

**DeForest Area School District
Board of Education Meeting Minutes,
Monday, August 25, 2014– 6:15 pm.**

1. Convene

President Jan Berg called the August 25, 2014 regular meeting of the DeForest Area School District's Board of Education to order at 6:21 p.m.

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

Sue Borden verified that the meeting was properly noticed.

The Pledge of Allegiance and the Hands Pledge were recited.

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

Jim Pertzborn recited the DeForest Area School District's Mission and Vision Statements.

2. Appearances Before the Board of Education

Public Input: None.

3. Board Business

A. Ends Discussion

- 1.) Food Service Annual Report and program updates (EL 2: Communication and Support to the Board; EL 10: Facilities)

Discussion: Director of Business and Auxiliary Service, Diane Pertzborn introduced Becky Terry, Food Service Supervisor and Camillo Castelnuovo DeForest Area High School Head Cook. Terry referenced the Administrative Regulation 6.3b(4a) - Food Services Management and used it as a guideline for her presentation, explaining compliance with each area of the regulation. As she explained expenses and revenue, she noted that food service prices will not be raised this year. Staff will receive additional food safety, allergy and culinary training this year. She also explained new regulations as a result of the Child Nutrition Reauthorization Act of 2010. Every day there will be a fresh fruit and vegetable offered at all levels, in addition to the high school continuing these offerings. New this year, a 1/2 cup of fruit must be taken at breakfast. Protein is now not required at breakfast, but DASD continues to serve protein with breakfast. Camillo Castelnuovo explained some of the new items/recipes that he is introducing for students at the high school. Coming soon a software program named Nutrislice will be implemented that provides nutrition information for all menu items. It will include an app that will display menus, pictures and nutrition information each day. Terry explained the education programs and activities that she promotes to increase awareness and participation in the food service program. The district currently has 23% of students that are eligible for free and reduced lunches.

- 2.) Safety review and update (Ann Higgins) (EL 2: Communication and Support to the Board)

Discussion: Director of Administrative Services, Ann Higgins gave an update on the work of the district safety committee that is now in the third year. Higgins spoke about the improvement in practices and processes at all

levels to insure consistency throughout the district. She explained components of the revised safety folders that are located in every classroom. Use of emergency phones, crisis kits, medicine carts, surveillance cameras and an annual safety checklist for principals and district office staff have all been reviewed and updated. Systematic trainings continue with tabletop activities and discussions. A focus on mental health includes development of a threat assessment protocol, training in de-escalation strategies and a resource page. This year work will continue on before and after school protocols, traffic safety recommendations, radio communication access, district-wide bullying reporting site, as well as additional training, education and communication with staff, families, visitors and substitutes as well as partnerships with area law enforcement, mental health services, dental services, and other community organizations.

3.) Review and progress of summer facility projects (Diane Pertzborn) (EL 2: Communication and Support to the Board; EL 10: Facilities)

Discussion: Director of Business and Auxiliary Services, Diane Pertzborn explained the facility projects that have been worked on over the summer. At the high school, roof replacement, circle drive sidewalk repairs, boys locker replacement and painting in the locker room, installation of security gates on overhead doors and installation of security cameras are some of the projects completed. Security cameras were installed at the middle school. At Eagle Point Elementary, removal of an unsafe play structure, installation of new equipment and sandbox replacement have been completed. Gym floor repairs and painting, sidewalk expansion, entryway landscaping and a special education room remodel were completed at Yahara elementary school. At Windsor elementary, the special education space was upgraded by removing a shower to increase space and provide an upgraded changing table, the art room storage area has been remodeled to include space for an office and some roof patching occurred. At the Holum Center, the mail room was remodeled to become an Instructional Services office space, with the mail room and copier moved to a common space in the hallway and a sink was added in the portable for Head Start. The grounds and field maintenance service model has changed to more efficiently address weed counts, tree/shrub trimming and mowing which has resulted in an improvement in the appearance of the grounds. The list of completed projects represents \$900k of investment in maintenance of district facilities.

_____4.) Update on facility planning process, Community Advisory Committee & Community Input sessions
(EL 2: Communication and Support to the Board; EL 10: Facilities)

Discussion: District Administrator, Sue Borden explained that there are three more input sessions scheduled, one at Eagle Point Elementary School on August 26 and two staff sessions this week. The first Community Advisory Committee met on August 12 and received the same information that was provided at the community input sessions. The next committee meeting is on August 28 at the DeForest Area Community and Senior Center beginning at 6:00 pm.

4. Agenda Planning

- A. Enrollment and staffing update, including class sizes - September
- B. Student Extended Travel process
- C. Integrated Pest Management review - November
- D. Next steps related to facilities based on Community Advisory Committee progress

5. Consent Agenda

- A. Accept Minutes – August 11, 2014 regular meeting.
- B. Required Approvals

Vouchers Payable/Treasurer's Report

Void: None.

Paid: 190771, 190773- 190775, 190777-190778, 190780-190781, 190783-190789, 190792, 190795-190802, 190805, 190809-190812, 190814-190816, 190818-190819, 141500150-141500163, 141500165-141500167, 141500169-141500172, 141500174-141500176.

Budget Transfer: None

Personnel Recommendations:

I. Separations:

Maggie Gugel - Chemistry Teacher DAHS - resignation effective August 13, 2014

Kristin Harbort - Student Council Elementary Advisor - resignation for 2014-15 School Year

II. Leaves:

None

III. Transfers:

None

IV. Appointments:

Christian Ezell - English Teacher DAHS - replacing Jennifer Breezee

Jackie Hoffman - Math Teacher DAMS - replacing Savarino Parisi

Matthew Koslowski - Science Teacher DAHS - replacing Maggie Gugel

Kathy Tucker - COTA District - replacing Geraldine Heuer

Christopher Smith - Business Education Teacher DAHS - replacing Erik Farrar

Michelle Sausen - EC Teacher .5 FTE One Year Only - replacing Casey Moon

V. Reassignments:

None

VI. Other:

None

C. Accept Monitoring Reports

1. Administrative Monitoring Status Reports

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

6. Linkages

Board Members: Berg, Tenpas and Treinen have been at Community Input Sessions. McFarlin commented on the large number of middle school students signed up for Band. Hirsch attended the Community Advisory Committee and commented on the impressive volunteers on the community and anticipates a very good result from the group.

Administration: Borden attended the Joint Review Board meeting for TIF #1 in Town of Windsor. Pertzborn gave an update on Village of DeForest TIFs # 4, #5 & #7. The Board is reminded about upcoming WASB meetings, Fall Regional meeting on October 28 and Employment & School Law Seminar on October 16 & 17.

7. Press Verification

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

8. Adjourn

The Board of Education adjourned at 8:03 pm on a motion by McFarlin, seconded by Choi, and passed unanimously by voice vote.

DASD BOE President

Date