

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

**August 20, 2007**

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 7:00 p.m. by President Mark Kirst. Board members present were: Bev Beal-Loeck, Kathie Berkvam, Nate Dassler, Jean Hill, Marge Jorgensen, Mark Killingsworth, Mark Kirst, and Laurie Propst. Members absent: Dave Uttech.

President Mark Kirst led in the Pledge of Allegiance.

Jorgensen moved, Killingsworth seconded, to adopt the minutes of the regular meeting on July 16, 2007, and special meetings on July 23 and August 16, 2007 as presented.

The motion was adopted by unanimous vote.

President Mark Kirst welcomed visitors. He announced that this is the first board meeting being televised on the district's cable access Channel 7 and he welcomed the television audience.

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

Propst, 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 personnel matters and negotiations. The meeting will reconvene into open session for the possible transaction of business and adjournment.

Mark Kirst announced the board will have a special meeting on September 4, 2007 at 6:30 p.m. to discuss board/superintendent relations as part of the board governance policy process. The meeting will be facilitated by Miles Turner, Executive Director of the Wisconsin Association of School District Administrators, and John Ashley, Executive Director of the Wisconsin Association of School Boards.

Dr. Don Childs, District Superintendent, requested to amend the agenda to change Item 11.7 – Exempt Staff Compensation 2007-2008 to Staffing Additions. A recommendation for Exempt Staff Compensation is not complete at this time and due to an increase in enrollment, staffing additions are essential. Propst moved, Jorgensen seconded, to adopt the agenda as amended.

The motion was adopted by unanimous vote.

Dr. Childs introduced Mike Clark from Robert W. Baird Company who presented options for addressing Other Post-Employment Benefits (OPEB) obligations. He provided background information on the OPEB obligation and explained that it is necessary to receive a "clean" audit opinion. He reviewed the pros and cons of methods to address OPEB obligations and shared what other school districts around the state and country are doing to address the obligation.

Dr. Childs explained this was informational and a decision can be made in December.

Mr. Dan Rikli, South Beaver Dam Elementary School Principal, and Mrs. Tonya Gubin, Wilson Elementary School Principal, presented a report on the Elementary Literacy Collaborative Model, which studied the structure and history of how Title 1 funds have been utilized in the district. They shared guiding principles, K-5 Language Arts Mission, and the rationale for the change. They also reviewed test score information, staff development initiatives, and the 3-year Collaborative Plan, which will be expanded to sixth grade.

Dr. Childs presented an Academic Progress Monitoring report to highlight the status of student academic achievement and monitor the progress with the ends policies. He reviewed areas that need to be addressed and the measures used to assess proficiency. He shared that hard data was not available at this time. The district needs to develop genuine assessments and the district is undertaking activities to bring forward information in future. He shared Wisconsin Knowledge Concepts Exams (WKCE) testing data and that the information needs to be reviewed over a period of time as the same group of students are tested each year. He shared that the elementary schools who were below the state average did meet proficiency levels. Longitudinal high school performance data was also reviewed. The district will determine the systematic changes necessary to improve achievement.

Questions were asked regarding addressing High School concerns and bringing a plan back to the board.

Dr. Childs shared that the High School concerns will be addressed through the advisory curriculum and more students are enrolled in courses with a stringent curriculum.

Dave Uttech arrived at 8:08 p.m.

The board requested to receive quarterly monitoring reports.

Dr. Childs presented a recommendation to conduct the 2007-2008 High School Graduation on Sunday, June 8, 2008 at 2:00 p.m. in the High School North Gymnasium.

Propst moved, Beal-Loeck seconded, to set Sunday, June 8, 2008 at 2:00 p.m. in the Beaver Dam High School North Gymnasium as the time and place for the graduation ceremony of the Class of 2008.

The motion was adopted by unanimous vote.

Mr. Bill Loss, High School Associate Principal-Athletics, provided an overview of draft copies of the Co-curricular Department and Coaches/Advisors handbooks for 2007-2008. He explained that these are working documents and will change as needed. The athletic code focused on three significant items: User fee changes over next few years will be worked into an alternative fee to prevent costing students out of co-curricular activities. Class attendance of student athletes was reviewed and they will now be required to attend school on Friday to participate in Friday events, and possibly in Saturday events. The importance of academics is emphasized and the fact that participation in co-curricular activities is a privilege. Students must be academically eligible to participate, which now requires students to have passing grades in all classes.

Concerns were raised regarding academically ineligible students participating in practice, the need to promote that studies are most important, and who is responsible to ensure that coaches are enforcing the grading rules.

