

**Beaver Dam Unified School District
Board of Education Minutes**

July 21, 2008

The regular meeting of the Beaver Dam Unified School District Board of Education was held on the above date at the Educational Service Center. The meeting was called to order at 6:30 p.m. by President, Bev Beal-Loeck. Board members present were Bev Beal-Loeck, Kathie Berkvam, Kim Darst, Nate Dassler, Jean Hill, Marge Jorgensen, Mark Kirst, Lisa Panzer, and Joanne Tyjeski. Absent – None.

President, Ms. Beal-Loeck, led in the Pledge of Allegiance.

Ms. Jorgensen requested the minutes of the June 16, 2008 meeting be corrected to reflect Ms. Berkvam's "Naye" vote for the approval of the Middle School Cross Country Team and Ms. Jorgensen's "Naye" vote for the approval for the compensation for the District Event Coordinator and Auditorium Technician positions.

Kirst moved, Dassler seconded, to adopt the minutes of the regular meeting on June 16, 2008, as amended and the special meetings on June 25, June 26, and June 30, 2008 as presented.

The motion was adopted by unanimous vote.

Ms. Beal-Loeck welcomed visitors.

There were no requests from members of the public to participate in the public comment session.

Kirst, at the request of the President, announced the board may move into closed session following the regular meeting in accordance with State Statute 19.85 (1) (c) to discuss the employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. The meeting will reconvene into open session to for the possible transaction of business and adjournment.

Dr. Don Childs, Superintendent, requested that action on item 11.3 (I) – Wilson Elementary School Principal, be contingent upon release from her contract with the Waupun School District.

Ms. Jorgensen questioned why proposed Policy 187-Proposal and Action Requirement wasn't on the agenda for approval and requested it to be placed on the agenda.

Dr. Childs reminded board members that the policy was incorporated into Policy 208-Communication and Counsel to the Board and said it can discussed at that point in the agenda.

Hill moved, Kirst seconded, to adopt the agenda as presented.

The motion was adopted by unanimous vote.

Discussion of the quarterly work order report focused on the quarterly dates, the types, areas, and increase in orders.

Mr. Paul Buchholz, Coordinator of Buildings and Grounds, shared that the additional maintenance position has been very helpful. He added that the next quarterly report will reflect the impact of the absence of a staff member on long-term disability until January.

Dr. Childs presented a recommendation to purchase furniture for the Middle School as proposed. He shared that bids were solicited from at least three separate vendors.

There was discussion regarding essential items, the furniture replacement cycle, reasons for replacing items, payment, and budgeting for furniture.

Mr. Andrew Sarnow, Director of Business Services, reminded board members of his previous request to allocate funds in the maintenance budget for furnishings, which would have funds available, but not necessarily expended. At that time, the board directed him not to budget for furnishings and to present the requests to the board as necessary per board policy. He said the requests for expenditures that exceed the \$10,000 policy limit would still be presented to the board in accordance with board policy.

Dr. Childs said options could be discussed under the Budget Update agenda item.

Further discussion focused on unexpended funds, the criteria for replacing furnishings, and revisiting a facilities strategic plan.

Berkvam moved, Dassler seconded to approve the purchase of furniture as proposed for the Middle School in an amount not to exceed \$30,900.60.

The motion was adopted by the following vote: *Ayes* – Beal-Loeck, Berkvam, Darst, Dassler, Hill, Jorgensen, Panzer, and Tyjeski. *Nays* - None. *Abstained* - Kirst.

Dr. Childs requested approval of the restructured high school fees as proposed.

Discussion focused on options for families who can't afford fees and booster club involvement.

Dassler moved, Berkvam seconded, to approve the restructuring of high school fees as proposed by the high school administration for the 2008-09 school year with the addition that any student who qualifies for the free and reduced lunch program will have the High School athletic and activity user fee waived.

There was additional discussion regarding the amounts of fees waived, completion of the form, and the fee reduction or waiving for those who complete the form.

The motion was adopted by the following vote: *Ayes* – Berkvam, Darst, Dassler, Hill, Jorgensen, Kirst, Panzer, Tyjeski, and Beal-Loeck. *Nays* – None.

Mr. Bill Loss, High School Associate Principal, presented an overview and some highlights of the High School Athletic program, including participation trends, vision, and goals. One of the goals is to increase participation and promote a multi-sport athlete, not just single-sport athletes.

Discussion focused on minimum participation requirements for a sport, participation limits, creation of additional teams, board attendance goal, and grade ineligibility.

