

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

May 21, 2012

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, Marge Jorgensen. Board members present were Marge Jorgensen, John Kraus, Jr., Lisa Panzer, Chad Prieve, Gary Spielman, and Joanne Tyjeski. Board members absent were Bev Beal-Loeck and Jean Hill.

President, Marge Jorgensen, led in the Pledge of Allegiance.

Tyjeski moved, Panzer seconded, to approve the minutes from the regular meeting on April 16, 2012, and special meetings on April 26 and April 30, 2012, as presented.

The motion was adopted by unanimous vote.

Ms. Jorgensen welcomed visitors.

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

There were no announcements.

Tyjeski moved, Panzer seconded, to adopt the agenda as presented.

The motion was adopted by unanimous vote.

Ms. Tonya Broyles-Brouillard, Middle School Principal, reported that the Middle School Summer School program, along with administrative and office staff will be moved to the Don Smith Learning Academy for the summer. Some of the enrichment classes will be offered at the High School.

Mr. John Casper, Middle School Associate Principal, presented a proposal to switch the 6th Grade Summer Camp from the 3 days in August to a 1 day transition day on the first day of school in which only 6th grade students attend school. The 7th and 8th grade students will begin classes on the second day of school.

Ms. Broyles-Brouillard requested approval for the Middle School to eliminate letter grades and fully implement standards-based grading.

There was discussion regarding 5th grade parent information, transition, and student average calculations.

Panzer moved, Kraus seconded, to approve the full implementation of standards-based grading and eliminating letter grades at the Middle School beginning with the 2012-13 school year.

The motion was adopted by unanimous vote.

Mr. Steve Vessey, Superintendent, reported that the district received 67 open enrollment applications for students to transfer into the district for the 2012-13 school year, which is a 30% increase from 2011-12. There are 84 applications for 63 students to transfer out of the district, which is similar to 2011-12. He recommended approval of 66 applications for students to open enroll into the district with denial of 1 application due inadequate space in the program. Approval was recommended for 83 applications for students applying to transfer out of the district, with denial of 1 due to undue financial burden.

Tyjeski moved, Prieve seconded, to approve the 66 applications to open enroll into the district and deny 1 application due to no space available in the early childhood program and approve 83 applications for students to open enroll out of the district, with the denial of 1 due to undue financial burden.

The motion was adopted by unanimous vote.

Ms. Sharon Bliefert, Director of Human Resources, provided an update on the 2012-13 staffing plan and requested approval. There is an overall reduction of 4.6 FTE.

Panzer moved, Spielman seconded, to approve the 2012-13 staffing plan as presented, which shows a reduction of 4.6 FTE for the 2012-13 school year.

The motion was adopted by the following vote: Ayes – Jorgensen, Kraus, Panzer, Prieve, Spielman, and Tyjeski. No-None.

Ms. Bliefert presented a proposal for changes to health and dental insurance for 2012-2013. She thanked the members of the various employee groups who worked through the process. The changes will reduce the total district cost for health and dental insurance by \$300,000 from 2011-2012. The health insurance will be a dual option plan and the district will pay a fixed amount for each plan. The dental insurance will change from WEA to Delta Dental.

Tyjeski moved, Spielman seconded, to approve the dual option health plan and change the dental insurance from WEA to Delta Dental for 2012-2013 at a savings of \$300,000 from 2011-2012.

The motion was adopted by the following vote: Ayes – Kraus, Panzer, Prieve, Spielman, Tyjeski, and Jorgensen. No-None.

Mr. Andrew Sarnow, Director of Business Services, presented a proposal to change the breakfast fees over the next two school years to align the cost of the meals with the revenues and align the district to address future lunch and breakfast prices together. A request for approval will be made at the June regular monthly board meeting.

Discussion focused on making breakfast better and providing more options.

Mr. Sarnow also recommended waiving the breakfast fee for students who qualify for reduced price meals since the district receives financial aid for these students and less than 50% of reduced lunch students participate in the breakfast program. Approval will be requested at the regular monthly board meeting in June.

Mr. Vessey provided background information of the facility project process to date. He presented a proposal to close Trenton Elementary School at the end of the 2012-2013 school year; relocate Trenton students to Prairie View Elementary School beginning with the 2013-14 school year; move Trenton kindergarten to Prairie View for the 2012-2013 school year; and construct a 6 to 8 room addition to Prairie View to accommodate the influx of students. The budget for this project will be \$2.5M to \$3.0M. He also proposed a complete remodel of the chemistry, biology, and physics laboratory classrooms at the high school along with appropriate updates to the remaining science rooms at a budget of \$1M. Additional maintenance projects consisting of HVAC, paving and roofing projects will be presented to the board in February 2013.

There was discussion about allowing time for additional feedback. Action will be taken at the June regular monthly meeting.

Mr. Vessey shared that the feedback has been fairly positive. The timeline the board established stated there would be discussion at this meeting with action in June. The Request for Proposal can be posted immediately following the June meeting. He asked board members to think about either continuing to work with Plunkett and Raysich or use a different firm. He shared that Plunkett Raysich has done outstanding work on the Middle School electrical project.

Discussion focused on contractor bidding responsibilities and the satisfaction with the work of Plunkett and Raysich. There was additional discussion regarding how changes to the high school science rooms will be determined and how long the projects will take.

Mr. Paul Buchholz, Coordinator of Buildings and Grounds, presented a list of recommended facility projects for the summer. Projects above \$10K were bid out per board policy and some smaller projects were also bid out to get the best price.

There was discussion regarding available budget funds and the high school dark room project.

Panzer moved, Spielman seconded, to approve the Summer 2012 facility projects as presented with a projected budget of \$343,280.

