

**DeForest Area School District  
Board of Education Meeting Minutes,  
Monday, September 8, 2014 – 6:15 pm.**

1. Convene

President Jan Berg called the September 8, 2014 regular meeting of the DeForest Area School District's Board of Education to order at 6:18 p.m.

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

Sue Borden verified that the meeting was properly noticed.

The Pledge of Allegiance and the Hands Pledge were recited.

On a motion by Tenpas, seconded by McFarlin, 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: Tracie Bacon spoke about school bus transportation.

3. Board Business

A. Ends Discussion

- 1.) Overview of first day of school, including preliminary enrollment information (Ann Higgins) (EL 2: Communication and Support to the Board) (15 min.)

Discussion: Director of Administrative Services, Ann Higgins, reported that the opening of school has gone very smoothly. She credited transition and orientation activities, as well as the consistency in building administration. She reported that bus transportation issues are still being addressed. Lunch schedules at the High School are being adjusted, and will include some minor schedule changes. Due to late registrations an additional third grade teacher was added at Windsor Elementary, resulting in 21 students per class at that level. An additional part time educational aid has been added at Eagle Point Elementary to address class sizes. Higgins shared preliminary data on enrollment at each school, by class and grade. Initial reports indicate a total district increase of approximate 90-100 students, with an expectation that the actual number may be slightly lower. Final enrollment counts will be determined with the official 3rd Friday Count report on September 19.

- 2.) Update on Community Advisory Committee (EL 2: Communication and Support to the Board; EL 10: Facilities) (30 min.)

Discussion: District Administrator, Sue Borden gave an update on Community Advisory Committee. The committee has met twice and has studied the district facility report. In addition to a review of the findings of the facility study at the next meeting on September 15, the committee will look at enrollment, projected growth and land owned by the district. Community Input Sessions were completed in July and August. The online version of the presentation is still available while staff will have been provided six opportunities to attend input sessions, as well. Board members offered comments on their experiences during the committee meetings and the important role the committee serves in consideration of facilities.

- 3.) Preliminary discussion of guiding principles for class size (EL 2: Communication and Support to

the Board) (45 min.)

Discussion: Ann Higgins reported on the background and past considerations on class size averages. Generally, the goal has been an average of 22 students per class, with smaller classes in the elementary schools and especially in the lower grades. At the middle school, 25 students per class has been average for the past few years, with some classes reaching 29. An assumption has been that the district would not change attendance boundaries to accommodate class size guidelines for short term needs. Another assumption has been to keep K-2 class sizes smaller than higher grades. Also, taken into consideration is the number of staff members, the amount of classroom space and more than a dozen other variables. The district places a high priority on sustainability and is conservative when adding staff, to ensure consistency and affordability. Hirsch recalls historically that the Board developed unwritten guiding principles that decided 21.6 students should be the average for grades K-5. At that time the Board gave authority to principals to determine what class sizes were best for their building based on using the average of 21.6 students as a guideline. More discussion will be held at future meetings.

#### B. Consideration for Board of Education Action

- 1.) Consider approval of extension of consulting agreement with PRA (Plunkett Raysich Architects) for facility planning (EL 2: Communication and Support to the Board; EL 10: Facilities) (20 min.)

Director of Business & Auxiliary Services, Diane Pertzborn reviewed the request for proposals that were received at the time a facility study was requested. Plunkett Raysich Architects (PRA) was chosen to conduct the study. There will be additional requests for proposals sent out when the time for architectural services is required. At this time, Pertzborn recommends continuing with PRA for the next steps in the consulting agreement for review of options and concept development.

On a motion by Choi, seconded by Tenpas, the DeForest Area Board of Education approved an extension of the consulting agreement with Plunkett Raysich Architects for the next steps of reviewing options and concept development in facility planning. The motion passed by a unanimous voice vote.

#### 4. Agenda Planning

- A. Enrollment and staffing update, including class sizes - September
- B. Student Extended Travel process
- C. Integrated Pest Management review - November
- D. Discussion on further development of class size guidelines, including input from Principals

#### 5. Consent Agenda

- A. Accept Minutes – August 25, 2014 regular meeting.
- B. Required Approvals

#### *Vouchers Payable/Treasurer's Report*

*Void: 190788*

*Paid: 190821 - 190827, 190830 - 190834, 190837, 190839 - 190841, 190843 - 190846, 190849 - 190850, 190852, 190855 - 190862, 190864, 190893, 190896 - 190912, 190914 - 190922, 190925 - 190928, 190931 - 190934, 190936 - 190939, 190942 - 190943, 190945 - 190976, 190978, 190981 - 190984, 190986 - 190987, 141500179, 141500181, 141500201, 141500203 - 141500206, 141500208 - 141500210, 141500213 - 141500221, 141500223, 141500225 - 141500230, 141500236 - 141500237, 141500239, 141500245 - 141500249, 141500251 - 141500258.*

*Budget Transfer: None*

#### *Personnel Recommendations:*

##### **I. Separations:**

Paul Aubuchon - LaCrosse Coach DAHS - resignation effective August 28, 2014

##### **II. Leaves:**

Jamie Powell - Educational Assistant Office - leave for 2014-15 school year  
Leroy Virnig - Custodian WES - leave August 23, 2014 - August 23, 2015

**III. Transfers:**

Rebecca Schreiber - Educational Assistant Office YES - replacing Jamie Powell

**IV. Appointments:**

David Diaz - Educational Assistant DAHS - replacing Bonnie Walther  
Kathryn Boyce - English Department Chair DAHS - replacing Jennifer Breezee  
David Schmitz - Educational Assistant WES and EPES  
Jamie Powell - Accounting Clerk LTE DO - new position

**V. Reassignments:**

None

**VI. Other:**

None

C. Accept Monitoring Reports

1. Administrative Monitoring Status Reports

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

6. Linkages

Board Members: Board members have been attending Community Advisory Committee meetings. Borden gave a public presentation on her Cuba trip and also offered information to attendees about the facility discussions. Treinen & McFarlin visited the Middle School, Windsor and Eagle Point on or since the first day of school. Tenpas, Choi and Borden attended the football game on Friday, September 5.

Administration: The Board tailgate for staff will be at the next home game on September 19 beginning around 6:00 pm. Borden thanked the many organizations who donated school supplies.

7. Press Verification

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

8. Adjourn

The Board of Education adjourned at 8:35 pm on a motion by Giovanni, seconded by Lund, and passed unanimously by voice vote.

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DASD BOE President

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Date