Mr. Don Patnode, High School Principal, presented a summary of graduation and advanced placement course enrollment data. The data included the number of students who were expected to graduate and didn't, which includes students involved in special needs programs who return to school after their expected graduation date. The awards portion of the graduation ceremony is being reviewed to consider moving it from the ceremony and implementing an awards program to recognize those receiving awards and scholarships.

There was discussion regarding the number of students who began the school year, why they withdrew, the definition of a dropout, interventions, and programs for returning seniors.

Mr. Patnode shared data regarding advanced placement course enrollments. Enrollment increased in 2007-08 and will increase again in 2008-09, along with the completion rates.

Enrollment increases and decreases, scheduling, and course offering rotations were discussed.

Mr. Patnode reviewed the first year of the block schedule at the High School. He also explained the structure for the 2008-09 school year. Survey data will be shared once it's available and will be used to identify trends, concerns, and how to address them.

Discussion focused on skinny courses offered opposite of music, music enrollment, APEX learning opportunities, graduation requirements, credit distribution, programming needs for students who aren't successful, and the survey questions and frequency.

Dr. Childs requested approval of the contract with Service Master to provide cleaning services at Trenton Elementary School and the Educational Service Center for the 2008-09 school year.

Berkvam moved, Jorgensen seconded, to approve the terms and conditions of the Service Master agreement for 2008-09 at Trenton Elementary School and the Educational Service Center at a cost not to exceed \$37,907.

The motion was adopted by the following vote: *Ayes* – Darst, Dassler, Hill, Jorgensen, Kirst, Panzer, Tyjeski, Beal-Loeck, and Berkvam. *Nayes* - None.

Dr. Childs presented a recommendation to hire Mr. Mike Otto as an employee of the district in lieu of contracting his nutritional coordinator services through the Beaver Dam Community Hospital.

Dassler moved, Kirst seconded, to approve the employment of Mike Otto as district food services director at a total compensation package of \$60,000. This is in lieu of purchasing his services from Beaver Dam Community Hospital and reflects no cost increase to the district.

The motion was adopted by the following vote: *Ayes* – Dassler, Jorgensen, Kirst, Panzer, Tyjeski, Berkvam, and Darst. *Nayes* - None. *Abstained* - Beal-Loeck and Hill.

Dr. Childs explained that the budget numbers have not changed in the past month.

Mr. Andrew Sarnow facilitated a budget discussion.

Questions were asked about the detail of the budget and items that should be added.

Mr. Sarnow explained that past budgets have been too detailed and that he has been making it more clear and concise. He said that Fund 41, Fund 73, and furniture funding need to be addressed and that staff development and technology could be reorganized.

Discussion focused on athletics and facilities maintenance, providing guidelines for budgeting for furniture, and tracking.

Mr. Sarnow explained that the preliminary 2008-09 budget request for approval is the same as was presented in June and that an official budget will be presented in August. A motion will need to be adopted to allocate funds for furnishings.

It was asked if the motion should be made when the request to approve the preliminary budget is presented.

Dr. Childs indicated that would be the appropriate time.

Dr. Childs presented a draft of a board agenda calendar. He solicited feedback on the format and noted that it is not all inclusive, but that items will change.

Comments were that the calendar is a good starting point and the format is good.

There was discussion regarding inclusion of learning retreat items, recurring items, new course and curricular process timelines.

Dr. Childs provided an overview of the final monitoring report for the 2007-08 school year. Action on the report will be requested at the regular August board meeting. He shared conclusions, observations, and a 2008-09 academic improvement plan. The primary focus is to target measurable reductions in the number of students with disabilities falling below the proficient level. Students did make progress, just not the progress requirements established by the government.

Discussion focused on the high school survey data, expansion of providing support for secondary education, and preparing students for post-secondary education.

Dr. Childs provided an update on student enrollment for the 2008-09 school year. He explained that the numbers are continuously in flux throughout the year. The total enrollment projection is 3,358 students. This is not the same number used for the budget since that number is based on rolling 3-year average.

There was discussion regarding SAGE schools and requirements, free and reduced lunch rates, and elementary space issues.

Dr. Childs thanked all of the principals for their hard work on providing the data.

Ms. Jorgensen, Chairperson of the Beaver Dam Education Association (BDEA) Negotiations Committee, stated there is nothing to report.

Mr. Kirst, Chairperson of the Beaver Dam Support Staff Association (BDSSA) Negotiations Committee, stated there is nothing to report.

Mr. Dassler, Chairperson of the Administrative Compensation Committee, stated there is nothing to report.

