

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

January 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 Mark Kirst. Board members present were: Bev Beal-Loeck, Kathie Berkvam, Nate Dassler, Jean Hill, Mark Killingsworth, and Mark Kirst. Absent: Marge Jorgensen, Laurie Propst, and Dave Uttech. Marge Jorgensen arrived at 6:37 p.m. Laurie Propst arrived at 6:56 p.m.

President Mr. Kirst led in the Pledge of Allegiance.

Mr. Kirst welcomed visitors.

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

Hill moved, Beal-Loeck seconded, to adopt the minutes of the regular meeting on December 17, 2007, and the minutes of the special meetings on December 20, 2007, January 3, and January 9, 2008 as presented.

The motion was adopted by unanimous vote.

Beal-Loeck, 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 for the possible transaction of business and adjournment.

Killingsworth moved, Beal-Loeck seconded, to adopt the agenda as presented.

The motion was adopted by unanimous vote.

Mr. Jeff Rehberg, Prairie View Elementary School Principal, Dr. Barbara Link, Jefferson Elementary School Principal, Ms. Deb Parman, Director of Pupil Services, and Ms. Barb Haase, Saint Katherine Drexel School Administrator, along with members of the 4-year Old Kindergarten Expansion Study Committee presented a report on the potential expansion of the 4-year old kindergarten program. They shared the purpose of the Study Committee, a summary of their work, current options, reasons to expand the program, and the benefits of a Public School/Community collaborative model. Among the number of reasons to expand the program, an expanded 4-year old kindergarten program will assist the district in meeting new federal mandates. By 2010, 3- and 4-year old children who are classified in a disability category, must have 50% of their education with non-disabled peers.

Mr. Andrew Sarnow, Director of Business Services, shared a 4-year old kindergarten program financial evaluation and forecast. He provided an overview of estimated revenue and expenditures based on two separate models, which varied by projected student enrollment.

Questions were asked regarding program and teacher funding, the number of sites, and enrollment.

Mr. Sarnow suggested funding the program from fund balance for 1 year. The teachers will not be employed by the district. Each site will hire their own teacher and decide if they want to provide benefits for their teacher.

Mr. Rehberg said there are at least four sites.

Mr. Sarnow explained the estimated enrollment number is conservative and an actual number has yet to be determined. He shared that sites could handle more than the estimated number. The maximum number of students for the school district site will hold steady at 30 due to space limitations.

Mr. Rehberg added that the maximum number of students would be approximately 250 and the 90 number of students used in the forecast were used to explain a 3-year rolling average. The 90 students would have to continually increase to the point where the program is universally accessible and everyone who wants it has access to a 4-year old kindergarten program. The program doesn't expect to enroll 100% of eligible children since, when most programs are fully implemented, approximately 70% of eligible children are enrolled.

Ms. Renae Henning from Community Care shared that all 4 year olds will be enrolled in the same program. There will not be enrolled and non-enrolled children.

Ms. Parman said that, for Special Education students, it is possible that a natural environment is at home and the student would be on-site for only a couple hours. The facility would be reimbursed for the services provided to the student at their educational setting.

Clarification was requested regarding 3 and 4 year old students in the program and if the mandate is to implement a 4-year old kindergarten program or strictly for students with special education needs.

Ms. Parman explained that 3-year olds were added for special education purposes. Changes to the Individuals with Disabilities Education Act (IDEA) and the No Child Left Behind Act (NCLB) now mandate that by 2010 the district must be in compliance with 3-year olds and 4-year olds who receive special education services, must have 50% of their day with non-disabled peers. Under the current program it will be difficult to meet the mandate since there aren't enough non-disabled peers in the program. The proposed 4-year old kindergarten program is an inclusionary program for all students, but is also a path for special education services that allows the district to serve those children in a natural environment or with non-disabled peers. She said the mandate is not for 4-year old kindergarten, it is for 3 and 4 year old children who have been found to have a disability.

The question was asked if fewer students will be classified as special education if they are participating in Early Childhood and if they will stay classified as they move into the 4-year old kindergarten program.

Ms. Parman shared that research shows that when there is a full 4-year old kindergarten program there are typically fewer referrals for special education due to early intervening services.

It was asked if 4 year olds are considered peers of 3 year olds.