The motion was adopted by the following vote: Ayes – Panzer, Prieve, Spielman, Tyjeski, Jorgensen, and Kraus. No-None.

Mr. Vessey proposed a 1.1% salary increase for both the administrative and exempt staff. The recommended salary increase is in line with pay increases for both the teaching and support staff.

Tyjeski moved, Kraus seconded, to approve the administrative and exempt staff 1.1% salary increase.

The motion was adopted by the following vote: Ayes – Prieve, Spielman, Tyjeski, Jorgensen, Kraus, and Panzer. No-None.

Mr. Vessey recognized the High School Trap Shooting Team for a successful program and the Beaver Dam Conservation Club for being the Club of the Year. Kraig Semple participated in the State competition and was high scorer for the state. Dan McDermott spearheaded the move to form a team and deserves a lot of credit. Positively Hoops donated \$1,500 toward new backboard in the Middle School gym. They use the gym each year and donate money to replace equipment.

Mr. Vessey presented Ms. Jorgensen with the Past Board President award for the 2011-12 school year.

Ms. Jorgensen led discussion on the process to fill the board vacancy left by Kim Darst's resignation. She reviewed the board policy and explained the member will serve until the next election cycle in April 2013, at which time the seat will be voted on by the electors. Applicants must submit letters of interest to the board. The board will interview candidates in an open session meeting and then select the best candidate. Letters of interest will be accepted until June 6th and interviews will be conducted in June with the new board member taking oath and office on July 16th.

Ms. Jorgensen shared the board committee appointments for 2012-13. Bev Beal-Loeck is the chair of the Accountability Committee, Joanne Tyjeski is the chair of the Planning Committee, and Gary Spielman is the chair of the Grievance Committee. She shared the board reps on district and community committees.

Mr. Prieve, Chairperson of the Accountability Committee, reported that the committee met on April 23rd and received information on 2011-12 budget adjustments and the third quarter financial data. They also received a report on the new process for checking out district vehicles and a new Fund Balance board policy for review. The next committee meeting will be on May 29th at 5:30 p.m.

Ms. Jorgensen, in Ms. Beal-Loeck's absence, reported that the Planning Committee met on April 23rd. She asked Ms. Sandra Garbowicz, Director of Teaching and Learning, to share the textbook adoption and revision information.

Ms. Garbowicz reported that the World Languages and Algebra I courses are up for adoption. Most materials are being presented in both book and technology formats. Some materials will be purchased this year and some next year.

Panzer moved, Spielman seconded, to approve the 2012-13 textbook adoptions and revisions at a cost of \$60,000 for 2011-12 and \$10,000 and 2012-13 as presented.

The motion was adopted by the following vote: Ayes – Spielman, Tyjeski, Jorgensen, Kraus Panzer, and Prieve. No-None.

Mr. Sarnow provided an update on the food service management Request for Proposals. A total of 5 companies participated in the walk throughs of district food service areas. A recommendation will be presented at the June regular monthly board meeting.

Panzer moved, Spielman seconded, to approve the following resignations: Stephanie Miller–6th Grade Teacher–Middle School (Resignation effective end of the 2011-12 school year); Lori Uttech–Safe Schools/Healthy Student Project Director (Resignation effective 5/4/12); Jennifer Naramore–Special Education Teacher–Wilson Elementary School (Resignation effective end of the 2011-12 school year); and Zach Neuman-Tutor-In School Suspension–Middle School (Resignation effective 5/25/12)

The motion was adopted by unanimous vote.

Panzer moved, Tyjeski seconded, to approve the following leave of absence requests: Kristen Sorenson–Special Education Teacher–Don Smith Learning Academy (Medical Leave for the 2012-13 school year) and Megan Hanni–2nd Grade Teacher–Prairie View Elementary School (Medical Leave 3 separate weeks October-December 2012).

The motion was adopted by unanimous vote.

There were no appointments.

There were no final notice of non-renewals-LTEs.

Mr. Vessey presented the list of tentative 2012 High School and DSLA Graduates for approval.

Panzer moved, Tyjeski seconded, to approve the tentative 2012 list of graduates as presented.

The motion was adopted by unanimous vote.

Mr. Prieve reported on the fund balance board policy that was presented to the Accountability Committee. The policy is designed to maintain a certain percentage of funds in the fund balance account. He asked Mr. Vessey to explain the policy further.

Mr. Vessey explained that a fund balance account should be between 10%-15% and the district's is at 12.5%. When funds are used there needs to be a plan to replace them. A policy secures the financial stability of the district. The policy states that when the district is below 15%, administration will be required to present a plan to the board to place funds in the account over a period of time. It commits the district to returning funds to fund balance.

A suggestion was made to replace "that will establish the restoration of the balance to 15%" to "will restore the fund balance to 15%".

Mr. Vessey said the change will be made and the policy will be presented for final reading next month.

Panzer moved, Tyjeski seconded, to approve the payment of financial claims (Voucher #44, #45, #46, #47, and #48) for District Credit Card, Net Payroll, Payroll Related Voucher, Payroll Taxes, WI Retirement (Admin), WI Retirement, Trust Advantage, BDEA, and District Insurance for a total of \$4,633,297.41 (A listing of these vouchers can be found in the Accounts Payable Check Register.)

The motion was adopted by the following vote: Ayes – Tyjeski, Jorgensen, Kraus, Panzer Prieve, and Spielman. No-None.

Tyjeski moved, Prieve seconded, to adjourn the meeting.

The motion was adopted by unanimous vote and the meeting was adjourned at 8:01 p.m.

/s/
Marge Jorgensen, President

/s/
Bev Beal-Loeck, Clerk