Ms. Berkvam and Ms. Jorgensen presented information they received at an Other Post Employment Benefits (OPEB) seminar sponsored by the Wisconsin Association of School Boards (WASB). They also shared current contract language, projected liability, Annual Required Contributions (ARC), and benefit projections.

It was asked if the projections include an increase each year.

Ms. Jorgensen confirmed it includes a 12% increase. She and Ms. Berkvam said the two issues are how to pay the existing obligation/liability and how to negotiate a reduction of OPEB with staff. Mr. Sarnow was asked to provide further explanation.

He shared that health care costs have increased faster than salaries over the past few years and that it is no longer beneficial for a teacher to retire at an early age. An option is to fund Fund 73 and determine how to cut costs.

Ms. Jorgensen reviewed the options for paying the existing obligation.

Mr. Sarnow explained that the ARC option provides a revenue stream, since it earns interest. The principle behind ARC is that after 30 years, it funds itself.

Ms. Jorgensen asked Mr. Sarnow to explain categorical aid with Fund 73.

He explained that school districts are looking at this now because the Department of Public Instruction has required districts to do a pay as you go plan with and additional five percent.

Ms. Jorgensen reviewed the consequences if the district fails to modify the benefits, including layoffs, program eliminations, and possible consolidation of school districts. She provided suggestions on how to negotiate the reduction of OPEB, including educating staff. She and Ms. Berkvam recommend a representative from Key Benefits Concepts provide a presentation for staff and to hire a WASB attorney experienced in the negotiation of reducing benefits to assist with the 2009-11 negotiations with the BDEA and BDSSA.

Kirst moved, Hill seconded, to approve the following resignations: Craig VanCamp–Math Teacher–High School (Resignation effective end of the 2007-08 school year); Dean Bellanti–Social Studies Teacher–High School (Resignation effective end of the 2007-08 school year); and Sara Houwers Sixel–Art Teacher–Elementary Schools/Alternative Learning Coordinator (Resignation effective end of the 2007-08 school year).

The motion was adopted by unanimous vote.

There were no leave of absence requests.

Hill moved, Kirst seconded, to approve the following appointments: Monica Modine–Kindergarten Teacher–Lincoln Elementary School (BA, Step 8); Nicole Cahen–Health/Physical Education Teacher–Middle School (BA, Step1); Danielle Paul–7th Grade Content Area Literacy Skills (C.A.L.S.)–Middle School (MA, Step 9); Betsy Ramsdale–ELL Teacher/Site Coordinator–Middle School (BA+10, Step 8); Tracie Chandrasekaran–Spanish/Music Teacher–High School/ Elementary Schools (MA, Step 5); Alicia Isaacs – Exceptional Educational Needs Teacher–High School (BA, Step 1); Brooke Coy–Special Education Teacher–Elementary Schools (BA, Step 2) (LTE–189 days); Molly Minter–Health/AODA Teacher–High School (BA, Step 1) (LTE–189 days); James McKellar–Spanish Teacher–High School (MA+30, Step 9); Darci Mosher–Speech & Language Pathologist–District (MA+20, Step 12); Stephanie Benson–School Psychologist–Elementary (MA+30, Step 1)(LTE–197 days); and Laura Maron–Wilson Elementary School Principal/Four-Year Old Kindergarten Coordinator. Contingent upon the Wilson Elementary School Principal being released from her contract in the Waupun School District.

The motion was adopted by the following vote: *Ayes* – Hill, Jorgensen, Kirst, Panzer, Tyjeski Beal-Loeck, Berkvam, Darst, and Dassler. *Nays* - None.

Mr. Sarnow presented a request to approve the 2008-09 initial presented preliminary budget as presented at the June regular board meeting.

Jorgensen moved, Dassler seconded, to approve publication of the preliminary budget and schedule a hearing on the proposed budget to be held on Monday, August 18, 2008 in the board meeting room at the Educational Service Center, 705 McKinley Street, Beaver Dam Wisconsin at 6:30 p.m.

Mr. Kirst asked for clarification if he should abstain due to the Middle School furniture item.

Dr. Childs said that it was already acted on.

The motion was adopted by unanimous vote.

New board Policy 541.63-District Event Coordinator (Job Description) was presented for first reading.

The following revised and new policies were presented for adoption: Policy 208-Communication and Counsel to the Board; Policy 211–Global; Policy 212–Unity of Control; Policy 213–Accountability of the Superintendent; Policy 214–Delegation to the Superintendent; Policy 215–Monitoring Superintendent Performance; Policy 233.9–Four-Year Old Kindergarten Program Coordinator (Job Description); and Policy 233.10–Coordinator of Guidance and Counseling (Job Description).

