

**DeForest Area School District  
Board of Education Meeting Minutes,  
Monday, October 27, 2014 – 6:15 pm.**

1. Convene

President, Jan Berg called the October 27, 2014 regular meeting of the DeForest Area School District's Board of Education to order at 6:17.m.

Board members present: Jan Berg, Mike Hirsch, Kate Lund, Terri Treinen, Christopher McFarlin, Steve Tenpas, Dan Choi and Jim Pertzborn. Absent was: DeAnna Giovanni. Also present were administrators Sue Borden, Barb Buffington, Diane Pertzborn, Ann Higgins, 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 Lund seconded by Tenpas 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.) Introduction and welcome to new Director of Business and Auxiliary Services - Kathy Davis (GP 1: Role of the Board) (20 min.)

Discussion: Kathy Davis, newly hired Director of Business and Auxiliary Services introduced herself and provided information on her background, professional experiences and interests. Davis will replace Diane Pertzborn, current Director of Business and Auxiliary Services, when Pertzborn retires in January 2015.

- 2.) Policy and insurance coverage implications for foreign and domestic student/staff travel - Frank Sutherland, Boardman and Clark; Nancy Denman and John Gibson, Tricor Insurance (EL 2: Communication and Support to the Board) (45 min.)

Discussion: Diane Pertzborn introduced Attorney Frank Sutherland, Boardman and Clark, and Nancy Denman and John Gibson, Tricor Insurance. They presented information on policy and insurance coverage implications for foreign and domestic student/staff travel. Sutherland began the presentation by addressing the relationship between authority/control and liability, creating clarity with respect to sponsorship and restrictions on school employees per WI State Statute 118.12(2)(a) that could help the Board make informed policy choices on overseas travel by students and staff. He explained the difference between a third party sponsorship and school district sponsorship with relation to contracts, use of school accounts, and compliance with school policies. Finally, he explained waivers, releases and disclaimers with regarding both non-school-sponsored and school-sponsored trips and specific and unique risks associated with overseas travel. Next, Denman and Gibson provided information on insurance coverage implications. They explained general liability, auto and workers compensation coverages on school-sponsored trips overseas. Gibson explained limited worldwide general liability coverage as granted in the definition of the coverage territory. Blanket statements are difficult to make regarding insurance in other countries because laws are not the same as the U.S. He also explained additional

travel insurance that can be purchased for everyone on the trip, both students and staff. Finally they offered a list of considerations for policy development decisions pertaining to risk management protocols.

- 3.) Update on Facilities planning and Community Advisory Committee (EL 2: Communication and Support to the Board; EL 10: Facilities) (20 min.)

Discussion: Barb Buffington, Director of Pupil Services shared the report she presented to the Community Advisory Committee on October 15. She provided an overview of her department, special ed prevalence and what services the district provides students. She described current accessibility and space concerns associated with providing special education services. Finally, she described modern learning environments and spaces that would include intervention spaces, therapy spaces, adaptable furniture, sensory areas and accessible playground equipment that would be beneficial to special education students. Superintendent, Sue Borden also reported that at the meeting on October 20, the Community Advisory Committee began talking about options for addressing facility needs. Director of Business & Auxiliary Services, Diane Pertzborn also gave an update on architect interviews, in anticipation of possible recommendations by the Community Advisory Committee. A request for proposal was sent to four architectural firms for pre-referendum work, work during referendum and then design work, if referendum passes. Bids will be reviewed next week.

- 4.) Discuss resolution to detach parcel 064/0090-204-8000-2 to the Waunakee Community School District (EL 2: Communication and Support to the Board) (30 min.)

Discussion: Pertzborn explained that a 40.3 acre parcel of land has been discovered to have been attributed to the DeForest Area School District, but actually should be attributed to the Waunakee Community School District. The parcel is not contiguous to school district boundaries. A resolution is needed to officially detach the parcel and will be brought to the Board of Education for approval at the next meeting.

