

**DeForest Area School District
Board of Education Meeting Minutes,
Monday, November 11, 2013 – 6:30 pm.**

1. Convene

President Jan Berg called the November 11, 2013 regular meeting of the DeForest Area School District's Board of Education to order at 6:16 p.m.

Board members present: Jan Berg, DeAnna Giovanni, Kate Lund, Sue Paulson, Steve Tenpas and Christopher McFarlin. Dan Choi arrived at 8:15 pm. Absent were: Mike Hirsch and Marty Palus. Also present were administrators Sue Borden, Sue Wilson, Diane Pertzborn, David Perrodin and Vickie Adkins.

Sue Borden verified that the meeting was properly noticed.

The Pledge of Allegiance and Hands Pledge were recited.

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

Christopher McFarlin 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.) Update on instructional initiatives, including elementary curriculum, elementary report cards, Common Core Standards and RtI (Response to Intervention) (Sue Wilson) (EL 6: Programs and Services)

Discussion: Director of Instructional Services, Sue Wilson and Program Coordinator of Teaching and Learning, Joe Parker gave an update on instructional initiatives, including elementary curriculum, elementary report cards, Common Core Standards and RtI (Response to Intervention) with a focus on describing how all these components work together. Last year, the District adopted AR 6.2a(3d) – Instructional Decision-making (IDM) Process for Learning, which guarantees that all students will have access to effective core instruction with a guaranteed and viable curriculum, including character/behavioral development that promotes learning.

Wilson and Parker shared the K-4 framework that the district is using to ensure that curricular components and instructional resources work together for the benefit of student learning. From that framework, it's possible for teachers and parents to drill down to each grade level curriculum plan that outlines expectations and resources that all teachers will use, resulting in a guaranteed and viable curriculum for all students. In an effort to provide support implementation, Parker completed interviews with each grade level team at each of the buildings to determine how things are going for teachers and if any adjustments need to be made. Future plans are to develop an ongoing process for monitoring fidelity to, or reliability of, DASD curriculum. In other words, determining if the planned curriculum is actually being taught.

Wilson and Parker also shared an example of the new elementary report card format that was developed to align with state content standards and the Board policy on Student Ends. Also included were examples of student learning targets in parent-friendly language for both academics and behaviors that will be shared with parents.

They explained how the core curriculum and RtI relate to the Specific Learning Disabilities (SLD) Rule that takes effect on December 1, 2013 and the stages and steps that happen prior to an SLD determination, including valid and reliable tools for universal screening and progress monitoring K-12.

Finally, they were able to share progress on using data that the district already has in a useful format to develop Learner Profiles. While there is still a lot of work to do to create a Data Dashboard that DASD educators can use, the end in mind is to develop profiles that paint a picture of the whole child, including the four dimensions of student Demographics, Academic & Behavior History, Learning Preferences & Styles, and Interests & Aspirations.

2.) Summary of 2012/2013 fiscal year and preliminary audit update (Diane Pertzborn) (EL 7: Financial Conditions and Activities)

Discussion: Director of Business and Auxiliary Services, Diane Pertzborn, explained the 2013-2014 tax levy distribution. The levy increased by \$32,237 over the prior year. Property values decreased in most municipalities, however the property value decline was made up by an \$18M increase in the Town of Windsor. Mil rate change was a decrease of \$.01, which translates into \$2.00 increase on a home valued at \$200,000. The school tax portion of a homeowner's bill will vary depending on levy credits and property values, as well as other taxing entities including the resident's township, village, county and tech college.

Pertzborn also explained the 2012/2013 budget/audit preliminary results showing an increase in revenue of \$20,351 due in part to transportation aid (4K), 4K grant, increased fees and admissions and open enrollment. Expenditures were \$777,672 less than budget due to incomplete projects, utilities/energy savings, grants, and unused funds. Pertzborn also explained revisions made to the 2013/2014 budget since the Annual Meeting in July. Total adjustments equal \$189,134.