Ms. Parman explained that 4 year olds are considered peers to 3 year olds and that some meshing can be provided. In some cases they may not since all 3 and 4 year old special needs children may not be in pre-school settings. The intent is to provide natural environments and to include them with non-disabled peers.

It was asked approximately how many 4 year olds are in the district.

Ms. Parman said that based on the 5-year old kindergarten enrollment of 250 students this year, the estimate is there are approximately 250 4 year old children.

It was asked if the program supervision and support staff will be provided by district employees.

Mr. Sarnow explained that under one of the program models they would be.

A concern was raised with separation of church and state and using religious schools as sites. It was asked if there would be no religious curriculum during public school time.

Dr. Link said that the committee shared the same concern. The instruction associated with the program will be non-religious. Mr. Rehberg added that the sites they visited in other districts worked through this issue and it will be addressed. Families looking for religious background are more interested in using the religious sites. The partnership agreements would set parameters.

A question was raised as to the accountability to the district.

Mr. Rehberg shared that staff members work with different agencies to ensure the components of a 4-year old kindergarten common curriculum. The district provides oversight, but will not dictate to the agencies. It will be a true partnership. Dr. Link added that the district will provide inservicing to the staff members of the programs.

Questions were asked about the number of 4-year olds in daycare and in actual daycare centers, and if studies differentiate between how students do who are at home vs. daycare programs.

Mr. Rehberg said that approximately 70% of students are in environments other than their homes and that daycare providers can range from a family member to a daycare center. The goal of the program is to provide the best services available, with the highest qualified teachers, and most cohesive programming that the school district and daycare can offer.

Dr. Childs offered that most of the available research on this topic comes from Head Start, where they focus on children of poverty. Their research shows the effects of readiness as a result of that particular program.

Mr. Rehberg added that they have comparative data that shows children in poverty who have attended a 4-year old kindergarten program and children who haven't.

The question was asked as to what would be done if more students enroll than what was planned and how the spaces would be filled.

Mr. Rehberg explained that a limit could be set for the first year and as sites are added, more space becomes available for students. Dr. Link added that this would be new to Beaver Dam and that publicity would need to be done. She said it will take a while to get the word out to parents to let them know the program is available.

It was asked if the law requires all 4 year olds can attend 4-year old kindergarten if they wish and if the program will be financially aided.

Dr. Childs explained that there is an expectation that districts will serve all eligible children and as long as it is offered to all children, it will be financially aided. The district can continue to run a selective 4-year old kindergarten program, but it will not be financially aided.

Mr. Rehberg added that the state allows a district to grow their program. He said, however, there has to be the intent at some point to be universally accessible to all 4 year old children.

The question was raised concerning accountability for curriculum for all providers and if providers don't comply can the agreement be terminated.

Mr. Rehberg shared that each provider's intention is to offer what's best for 4-year old kindergarten. The district will work with all of the agencies to make the curriculum uniform. The partnership agreement will hold the agencies accountable.

The comment was made that it is interest of agencies to do best job that they can.

A concern was raised regarding curriculum mapping and that it needs to be all the same. This could possibly be the same problem or worse. There have been challenges with the district completing curriculum mapping.

Comments were made that the accountability makes sense and it provides the opportunity to spread out the curriculum. The district doesn't have space, so they can't do alone. The partnership is to the benefit of the district and students. The intention is to make it work.

Mr. Rehberg and Dr. Link shared the committee's conclusion and recommendation. They recommended that the Board of Education accept, in concept, the idea of universal 4-year old kindergarten delivered by a Public School/Community collaborative model for the Beaver Dam Unified School District. They further recommended that the Board of Education authorize and support the creation of a design and implementation committee. This committee's task will be to prepare partnership agreements and determine operating budgets for a Public School/Community collaboration model suitable for the Beaver Dam Unified School District. The committee will then bring the information to the Board of Education for their review in April 2008.

Dr. Link shared that the state budget has appropriated funds to subsidize startup 4-year old kindergarten programs.

Mr. Sarnow added that in year 1 of the program every 4-year old kindergarten student would potentially receive \$3,000 of funding and in year 2 it would be \$1,500 of funding. After a few years, the district will profit from the program.

A comment was made that start up grants are for districts that don't currently offer a 4-year old kindergarten program.

Mr. Sarnow shared that the district is researching it. The grants begin with 2008-09 school year. It is a self-sustaining program.

It was clarified that the committee is requesting to proceed with a committee, not to implement a program at this point.

