented for Board approval. She defined four standards and explained District responsibilities associated with each. The standards explained were: Just Cause, Good and Sufficient Reason, Arbitrary and Capricious and Employment at Will. Also presented was draft administrative regulation, AR 3.1(2) – Procedures related to Disciplinary Action. The regulation defines the process and procedures related to disciplinary action which provides staff protections similar to Just Cause, insures due process and requires consistency by administrators in procedures related to discipline. The administrative regulation will be approved at a future board meeting.

- 2.) Middle School Remodel Project for Pep Grant & Grant Update (EL 2: Communication and Support to the Board; EL 10: Facilities)

Discussion: Director of Instructional Services, Sue Wilson, introduced members of the Physical education department who provided an update on enhancements to the program due to Pep Grant funds. Pep Grant directors, David O'Keefe, Donna Meske and Robyn Tisch, along with Joanne Parker, John Gengler, Kathy Gordon and Kyle Rogness explained professional development opportunities, new equipment and curriculum changes implemented during the past year. Tisch noted a significant increase in student interest at the High School in phy ed classes. Some elementary teachers have implemented regular activity breaks (Take 10) in their classrooms and have found them to be beneficial to student focus and learning. Also explained were plans for remodeling the Middle School to accommodate some of the new fitness equipment and provide a fitness room for staff and students. That project is expected to be completed this summer.

3.) Discussion of meeting with Business Leaders and preparation for meeting with Clergy & DANN (Ends 4.0: Building Community/Adding Value)

Discussion: The Board reviewed a summary of comments from the linkage with Chamber of Commerce members in March, in preparation for the upcoming World Café' with clergy and members of DANN (DeForest Area Needs Network) on April 16 at Christ Lutheran Church. Noted in the summary was an emphasis on the positive environment for students, co-op opportunities and good relationships with staff. Promotion and marketing were suggested as areas to focus on. Steve Tenpas and Jan Berg volunteered to work on discussion questions for the upcoming meeting on the 16th. The Board will have continuing discussions about results of these Board linkages.

4.) Discussion of Board of Education Self Evaluation Results (GP 3: Approach to Governance)

Discussion: The Board discussed the semi-annual self –evaluation and suggested some minor formatting changes to improve accuracy of results.

B. Consideration for Board of Education Action

1.) Approval of district regulations concerning workplace structure for inclusion in the 2012-2013 Employee Handbook (EL 3: Treatment of Staff)

Discussion: Adkins reviewed the three final sections of the employee handbook that have been completed and are ready for approval. The sections include: Section 3 – Employment Policies, Section 4 – Employee Conduct and Section 10 – Employee Separation. Adkins reminded the Board that the handbook was developed based on the Board's Guiding Principles with input from two advisory councils representing certified staff and support staff. Information has been communicated in over two dozen staff meetings and through the weekly staff bulletin and district website. Adkins noted that some items in the handbook are still being worked on and staff will be made aware of these areas and the reasons for further consideration. The completed handbook will be made available to all staff on April 10, allowing sufficient time to review prior to the deadline for returning letters of assignment. In addition, staff will receive a draft of the AR 3.1(2) Procedures Related to Disciplinary Action which defines procedures related to disciplinary action and provides staff protections similar to Just Cause, insures due process and requires consistency by administrators in procedures related to discipline. This administrative regulation will be approved at a future board meeting.

Hirsch moved to approve the final sections of the Employee Handbook, those sections being Section 3 – Employment Policies, Section 4 – Employee Conduct and Section 10 – Employee Separation with the stipulation that Rule of Conduct, Item 7, Section 4 be further considered for language clarification. Further, Hirsch formally commended staff, advisory groups, both associations (DAEA & DASS) and particularly, Vickie Adkins, for the excellent work done in completion of the Employee Handbook. Tenpas seconded the motion. (Miller added a second commendation to all staff involved in the development of the handbook.) The motion carried with a unanimous voice vote.

