

**DeForest Area School District
Board of Education Meeting Minutes,
Monday, April 28, 2014 – 6:15 pm.**

1. Convene

President Jan Berg called the April 28, 2014 regular meeting of the DeForest Area School District's Board of Education to order at 6:19 p.m.

Board members present: Jan Berg, Mike Hirsch, DeAnna Giovanni, Kate Lund, Steve Tenpas, Christopher McFarlin, Jim Pertzborn and Terri Treinen. Absent were: Dan Choi. Also present were administrators Sue Borden, Sue Wilson, Diane Pertzborn, Ann Higgins and Vickie Adkins.

Sue Borden verified that the meeting was properly noticed.

The Pledge of Allegiance was recited.

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

DeAnna Giovanni recited the DeForest Area School District's Mission and Vision Statements.

2. Appearances Before the Board of Education

Public Input: Amy Anderson and Scott Mink spoke about the use of pesticides on District properties.

3. Board Business

A. Ends Discussion

1.) Board Orientation with legal counsel – Roles, Responsibilities and Best Practice (GP 1: Role of the Board; GP 3: Approach to Governance; GP 4: Board Members' Code of Conduct; GP 5: Board Members' Code of Conduct II) (30 min.)

Discussion: Board legal counsel, Mike Julka, Boardman and Clark, LLP, provided an orientation and review for all Board members on the roles, responsibilities and best practices for Board members. He provided information about the quasi-legislative and quasi-judicial functions of school boards, and summarized powers and duties of the board, electors and school board officers. Finally he spoke about the Board/Administrator relationship. Julka will return on May 12 to complete the orientation.

Re-Organization and Election of Officers

I. Superintendent Presides

Superintendent Sue Borden presided and called for nominations for President of the Board.

Steve Tenpas nominated Jan Berg for President of the Board of Education. Mike Hirsch moved to close nominations, Steve Tenpas seconded the motion. The Board unanimously approved the motion to close nominations. On a motion by Steve Tenpas, seconded by DeAnna Giovanni, the Board unanimously declared Jan Berg as President of the DeForest Area Board of Education by voice vote.

II. President Presides

A. Vice-President, Clerk, Treasurer, Policy Governance Leader, Ambassador

1. Vice-President

Kate Lund nominated Steve Tenpas for Vice President. Hirsch moved to close nominations. Giovanni seconded. Motion passed unanimously. Tenpas is declared Vice President on an 8-0 voice vote.

2. Clerk

Kate Lund nominated DeAnna Giovanni for Board Clerk. Tenpas moved to close nominations. McFarlin seconded. Motion passed unanimously. Giovanni is declared Board Clerk on an 8-0 voice vote.

3. Treasurer

DeAnna Giovanni nominated Kate Lund for Treasurer. Giovanni moved to close nominations. McFarlin seconded. Motion passed unanimously. Lund is declared Treasurer on an 8-0 voice vote.

4. Ambassador

Steve Tenpas nominated Dan Choi for Ambassador. Kate Lund nominated Terri Treinen for Ambassador. Tenpas moved to close nominations. Hirsch seconded. Motion passed unanimously. Board voted via ballot, resulting in a 4-4 tie. Both Choi and Treinen were declared Ambassadors.

5. Governance Officer

Kate Lund nominated Chris McFarlin. Hirsch moved to close nominations. Giovanni seconded. Motion passed unanimously. McFarlin is declared Governance Officer on an 8-0 voice vote.

- B. Appointments

1. Board Meeting

Giovanni moved to hold Board of Education meetings on the 2nd and 4th Mondays of each month, at 6:15 pm in the Board Room at the Holum Education Center, excluding December 22, 2014 and May 25, 2015 due to holidays. (Administration will have the option to set an alternative site by posting.) The motion was approved with a unanimous (8-0) voice vote.

2. – 4. Fiscal Depository, Legal Counsel and Official Newspaper

A motion was made by Hirsch, seconded by Tenpas, that the DMB Community Bank be declared the official depository for the District, Boardman & Clark be declared the official legal counsel and the DeForest Times Tribune be declared the official newspaper of the District. The motion was approved with a unanimous (8-0) voice vote.

5. 2015 WASB Delegate and Alternative Delegate

A motion was made by Lund, seconded by Hirsch, that DeAnna Giovanni be designated as the District's official delegate to the 2015 WASB Annual Convention and Jim Pertzborn be designated as the District's alternate delegate to the 2015 WASB Annual Convention. The motion was approved with a unanimous (8-0) voice vote.