Mr. Rehberg explained that the recommendation assumes the board understands the background for the expansion of the 4-year old kindergarten program to make it universal. The case for doing it would be accepted by the board and the details of the design and implementation will be reviewed at the April regular monthly board meeting.

A concern was raised that no partnership agreements have been formed.

Dr. Childs explained that the district has the option to let the other agencies know what they are comfortable with. The district doesn't need to approve anything that they aren't comfortable with. The board will be required to sign off on the plan.

It was remarked that it is too quick to approve a 4-year old kindergarten program and that a lot of details have not been shared. It was clarified that the request is to only authorize doing further study and not approving 4-year old kindergarten program.

Comments were made that the board would be approving the concept and moving forward. The funding for the first year would come out of fund balance. It is alright for the committee to plan and the board has the right to not just accept what they plan. The board would be agreeing conceptually with a 4-year old kindergarten program for district. Some students are more ready than others. Students who attend 4-year old kindergarten do better and the attempt is to make it more democratic. Any interested board members can serve on the committee.

Hill moved, Beal-Loeck the board authorize and support the creation of a design and implementation committee for 4-year old kindergarten.

It was clarified that a yes vote is for the committee to move forward, collect budget information, and agreements to be brought back to board for a decision. The board then has the option to not approve it and are not obligated to accept the agreement.

The comment was made that this philosophically means the board supports a 4-year old kindergarten program for the Beaver Dam Unified School District. It doesn't necessarily mean the board will support the plan that is brought forward.

Propst called the question.

The motion was approved by the following vote: *Ayes* – Beal-Loeck, Berkvam, Dassler, Hill, Jorgensen, Killingsworth, Kirst, and Propst. *Nayes* – None. *Absent* – Uttech.

Mr. Don Patnode, High School Principal, presented an informational report proposing increasing credit requirements for graduation. He provided a historical perspective of schedules and credit requirements and the current requirements. The committee's common consensus was that the number of credits needs to increase. The committee proposed incrementally increasing the credit requirements from 22.5 to 28.0 over the next six years. The committee will present a recommendation to the board in February based on the board's direction.

It was asked why the credits weren't increased to 28 right away.

Mr. Patnode explained that the incremental increasing of credits is to minimize an increase in staffing. By increasing to 28 right away, it would potentially increase staffing and costs. A better understanding of staffing will be obtained as the impact of the credit increases are worked through the block schedule.

It was asked how much staffing would increase if credits are increased.

Mr. Patnode explained that a number of variables impact staffing, including class sizes. If possible, class sizes do not want to be increased. Some classes have to limit the number of students based on available equipment. The staffing for next year will be built off of this year and then there will be a better idea of staffing needs.

It was asked why staffing needs can not be predicted based on credits.

Mr. Patnode explained that staffing is based on enrollment and administration wants to be conservative regarding staffing.

Questions were asked about the possibility of the state increasing math requirements, other state's math and science requirements, and if the state has discussed mandating a foreign language credit.

Mr. Patnode shared that the increase for a math requirement was dropped at the state level. Dr. Childs added that it was considered a policy issue and not a budget issue. He shared that while reviewing the staffing implications, the number of students already taking additional years of math were considered. It is difficult to predict staffing ahead of time since how students elect to get their credits impacts staffing. Other states require 2-3 years of math and science. He said he is not aware of any discussions at the state level to mandate a foreign language credit.

Ms. Margaret Furdek, High School Science Teacher, requested to address the board. She shared that she teaches in an open classroom with no counters or equipment and that there is a lack of lab space. She said some credit requirements are hampered by facilities.

Mr. Patnode said this report is solely informational and a recommendation will be presented at the February regular monthly board meeting.

Mr. Paul Buchholz, Buildings and Grounds Coordinator, shared a report which summarized the number and category of district maintenance work requests for the first and second quarters of 2007.

It was asked if the addition of the maintenance position has helped.

Mr. Buchholz said that the person had only been working 5 days before the cutoff date for the report, so there has not been enough time to make a determination. He foresees the additional position making a big difference in the future.

Mr. Buchholz presented three quotes for the replacement of a floor scrubber. He recommended approving the bid from San-a-Care in the amount of \$11,500.

Mr. Sarnow asked if it falls within the maintenance budget, the age of the machine and the life expectancy of the machine.