Mr. Loss shared that the rule regarding ineligible students is based on a WIAA rule. The majority of student athletes who are failing a class improve their grades once playing time is restricted, not practice time. Dr. Childs added that a substantial change is being made by requiring the passing of all classes. The intent is not to punish students, but to help them learn a lesson. Data can be collected to evaluate the effectiveness of the rule change.

Mr. Loss explained that it is ultimately his responsibility to ensure all the rules in the handbooks are enforced and there will be no possibility of coaches not enforcing the eligibility rules. The block schedule provides more grading periods and information and coaches will be given eligibility lists of students.

A comment was made that eligibility will be easier to track with a zero tolerance for failing classes.

Questions were raised regarding the basis for suspension periods, which are a quarter of the season for the first suspension, and how attendance will be monitored.

Mr. Loss explained that the suspensions are per WIAA policy. He said that attendance is automated, which makes it easy to track and for he and coaches to monitor.

A remark was made that consistency is important for all students, at all talent levels.

Mr. Loss shared that more emphasis is being placed on rules and increased expectations. Dr. Childs explained that board has expectations for certain outcomes and the staff needs to devise and implement the means to meet those outcomes. This is something that becomes part of the quarterly board monitoring reports and if it is not working, then it will need to be changed.

It was suggested that the board receive a report at the end of each sport season.

Mr. Loss said data can be provided on all the various areas to identify trends and patterns of behavior and providing changes to improve areas that are in need.

Mr. Loss provided an overview of the Coaches/Advisors Handbook for 2007-2008. The handbook focused on common goals: Gettin a comprehensive Alcohol and Other Drug Abuse (AODA) program in place; Improve and increase student involvement in co-curricular activities; Implement character education; and, Maintain and improve the cooperative relationships between the school district programs and community.

A suggestion was made to add clarifying verbiage regarding the common goals for athletics and activities to avoid any misunderstanding.

Mr. Loss explained that the Code of Ethics and coaches responsibilities are mainly what were already in place. Coaches are teachers first and need to be good role models. Expectations for coaches/advisors are no different than those of a classroom teacher. Co-curricular activities are

an extension of the classroom. The coach evaluation process has been modified and is, more or less a professional development plan.

An emergency response plan has been developed and coaches will develop individual plans and file them with the Associate Principal - Athletics. The issue of Sunday practices is also being addressed and the intent is to eliminate them by the end of the school year. Also, fundraising data will be presented to the board at the end of the year. A risk assessment of the handbooks will be conducted to first and foremost provide the students with a safe environment and secondly protect the district.

Questions were raised regarding coaches carrying cell phones, transportation using personal vehicles, coaches driving students to events, risk assessment findings, and consequences for violations of the coach code of conduct.

Mr. Loss shared that he is making sure that every coach has a cell phone. He explained that using personal vehicles to transport students to a competition is not allowed. Some students may drive themselves to practices. Coaches are allowed to transport players in a district vehicle because they are district employees. He added that changes could be made to the handbooks based on the results of the risk assessment. He said that he inquired with WIAA about consequences with coach code of conduct and they didn't have any policies. There are also no board policies addressing this issue. The process that is followed with the teaching staff is followed with coaches. He said that he needs to be aware of any situations to address them. Dr. Childs added that legal counsel will caution of handbooks being in conflict with master agreements.

Mr. Loss presented information on Preps on the Net, which is a new organization that allows schools to broadcast co-curricular events over the internet. A fee is charged to individuals who wish to view the events and the district receives a percentage of the fee. Any money received from these fees has to go directly to activities and athletics departments. The service can be expanded to all sports and extra-curricular activities. He will see how it works with other districts before considering proceeding.

Questions were raised regarding equipment costs and maintenance, contract length, and game broadcasting.

Mr. Loss explained there is no cost to the district for equipment. The district only needs to provide camera operators. Once equipment is outdated, it will be donated to school and new equipment will be installed.

A representative from Preps on the Net shared that there are a variety of contracts available, including a 10 year contract with no cost, a 5 year contract with a 5 year renewal, and a 10 year contract with a 5 year opt out. The information is housed on the Preps on the Net servers. The district is only responsible for home games, however it is their hope to have all the districts in the conference involved. They will work with the district to broadcast games on the district's cable access Channel 7.

Killingsworth moved, Jorgensen seconded, to approve and adopt the Co-curricular Department and Coaches/Advisors 2007-2008 handbooks as presented and make them effective immediately.

The motion was adopted by unanimous vote.