3.) Discussion of debt refinancing options, including timeline and estimated savings (Brian Brewer, Robt. W. Baird) (EL 7: Financial Conditions and Activities)

Pertzborn introduced Brian Brewer with Robt. W. Baird. Brewer presented information related to refinancing the outstanding debt. He presented a review of the recommended plan, resulting in an estimated savings of \$850,000. It is anticipated that the District will go to market for a portion of the debt on December 9, 2013 and then go to market again in January for a remainder of the debt in order to take full advantage of bank qualified interest rates. Actual rates will be presented at the December 9 Board meeting and the Board will then vote on whether or not to approve the refinancing.

B. Consideration for Board of Education Action

1.) Consider 2013/2014 Board of Education meeting rotation schedule (GP 1: Role of the Board)

Beginning at the end of November, the Board of Education will conduct Board meetings in school buildings once per month, generally the second meeting of the month. The Board will tour the facility as part of the Board meeting. Staff and parents are invited to attend. The meeting rotation schedule will be communicated and published on the district website.

On a motion by Giovanni, seconded by Tenpas, the DeForest Area Board of Education approved the 2013/2014 Board of Education meeting rotation schedule. The motion passed by a unanimous voice vote.

4. Agenda Planning

5. Consent Agenda

A. Accept Minutes – October 28, 2013 regular meeting.

B. Required Approvals

Vouchers Payable/Treasurer's Report

Void: None.

Paid: 187528 – 187530, 187532 – 187544, 187546 – 187556, 187558 – 187569, 187573 – 187580, 187583 – 187592, 187595 – 187597, 187599 – 187609, 187611 – 187623, 187625 – 187629, 187636 – 187637, 187646 – 187651, 187653 – 187659, 187661 – 187663, 187665, 187669 – 187670, 187672, 187674 – 187675, 187677, 187679 – 187680, 187682 – 187683, 187685 – 187686, 187688 – 187690, 187693 – 187698, 131400525 – 131400526, 131400528 – 131400543, 131400546 – 131400551, 131400553 – 131400554, 131400556 – 131400557, 131400559 – 131400560, 131400562 – 131400563, 131400566 – 131400573, 131400579 – 131400581, 131400583 – 131400585, 131400587 – 131400589, 131400591 – 131400592, 131400594 – 131400596, 131400601 – 131400603, 131400605, 131400607 – 131400610, 131400612 – 131400621.

Budget Transfer: None

Personnel Recommendations:

I. Separations:

None

II. Leaves:

None

III. Transfers:

Melissa Hughes – Educational Assistant Special Ed YES to WES

IV. Appointments:

James Byrd – Custodial/Maintenance DAHS – replacing Jeff Bloch

V. Reassignments:

None

VI. Other:

None

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.

6. Linkages

Board Members: Berg, McFarlin and Superintendent Borden attend the WASB Employment Law Seminar on Oct. 31 & Nov. 1. McFarlin and Borden attended the WASB Legislative Advocacy Conference on Nov. 9. Paulson attended the fall play “Playing for Time”, the Veteran’s Day Ceremony and the Eagle Point Elementary Halloween parade. Tenpas spent time observing at Windsor Elementary School and received a tour of the facility.

Administration: Borden reported that parent/teacher conferences were happening today. She attended the 2014/2015 school calendar meeting, will attend an upcoming insurance committee meeting on Dec. 2 and has been helping conduct safety audits in district buildings. Ann Stettbacher, Administrative Assistant attended the WSPRA (Wisconsin School Public Relations Association) fall conference where School/Community Relations Coordinator, Debbie Brewster was honored with a Lighthouse award for the District website and a Spectrum award for her development of the Superintendent Search brochure.

7. Press Verification

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

8. Adjourn

The Board of Education adjourned at 9:05 pm on a motion by McFarlin, seconded by Lund, and passed unanimously by voice vote.

DASD BOE President

Date