Mr. Buchholz said funds are available in the budget. The machine is approximately 10 years old, which is its life expectancy, however the machine is not operational.

Propst moved, Jorgensen seconded, to authorize the expenditure of \$11,500 for the purchase of a 3-wheeled floor scrubber from San-a-Care, Inc. of Waukesha.

It was verified that a riding scrubber is necessary.

Mr. Sarnow explained that it is significantly more efficient.

Mr. Buchholz added that this machine is replacing a similar machine. It is used in a 65,000 square foot building with approximately 50%-60% hard floor surface. One person operating the machine can do the work of 2.5 people using a walk behind model. A riding scrubber has always been used in that building and it does the job well.

The motion was approved by the following vote: *Ayes* – Berkvam, Dassler, Hill, Jorgensen, Killingsworth, Kirst, Propst, and Beal-Loeck. *Nays* – None. *Absent* – Uttech.

Dr. Childs presented a request for early graduation from Brianna Livingston.

Hill moved, Killingsworth seconded, to approve the early graduation request of Brianna Livingston.

The motion was adopted by unanimous vote.

Mr. Sarnow presented a resolution to authorize the use of procurement cards. He requested to change the vendor of the procurement cards. He explained that the system has been redesigned, which allows for expanded use of the cards.

It was asked who will receive the cards, if site administrators still approve the purchases, and if the funds are expended from the specific budgets.

Mr. Sarnow said the building administrators will determine who will receive cards. The card limits will vary by who the card is issued to. The cards provide convenience and save costs. There amount of tracking is the same and many auditing firms support it. Site administrators are still required to approve all purchases and the new system allows expenses to be realized in a more timely manner.

It was clarified that the system isn't changing, only the cards.

Mr. Sarnow clarified that is correct. The new vendor provides a better automated system of purchases and user layers.

A comment was made that this will assist with the internal control weakness pointed out by auditors.

Jorgensen moved, Dassler seconded, the board adopt the following resolution authorizing procurement cards and attach said resolution to the minutes of this meeting: RESOLUTION NO: 2007/08-2 RESOLUTION AUTHORIZING ISSUANCE OF INDIVIDUAL PROCUREMENT CARDS

WHEREAS, the Board of Education /Trustees of the Beaver Dam Unified School District has authority to purchase goods and services in an amount not to exceed \$10,000 without competitive bids; (Each school district must verify its procurement policy. If the policy establishes a more stringent threshold for the application of public bidding requirements, this policy must establish an exception to the policy.) and

WHEREAS, the costs to individually issue purchase orders and administrate the procurement of individualized purchases for each staff member constitute a significant economic burden on the resources of the school/college district; and

WHEREAS, it is the desire of the Board of Education/Trustees to enable each authorized individual staff member to procure authorized supplies for school/college purposes to facilitate creative pedagogical processes; and

WHEREAS, it is the desire of the Board of Education/Trustees to reduce the economic burden on the resources of the school/college district by increasing efficiency and reducing the administrative costs of the district and to respond to the exigencies of the day to day of operations in accordance with the procurement process as established by the Wisconsin School Code; and

WHEREAS, the Board of Education/Trustees recognize that the Procurement Card is neither a substitute for public bidding nor the district's existing procurement program, and that the Procurement Card program is not being implemented for the purpose of bid splitting and avoidance of the statutorily mandated public bidding process; and

WHEREAS, the Wisconsin Association of School Business Officials has negotiated with the Bank of Montreal, a Canadian-chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603, to administer, on behalf of participating school districts and colleges in the State of Wisconsin, a Procurement Card system issued to individual authorized employees of the district with established limits and purposes; and

WHEREAS, the Wisconsin Association of School Business Officials recognizes the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsors and endorses the Corporate MasterCard Program for its members; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Education/Trustees of the Beaver Dam Unified School District as follows:

ONE: The president and secretary of the Board of Education/Trustees are authorized to enter into an Agreement with the Bank of Montreal to secure Procurement Cards for each authorized employee of the school/college district under such terms and conditions as approved by its legal counsel and this Board.

TWO: As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement (It may be necessary to negotiate the issuance of Procurement Cards and the Agreement of Indemnity with your local union, in that it may constitute a change in working conditions. Please consult your legal counsel.)

THREE: As a condition precedent to receiving the Procurement Card, the business manager shall establish a monetary limit of authority for each employee's use of the Procurement Card.