Dr. Childs presented a recommendation to approve using funds from fund balance not to exceed \$230,000 to complete the fiber optic network with Multimedia Communications and Engineering, Inc. of Green Bay, WI.

Questions were raised regarding additional costs and if some costs can be funded by the technology budget.

Dr. Childs said any significant additional costs are not anticipated. There are already costs associated with the current equipment, so it is basically a trade off. If there are any additional costs, they can be funded by the technology budget.

Jorgensen moved, Hill seconded, to authorize the superintendent to enter an agreement with Multimedia Communications and Engineering, Inc. of Green Bay, WI to complete the district's fiber optic network in an amount not to exceed \$230,000, to be paid from the district's fund balance.

The motion was approved by the following vote: *Ayes* – Dassler, Hill, Jorgensen, Killingsworth, Kirst, Propst, Uttech, and Beal-Loeck. *Nayes* – Berkvam.

Marge Jorgensen, Chairperson of the BDEA Negotiations Committee, stated there was nothing to report.

Kathie Berkvam, Chairperson of the BDSSA Negotiations Committee, stated there was nothing to report.

Mark Killingsworth, Chairperson of the Administrative Compensation Committee, shared they will be meeting on August 21, 2007.

Uttech moved, Beal-Loeck seconded, to approve the following retirements/resignations:

- a. Chad Nelson – Math Teacher – High School (Resignation effective end of the 2006-07 school year)
- b. Maureen Nelson – Tutor – Charter School (Resignation effective end of 2006-07 school year)
- c. Michelle Zelle – Library Media Aide – High School (Resignation effective end of 2006-07 school year)
- d. Abigail Brueggemann – Tutor – Charter School (Resignation effective end of 2006-07 school year)

The motion was adopted by unanimous vote.

Uttech moved, Beal-Loeck seconded, to approve the following leave of absence requests:

- a. Peter Boettcher – Science Teacher – Middle School (Family Medical Leave 10/15/07 – 1/21/08)
- b. Jennifer Merrill – Teacher Assistant – Trenton Elementary School (Family Medical Leave – 2007-08 school year)
- c. Sarah Connaughty – Social Worker – District (Family Medical Leave 9/27/07 – 1/1/08)

Uttech moved, Killingsworth seconded, to approve the leave of absence requests as presented.

The motion was adopted by unanimous vote.

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

- a. Mary Helgemoe – Business Education Teacher – High School (.83 FTE) (BA, Step 1)
- b. Steven Budde – Teacher Assistant – Washington Elementary School
- c. Julie Leisses – Grade 7 Skill Teacher – Middle School (BA+10, Step 6) (50% FTE) (LTE – 189 days)
- d. Bethany Nill – Grade 5 Teacher – Washington Elementary School (BA, Step 1) (LTE – 189 days)
- e. Andrew Sarnow – Director of Business Services
- f. Marina Acosta – ELL Tutor – High School
- g. Brianna Bedessem – Art Teacher – High School/Elementary/Charter School (BA, Step 1) (LTE – 189 days)
- h. Wendy Loss – Alcohol, Tobacco, and Other Drugs (ATOD) Coordinator (MA, Step 11) (50% FTE, LTE – 189 days)
- i. Carolyn Stelzer – Spanish Teacher – Middle School/High School (BA, Step 6) (50% FTE)
- j. Julie Schroeder – F/CE Teacher – High School – (MA+10, Step 8) (92% FTE)
- k. Roxanne Cromheecke – Tutor – Charter School

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

Dr. Childs introduced Mr. Andrew Sarnow, Director of Business Services, and welcomed him to the district.

Mr. Sarnow thanked the board for the opportunity to work in the district.

Mr. Sarnow presented an overview of the 2007-08 budget. He explained it is a planning document and it is fluid. He reviewed budget assumptions, items included in the budget projections, items to be budgeted for, and items still to be determined. He thanked Dennis Mudler, Interim Director of Business Services, for his initial preparation of the budget.

Mr. Sarnow shared that the audit has recently been completed and adjustments are in progress for the 2007-08 budget. He reviewed the 2006-07 total budget and the 2007-08 estimated revenues and budget. There is a projected deficit of \$51,000 which can be taken from fund balance to balance the budget. A detailed budget will be provided at next month's board meeting.

The rationale on the audit adjustments was questioned.

Mr. Sarnow explained that services weren't received prior to end of fiscal year, so they need to expend the funds in the 2007-08 budget.

Dr. Childs expressed the districts' thanks to Dennis Mudler, Interim Director of Business Services, for all of his efforts.

Dr. Childs recommended approval of the Notice of the Public Budget Hearing on September 17, 2007 at 6:30 p.m. at the Educational Service Center.