Ms. Jorgensen said there was to be a second reading for Policy 187-Proposal and Action Requirement and she would like to adopt both Policy 187 and Policy 208, since the board has not completed the board governing process. She requested Policy 187 be adopted as stated: “The Board of Education shall not vote on any of the following matters at the meeting at which the matter was first considered or proposed: Expenditures greater than \$10,000; New policies or revisions to existing policies; New curriculum or revisions to existing curriculum; New programs or revisions to existing programs.”

Agreement was expressed to adopt Policy 187 as a separate policy and also keep the same language as part of Policy 208.

Kirst seconded Ms. Jorgensen's request to adopt Policy 187 as stated.

It was clarified that Policy 187 is specific to the board and Policy 208 is specific to the superintendent.

It was questioned if Ms. Jorgensen made a motion to adopt Policy 187.

Ms. Jorgensen said yes.

It was asked how literal the policy is pertaining to new curriculum and no new revisions to curriculum.

Dr. Childs said that the curriculum cycle was explained and the policy is fine with everything related to curriculum and it specifies that it should be presented first to the board as a report and later for action.

The motion was adopted by unanimous vote.

The question was asked as to the intent of the language in Policy 213-Accountability of the Superintendent that states "the superintendent is the board's only link to the operation of the district."

It was commented that it means the board will only communicate with staff through the superintendent. A remark was made that there are many problems with the policy and board members need to be able to talk with staff to monitor the superintendent.

Dr. Childs explained that the intent of the language is that the board may only give direction to the superintendent and not to staff. The superintendent can not be held accountable for a decision made by the board. The issue is the authority in giving direction to staff. Board members can talk to staff, however they can not give them direction.

The comment was made that this policy provides staff with a voice in board meetings.

There was discussion on how to revise the language.

Dr. Childs cautioned the board against conflating governance with operations and that operations are the staff's task through the superintendent, not the board's. The board has a legitimate right for oversight of operations.

Ms. Jorgensen asked to hold Policy 213 for action until the August regular board meeting when the revisions can be reviewed.

It was stated that the language in Policy 208 needs correlate to the language from Policy 187.

Dr. Childs reminded the board that they were in consensus with the policies when they wrote them and there aren't any barriers in the policy for operating the district. He explained that there is nothing in the policy process that prohibits the board from engaging in micromanagement if that is what they elect to do. He said the question is if the board is making a policy statement of commitment that it is going to govern the district and operate and oversee the operations of the district, holding the superintendent accountable for the performance of the district or is it not.

Dassler moved, Darst seconded, to adopt the following revised and new policies: Revised Executive Limitations Policy 208 with the change in accordance with adopted Policy 187, Communications and Counsel to the Board; New Board/Superintendent Relations Policies 211-Global Statement; 212-Unity of Control; 214-Delegation to the Superintendent; 215-Monitoring Superintendent Performance; Policy 233.9-Four-Year-Old Kindergarten Program Coordinator (Job Description); and Policy 233.10-Coordinator of Guidance and Counseling (Job Description).

Policy 213 will be revised and presented for second reading at the August regular board meeting.

The motion was adopted by unanimous vote.

Jorgensen moved, Darst seconded, to approve the payment of financial claims (Voucher #38, #39, #40, #41, #42, #43 and #44 Net Payroll, Payroll Related Voucher, Payroll Taxes, Insurance, Credit Card, WEA Advantage, WI Retirement System, WI Retirement System (Admin), WI Retirement (manual/void), and School Specialty, for a total of \$4,104,599.79 (A listing of these vouchers can be found in the Accounts Payable Check Register.)

The motion was adopted by the following vote: *Ayes* – Kirst, Panzer, Tyjeski, Beal-Loeck, Berkvam, Darst, Dassler, Hill, and Jorgensen. *Nayes* - None.

Kirst moved, Hill seconded, to move into closed session.

The motion was adopted by the following vote: *Ayes* – Panzer, Tyjeski, Beal-Loeck, Berkvam, Darst, Dassler, Hill, Jorgensen, and Kirst. *Nayes* - None.

There were no items to discuss during the closed session and no action was taken.

Kirst moved, Dassler seconded, to reconvene into open session for transaction of business and adjournment.

The motion was adopted by unanimous vote.

The board discussed rescheduling the August 4th Working Session due to board member absences. It was decided not to reschedule the meeting.

Kirst moved, Jorgensen seconded, to adjourn the meeting.

The motion was adopted by unanimous vote and the meeting was adjourned at 9:36 p.m.

/s/
Beverly Beal-Loeck, President

/s/
Katherine Berkvam, Clerk