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

- 1.) Consideration and adoption of final District Budget & Tax Levy for the 2014-2015 budget year (EL 8.1 - Balanced Budget, 8.5 - Compliance with regulations; GP 3 - Approach to Governance) (30 min.)

Pertzborn explained the final revenue limit calculation. The district is allowed \$75 more per pupil for 2014-2015. She also explained how tax levies are determined for municipalities. The district tax levy for the 2014-2015 budget year will be \$21,717,491.00. The mil rate will be \$11.18, remaining steady for the past three years.

On a motion by Hirsch, seconded by Tenpas, the DeForest Area Board of Education approved the final district budget & tax levy for the 2014-2015 budget year. The total tax levy will be \$21,717,491.00. The motion passed by a unanimous voice vote.

4. Agenda Planning
  - A. Integrated Pest Management review – November 10
  - B. Open Enrollment policy review
  - C. Facility planning
  - D. Process for filling Board member vacancy
5. Consent Agenda
  - A. Accept Minutes – October 13, 2014 regular meeting.

## B. Required Approvals

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

*Void: 191180*

*Paid: 191423 - 191431, 191439 - 191441, 191443, 191445 - 191446, 191448 - 191453, 191455 - 191457, 191460 - 191465, 191467 - 191468, 191470 - 191473, 191475 - 191476, 191478, 191480, 191482, 191484 - 191487, 191489, 191491 - 191493, 191496 - 191497, 191504 - 191506, 191517, 191519, 191521 - 191527, 191529 - 191531, 191533 - 191537, 191539 - 191543, 191545 - 191546, 191548 - 191554, 191556 - 191561, 191563, 191566 - 191571, 191573 - 191589, 191591, 191593 - 191595, 191597 - 191605, 141500477, 141500485, 141500487 - 141500502, 141500504 - 141500507, 141500515 - 141500517, 141500519 - 141500531, 141500533 - 141500542, 141500547 - 141500561, 141500563 - 141500574, 141500577 - 141500581, 141500583 - 141500584, 141500586 - 141500590.*

*Budget Transfer: None*

### *Personnel Recommendations:*

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

Sara Ensign - Mock Trial Coach DAHS 50% - resignation effective October 14, 2014

Ralph Tolzmann - Head Custodian DAHS - effective October 20, 2014

Jennifer Brown - Alternative Education Teacher DAHS - effective November 27, 2014

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

Kristin Harbort - Educational Assistant WES - leave January 26, 2014 through June 9, 2014

#### **III. Transfers:**

None

#### **IV. Appointments:**

Brian LeCloux - Mock Trial Coach DAHS 50% - replacing Sara Ensign

#### **V. Reassignments:**

None

#### **VI. Other:**

None

*Budget Transfer: None*

### *Administrative Regulations/Rules Revisions:*

AR 6.3b(3o) - Video Surveillance and Electronic Monitoring

AR 3.3b(1) - Employee Grievance Process & Procedure

## C. Accept Monitoring Reports

1. Administrative Monitoring Status Reports

On a motion by Tenpas seconded by Lund, and passed unanimously by voice vote, the Consent Agenda was approved. Treinen and Pertzborn abstaining from Administrative Regulation approval, but

## 6. Linkages

Board Members: McFarlin attended the WASB Employment Law Seminar. Treinen, Choi and Pertzborn attended the Windsor family dinner and book sale. Mike Hirsch announced that he will be resigning from the Board of Education on December 9, 2014.

Administration: On November 17, Borden will share her China trip experience. The WASB Regional meeting is October 28. The next Community Advisory Committee meeting is on October 29 at the DeForest Area Community and Senior Center. Trick or Treating sponsored by the National Honor Society students will be at the High School on October 30, 5:00 - 7:00 pm.

7. Press Verification

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

8. Adjourn

The Board of Education adjourned at 8:45 pm on a motion by Tenpas, seconded by Hirsch, and passed unanimously by voice vote.

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DASD BOE President

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Date