Propst moved, Jorgensen seconded, to set the public hearing for September 17, 2007 at 6:30 p.m. at the Educational Service Center.

The motion was adopted by unanimous vote.

Revised Board Policy 131 – Board Elections was presented for adoption.

Hill moved, Dassler seconded, to adopt the revisions to Board Policy 131 – Board Elections as presented.

The motion was adopted by unanimous vote.

Laurie Propst presented a request, per Roberts Rule of Order, to reconsider Board Policy 221.1 – Administrator Residence.

Propst moved, Beal-Loeck seconded, to rescind Policy 221.1 – Administrator Residence.

Ms. Propst shared her concern with requiring certain administrators to reside within the district, since all staff are not required to reside in the district. The district has a commitment to family, values, and togetherness and should promote it by allowing administrators to live with their families outside of the district. A staff member living outside the district who is hired into an administrator position should not be required to relocate.

Additionally, the policy speaks specifically to the Athletic Director position, which was eliminated. The Associate Principals are responsible for the co-curricular duties, but no one serves in the capacity of Athletic Director.

The board discussed varying viewpoints and concerns of the administrative residency requirement, including contract concerns.

A concern was raised regarding the softball team and that the outcome of a situation last school year may have been different if the Principal lived in the district. This one incident could have been changed.

It was pointed out that the past school year was unusual in that there were a number of interim administrative positions. Those positions now have permanent staff and the situation has stabilized.

A comment was made that there is no guarantee that the softball situation would have been any different if the Principal, or anyone, would have arrived sooner. The residency issue can be evaluated throughout the year.

Mr. Loss commented that if the board is looking to change policy, then the High School Associate Principal job descriptions need to be revised to accurately reflect the additional athletic and activities responsibilities.

Jorgensen called the question.

Mark Kirst clarified that an “Aye” vote to is a vote to rescind Policy 221.1 – Administrator Residency.

The motion was approved by the following vote: *Ayes* – Hill, Killingsworth, Kirst, Propst, Uttech, and Beal-Loeck. *Nayes* – Jorgensen, Berkvam, and Dassler.

Mr. Jim Orlenko, Director of Human Resources, presented information regarding increased student enrollment and additional staffing needs. He presented a request to add a second section of kindergarten at Washington Elementary School to accommodate the increased kindergarten enrollment. He also presented a request to add 1 Kindergarten Teacher at Washington Elementary School, an .5 FTE 5<sup>th</sup> Grade Teacher at Prairie View Elementary School, 1 Study Hall Supervisor at the High School, and 2 Special Education Teacher Assistants at the Elementary Level, for a total of 5 positions. The cost will be determined once the positions are filled, but it is projected to be approximately \$125K.

Questions were raised regarding class space and the affect on the budget.

Mr. Orlenko shared that there is sufficient space at Washington Elementary School for the additional kindergarten section.

Mr. Sarnow explained that the affect of the additional students on the budget is to be determined. Dr. Childs added that some of the special education costs will be aided.

Killingsworth moved, Uttech seconded, to approve adding a section of kindergarten to Washington Elementary School and the hiring of 5 additional staff to meet the needs due to increased enrollment.

Dr. Childs shared that student enrollment has increased by approximately 60 students from last year.

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

Uttech moved, Propst, seconded, to approve the payment of financial claims (Voucher #2 and #3, Net Payroll, Payroll Related Voucher, Payroll Taxes, WI Retirement, WI Retirement-Admin. Annuity, Credit Card, and Insurance.) for a total of \$3,961,222.25 (A listing of these vouchers can be found in the Accounts Payable Check Register.)

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

Dr. Childs shared that Diane Lutz, High School English Teacher, was recently selected by the American Alliance for Theatre and Education as the John Barner Teacher of the Year. The award is presented to a teacher who has developed an exemplary theater education program at the secondary level. He congratulated her on this recognition.

Propst moved, Dassler seconded, to move into closed session.

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

During the closed session, discussion was held regarding negotiations and personnel matters. No action was taken during closed session.

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

The motion was adopted by unanimous vote.

A question was asked as to the amount of the OPEB obligations.

Dr. Childs said it is \$24M and that he intends to have a company representative who was involved in the study present at a board meeting in September or October to present information and answer questions of the board.

Propst moved, Uttech seconded, to adjourn the meeting.

The motion was adopted by unanimous vote.

The meeting was adjourned at 10:27 p.m.

*(Mark Kirst)*

---

*President*

*(Mark Killingsworth)*

---

*Clerk*