6. CESA #2 Annual Convention Representative

A motion was made by Giovanni, seconded by Tenpas, that Dan Choi be designated as the Board's representative to the CESA #2 Annual Convention on May 20, 2014. The motion was approved with a unanimous (8-0) voice vote.

7. Delegate to the WIAA Annual Meeting

A motion was made by Tenpas, seconded by Treinen, that Mike McHugh be designated as the Board's representative to the WIAA Annual Meeting. The motion was approved with a unanimous (8-0) voice vote.

8. District Budget Hearing/Annual Meeting.

Lund moved, McFarlin seconded, to set the date for the Annual Meeting and Budget Hearing on July 28, 2014 at 7:00 pm at the DeForest Area Public Library, if possible. The motion was approved with a unanimous (8-0) voice vote.

2.) Planned maintenance of grounds and general upkeep for spring/summer – Diane Pertzborn
(EL 2: Communication and Support to the Board)

Discussion: Diane Pertzborn, Director of Business and Auxiliary Services, and John Rauwolf, Supervisor of Custodial/Maintenance explained some of the planned facility projects that will be completed this summer in the district. Some of the projects include sidewalk repairs and replacement, construction or completion of Intensive Services rooms, roofing projects, locker replacements, and camera upgrades and additions.

They also explained the District is following the Integrated Pest Management plan which addresses when the Grounds department is authorized to apply pesticides to reduce the number of weeds and invasive plants on school grounds. Pesticides are used based on the weed counts and routinely used to control weeds around fence lines. Due to the weather and growing conditions that existed over the last two summers, major green spaces will be sprayed around the district on May 10 or May 17 (rain date). Playgrounds and play surfaces will not be sprayed. Proper notices will be posted. Pesticides will be applied by licensed applicators and will be limited to problem areas.

3.) Health Insurance Committee update and changes – Vickie Adkins (EL 3: Treatment of Staff) (20 min.)

Discussion: Director of Human Resource Services, Vickie Adkins shared background information on strategies that the Health Insurance Advisory Committee has been studying since last fall to control the rising cost of health insurance. She was joined by committee members, Sue Augustine (Benefits Specialist), Kathy Williams (Reading Specialist) and Diane Pertzborn. Williams explained that the goal of the committee is to maintain affordable, comprehensive coverage without continued changes to the health insurance carriers and plan copayment and deductible options each year. After receiving final information on 2014/2015 renewals from Al Jaeger, health insurance consultant, the committee narrowed the options down to two. The first option was to renew the current dual choice option with Dean and Physicians Plus. This option would result in rate increases and plan design changes. The second option was to move to a single provider option. This option requires a rate increase for the district but no plan design changes. Both the HMO & POS choices will be offered by the single provider. Employees who choose the POS option would continue to have choice between accessing care from Unity providers and providers outside the network.

The Health Insurance Committee is recommending the second option, single provider – Unity Health Plan for 2014-2015, effective July 1. While this change would require everyone to enroll in Unity Health, it offers the largest network of providers and the lowest premium renewal rate options to both the District and employees. In addition, Unity as the sole health insurer would provide a three- year premium commitment with guaranteed rate caps which provides future stability in premium cost. The District will be offering multiple employee meetings in the next two weeks to discuss potential health insurance changes. The Human Resources department will also be providing information packets from Unity, access to Unity representatives, FAQ's and

a number of informational emails to staff. The Board will be asked to take action on this change at its May 12 Board meeting.

Board member, Jim Pertzborn left the meeting at approximately 8:30 pm due to a prior commitment.

4.) Census/Residency survey results – Ann Higgins (EL 2: Communication and Support to the Board)

Discussion: Director of Administrative Services, Ann Higgins, presented information on the census/residency survey that was conducted in February in DeForest, Windsor and Morrisonville. Just fewer than 6,200 census cards were mailed out. Approximately 400 cards were received back and the information collected will be used to project kindergarten enrollment and future class sizes. The result of the census gathering continues to show that the WES attendance area has more “newer” families and more new construction than other areas of the district.

The district continues to monitor class sizes for 2014-2015. This time of year many variables are considered when projecting class sizes for the fall. The Board will be kept informed as more information becomes available in the next several months.