2.) Approval of reviewed and revised Governance Policy 11.0 – Annual Board Agenda (GP 1: Role of the Board – Policy Review)

3.) Approval of reviewed Executive Limitation 11.0 – Facility Use (GP 1: Role of the Board – Policy Review)

On a motion by Tenpas, seconded by Lund, the DeForest Area Board of Education approved the reviewed and revised Governance Policy 11.0 – Annual Board Agenda and Executive Limitation 11.0 – Facility Use as presented. The motion passed by a unanimous voice vote.

4. Agenda Planning

- A. Refer to Annual Calendar
- B. Policy Review
- C. Communication of Board meetings
- D. EL 10: Facilities – Administrative Regulations review
- E. Process for future handbook revisions

5. Consent Agenda

- A. Accept Minutes – March 26, 2012 regular meeting.
- B. Required Approvals

Vouchers Payable/Treasurer's Report

Void: 181115.

Paid: 181162 – 181245, 181259 - 181335.

Budget Transfer: None.

Personnel Recommendations:

I. Separations:

Alison Pharo – Junior Class Co-Advisor – DAHS – effective 2012-13 school year
Amy Barnett – Custodian – EPES – resigning effective 4/13/2012 (revised date)

II. Leaves:

None

III. Transfers:

None

IV. Appointments:

Deanne Lensert – English Teacher – DAHS – replacing Kristin Harbort
Anthony Capozziello – Business Education Teacher – DAHS – replacing Darlene Barth
Matt Chrisler – Health/Phy Ed Teacher – DAHS
Theresa Gartland – Elementary Teacher – WES – replacing Barb Bauer
Melissa Weeks – Elementary Teacher – EPES – replacing Julie Harrier
Emily McNeil – Special Education Teacher – DAHS – replacing Shawn Bass or Rick Hill

V. Reassignments:

Jean Pitel – 6th Grade Social Studies/Reading/English – DAMS – 6th Grade Social Studies
Jodi Acker – 6th Grade Math/Reading – DAMS – 6th Grade Math

Cathy Moore – 6th Grade English/Reading – DAMS – 6th Grade English
William Porter – 6th Grade Science/Reading – DAMS – 6th Grade Science
Katie Rustleund – 6th Grade English – DAMS – 8th Grade LA
Kathleen Klinkner – 6th Grade Math/English/Reading – DAMS – 6th Grade English
Scott Siemion – 6th Grade Social Studies/Reading – DAMS – 6th Grade Math
Erin Sipe – 6th Grade Science/Reading – DAMS – 6th Grade Reading
Tammy Breitlow – 6th Grade Math/Social Studies – DAMS - 6th Grade Social Studies
Anne Tredinnick – 5th Grade Science/Reading – DAMS – 5/6 Computer & Keyboarding
Anne Koppensteiner – At-Risk/Connections – DAMS – 5th Grade Science/Reading
Greg Gorres – 8th Grade LA – DAMS – 5th Grade Math/Reading
Tracy Biodrowski – 5th Grade Math/Reading – DAMS – 6th Grade Reading

VI. Other:

Erica Kallies – Math Teacher – DAHS – Removal of job share for 2012-13

C. Accept Monitoring Reports

1. Administrative Monitoring Status Reports

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

6. Linkages

Board Members: Tenpas, Berg and Hirsch met with representatives of the DAEA to discuss the 2012-2013 employee handbook. Berg has been asked by DPI to participate on a committee to work on Educator Effectiveness Data Management systems. Paulson thanked Dave Miller and Trisha Rodekamp for their service to the Board and also thanked those who ran for school board and congratulated the newly elected. Miller thanked the Board and staff for his time working with them and especially appreciated the cooperative nature of Board members with diverse viewpoints.

Administration: Bales will be attending a CARPC (Capital Area Regional Planning Commission) hearing on Thursday, April 12 on behalf of the Town of Windsor in their efforts to secure additional Urban Service Area in order to proceed with residential development. Bales will present information about the District enrollment projections and demographics influencing development in the area. He will also be attending a meeting with the Village of DeForest to discuss the SRO (School Resource Officer) contract.

7. Press Verification

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

8. Adjourn

The Board of Education adjourned at 9:30 pm on a motion by Miller, seconded by Lund and passed unanimously by voice vote.

DASD BOE President

Date