FOUR: As a condition precedent to issuance of a Procurement Card, the business manager may/shall establish in writing purchasing parameters in accordance with law (It may be necessary to bid specific goods and services to establish a lowest responsible responsive bidder. From the successful bidders for each type of good or service, an authorized procurement card holder may purchase goods or services.) including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual

monetary procurement card limits for each individual recipient of the Procurement Card. Individuals shall submit a list of school goods and services to be annually purchased with the card, which shall be approved in writing by the Business Manager or designee.

FIVE: As a condition precedent to receiving the Procurement Card, each individual shall sign an agreement of indemnity, which is included in the PRO-Card Faculty/Staff Agreement.

SIX: The Board of Education/Trustees hereby expressly authorizes the Superintendent/Business Manager to execute the PRO-Card Use Agreement on its behalf.

SEVEN: Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by the Business Manager.

The motion was approved by the following vote: *Ayes* – Dassler, Hill, Jorgensen, Killingsworth, Kirst, Propst, Beal-Loeck, and Berkvam. *Nays* – None. *Absent* – Uttech.

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

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

Mr. Killingsworth, Chairperson of the Administrative Compensation Committee, stated there is nothing new to report, but the committee is still working.

Ms. Berkvam requested clarification regarding the High School Personal Finance Course that was approved at the December regular monthly board meeting. She said the motion was to implement the course and questioned if a new course was added and the current personal finance course eliminated.

Ms. Mary Klawitter, High School Business Education Teacher, said the current course is elective until the graduation requirement becomes effective. Then a .5 credit will be required and a .5 credit will be an elective. The State standards are taught in the required course and the other topics are covered in the elective course.

Mr. Kirst asked if her question was answered.

Ms. Berkvam confirmed that it was.

Propst moved, Beal-Loeck seconded, to approve the following resignations:

- a. Margaret Spinler – Food Service Delivery Person (Resignation effective 1/16/08)
- b. Michelle Kirsh – Career Center Tutor – High School (Resignation effective 1/24/08)
- c. Kimberly Braun – Art Teacher – Middle School (Resignation effective end of 2007-08 school year)

It was asked if the Career Center Tutor position was eliminated.

Mr. Steve Vessey, Interim Director of Human Resources, shared the position has not been eliminated and it is posted.

The motion was adopted by unanimous vote.

There were no leave of absence requests.

Propst moved, Hill seconded, to approve the following appointments:

- a. Patrick Conlin – Custodian – South Beaver Dam Elementary School
- b. Joshua Barnes – EEN Teacher – Middle School (BA, Step 1) (LTE – 81 days)

It was asked if the custodian position was due to a domino effect.

Mr. Vessey confirmed that it was.

The motion was approved by the following vote: *Ayes* – Hill, Jorgensen, Killingsworth, Kirst, Propst, Beal-Loeck, Berkvam, and Dassler. *Nayes* – None. Absent – Uttech.

Killingsworth moved, Propst seconded, to approve the payment of financial claims (Voucher #12, #11, #13, #14, #15, and #16 Net Payroll, Payroll Related Voucher, Payroll Taxes, WI Retirement, WI Retirement-Admin. Annuity, Retirement Adjustment, Retirement Adjustment-2006, Credit Card, and Insurance) for a total of \$4,426,716.11 (A listing of these vouchers can be found in the Accounts Payable Check Register.)

The motion was approved by the following vote: *Ayes* – Jorgensen, Killingsworth, Kirst, Propst, Beal-Loeck, Berkvam, Dassler, and Hill. *Nayes* – None. Absent – Uttech.

Propst moved, Beal-Loeck seconded, to move into closed session.

The motion was approved by the following vote: *Ayes* – Killingsworth, Kirst, Propst, Beal-Loeck, Berkvam, Dassler, Hill, and Jorgensen. *Nayes* – None. Absent – Uttech.

During the closed session, discussion was held regarding personnel items. No action was taken during closed session.

Propst moved, Beal-Loeck seconded, to reconvene into open session for transaction of business and adjournment.

The motion was adopted by unanimous vote.

Hill moved, Jorgensen seconded, to adjourn the meeting.

The motion was adopted by unanimous vote and the meeting was adjourned at 9:22 p.m.

(Mark Kirst)

President

(Mark Killingsworth)

Clerk