5.) Representatives from TIES to explain demographic residency mapping software – Diane Pertzborn (EL 2: Communication and Support to the Board)

Discussion: Pertzborn introduced Dick Carlson. Carlson presented a mapping software program that displays information related to student population. He demonstrated a current map, incorporating 0-4 year olds from the student database, the added census responses, and a previous map. Comparing the two maps provides an analysis of the changes in resident student population. He also showed how the map can be used to analyze the effects of changing boundaries and make future decisions based on capacity studies from the facility report. This mapping tool will be beneficial as facility discussions continue.

6.) Representatives from Plunkett/Raysich to provide example of retrofit and remodel options used in another District (EL 2: Communication and Support to the Board)

Discussion: Steve Kiekhafer and Nick Kent from Plunkett/Raysich Associates presented examples of student centered learning environments. This focus requires students to be active, responsible participants in learning. Therefore the focus is on the learner more so than on grades, school size or configuration. Flexibility, attention to developmental needs, infusion of technology, collaboration opportunities and connections with the community are all priorities in this model. Kent stressed the importance of curriculum and instruction in leading the transformation of any learning space. He further explained three levels of modification that districts can use to move towards a student-centered focus. Level 1 transforms the learning environment by placement of flexible furniture. Level 2 transforms the space with the addition of certain building elements that open up the environment to promote collaboration and flexibility. Level 3 incorporates space reconfiguration, incorporating break out areas, labs, discovery rooms, and teacher planning areas. Kent showed successful examples from their work in the Beaver Dam High School science labs, Madison College and Milwaukee School of Engineering.

4. Agenda Planning

- A. Fine Arts update
- B. Enrollment and staffing update
- C. Board Annual Calendar
- D. Student Extended Travel process

5. Consent Agenda

- A. Accept Minutes – April 14, 2014 regular meeting.
- B. Required Approvals

Vouchers Payable/Treasurer's Report

Void: None.

Paid: 189419 – 189426, 189428, 189436 – 189440, 189442 – 189450, 189452 – 189458, 189460 – 189467, 189469 – 189473, 189475, 189496, 189499 – 189500, 189503 – 189513, 189516, 189518, 189521 – 189523, 189526 – 189527, 189529 – 189531, 189533 – 189536, 189538 – 189542, 189545 – 189552, 189554 – 189557, 189560 – 189567, 189569, 189572, 189574 – 189583, 189585 – 189589, 13140578, 131401577 – 131401581, 131401583 – 131401596, 131401600 – 131401605, 131401610 – 131401616, 131401618 – 131401619, 131401621 – 131401625, 131401627 – 131401633, 131401636, 131401638 – 131401642, 131401646, 131401648 – 131401650, 131401652 – 131401659, 131401662 – 131401664, 131401666 – 131401670.

Budget Transfer: None

Personnel Recommendations:

I. Separations:

Barbara Anderson – Administrative Assistant Student Services - DO - effective July 31, 2014
Casey Moon - .5 EC Teacher - HEC - effective June 10, 2014

II. Leaves:

Stacey VanDerWielen – Educational Assistant WES – leave for 2014-15 school year

III. Transfers:

None

IV. Appointments:

Lauryn Durtschi-Jones – Art Teacher - DMS – replacing Barbara Roethke
Erin Balazs – Math Teacher - DHS – replacing Joshua Mayerak
Adrienne Munz – Kindergarten Teacher One Year - EPES
Holli Reckin – Assistant Girls Swim Coach - DAHS – replacing Robert Meyer

V. Reassignments:

None

VI. Other:

None

C. Accept Monitoring Reports

- 1. Administrative Monitoring Status Reports

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

6. Linkages

Board Members: Treinen announced Scoopie Night at Culvers on Tuesday, April 29, 2014 to benefit Windsor Elementary School. She will also be attending a new board member gathering sponsored by CAUS-North.

Administration: Board members will be invited to tour area school buildings in districts that have either built a new school or remodeled an existing building. Ann Stettbacher will communicate the proposed schedule. Board members will also have training on devices and the use of Boardbook for board packet information in the next several weeks.

7. Press Verification

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

8. Adjourn

The Board of Education adjourned at 10:09 pm on a motion by McFarlin, seconded by Giovanni, and passed unanimously by voice vote.

DASD BOE President

Date