

**Deerfield Community School District
300 Simonson Boulevard
Deerfield, WI 53531**

**Deerfield Board of Education
Regular Meeting
HS Studio Room
February 15, 2010
6:30 pm**

BOE Present: Bush, Cwik, Fischer, Haak, Mack, Page, Winkler
BOE Absent:

Administration Present: Becker, Callahan, Jensen, Luetschwager, Treuden
Administration Absent:

Student Representative Present: Ashley Konkel

Others Present: Jessica Carlson, Rhonda Gulbranson, Rachel Cleasby, Cathi Meinecke, Laurie Steen

1. Call to Order

Meeting called to order by President, Tom Bush at 6:31 pm as duly posted under s.s. 19.84(1)(2)(c).

2. Call of Roll

Roll Call taken: Bush, Cwik, Fischer, Haak, Mack, Page, Winkler

3. Proof of Posting

Michelle Jensen presented proof of posting of the Amended Meeting Agenda on February 10, 2010.

4. Approval of Agenda

Motion by Cwik/Winkler to approve the February 15, 2010 amended meeting agenda as posted. Carried 7-0.

5. Approval of Minutes

Motion by Cwik/Fischer to approve the minutes of the Regular and Executive Session Meetings held on January 18, 2010. Carried 7-0.

6. Treasurer's Report: Financial report was presented by Doreen Treuden. Motion by Haak/Cwik to approve December report as presented. Roll Call taken for approval: Bush, Cwik, Fischer, Haak, Mack, Page, Winkler.

7. Public Input: No input at this time.

8. Special Presentation – 4K Learn and Play Program: Mark Becker and Rachel Cleasby gave a presentation on the 4K Learn and Play program which is in its second year. Mr. Becker shared an overview of the program and Ms. Cleasby shared the activities that take place during a typical day.

9. COMMITTEE REPORTS

Student School Board Representative Report: Ashley Konkel shared the results from the Student Council on student email. The council surveyed students and teachers. Ashley met with Barb Callahan, administrator on the technology committee, to discuss next steps. Nathan Hruby, IT coordinator, has gathered information on sources for student email. The choice that the district is exploring is gaggenet which has a minimal fee per student. The goal is to put high school student email in place for 4th quarter.

Legislative Report/Discussion: Current legislative updates are emailed to the board throughout the month.

Policy Committee Report/Discussion: Chris Page shared that the committee has begun discussions on the graduation requirements specific to MS students taking high school courses and receiving credit, GPA consideration, class rank. Mr. Page encouraged staff and community to share any thoughts they may have regarding this topic. The committee would like staff groups to also be a part of the discussions and provide input. Other areas of the policy to be considered are retaking classes, credit and graduation requirements, and one credit vs. partial credit for classes.

Extra Curricular Committee Report: Sandy Fischer shared that the committee did not meet but would have a recommendation for a position under New Business.

Finance Committee Report: Jim Haak shared that the committee reviewed the January reconciliations, learned about the state tax levy credit, and discussed current auditing contracts which will go out for bid, the HVAC proposal and financial plan to pay for upgrade, safe and secure entrance/office remodel.

Facilities Committee Report: Jeff Winkler shared that the committee heard a presentation from NAMI, our mechanical contractor, regarding the needed upgrades to the HVAC system throughout the MS/HS. Two products were explored (Carrier and Andover) with advantages and disadvantages discussed for each. The energy savings in the buildings was also presented which indicates a savings in energy over the past two-three years of some significance. The safe and secure entrance and office remodel was discussed in regards to options currently being explored and additional suggestions for information to be shared at the special board meeting on February 22.

Personnel Committee Report: No meeting held.

Technology Committee Report: No meeting held. Ryan Petersen will be the guest in March to share how he integrates technology into his classroom

Safety Committee Report: No meeting held.

Joint Interactive Committee Report: Jeff Winkler shared that the committee gave updates on a variety of topics including the signage added to the traffic median in front of Savannah Park, the Parade of Homes coming in June, the village BID money used for signs, flowers and curb bump-outs, the formation of an ad-hoc transportation committee to explore current bus policy, announcement of safe and secure entrance/remodel meeting on Feb. 22nd.

Health and Wellness Committee Report: No meeting held. Reminder that Friday, February 19 is Friday Family Fitness night at the elementary school. The admin. team is providing the snacks this month.

Transportation Committee Report: Mark Becker shared that the committee includes Doreen Treuden, Ann Neal and Dave Rasmussen. Discussion took place about the current policy and state statutes regarding bussing. The next meeting will focus on data gathered by Dave Rasmussen, Supt. Jensen and Doreen Treuden.

10. NEW BUSINESS

A. Recognition of Gifts to District: Michelle Jensen shared that two donations have come to the district this past month. A percussion practice kit was donated to the music department by a family of the district and the Madison Community Foundation donated \$1,224 to the district through the youth services fund to be spent on student needs. A formal thank you note will be sent to both donors on behalf of the district.

B. January Enrollment Count Update: Barb Callahan reported that the second Friday count for January is up 4 students from September and up 31 students from last January. The count includes students who are physically present plus/minus open enrollment students.

C. Calendar Proposal for 2010-2011: Michelle Jensen shared the union calendar proposal for the upcoming school year. The first day of school would be September 1 and the last day on June 8. A late Easter holiday has caused the spring break week to fall in late March. Other days suggested to have off are the Wed. before Thanksgiving, December 23rd, and the Monday after Easter. Graduation would take place on Sunday, June 5. Motion by Page/Haak to approve calendar proposal. Carried 7-0.

D. MS/HS HVAC Renovation/Upgrade Proposal: Doreen Treuden shared the proposal from NAMI to upgrade the HVAC. This recommendation has come from the facilities committee after gathering information about the current HVAC issues and needs. A majority of the funds to cover this project would be secured through the referendum facilities budget. Recent HVAC problems and repairs have caused the district to reprioritize the facilities budget to address this need. The cost of the project is approximately \$119,700 with an added contingency of 10% for a total of \$131,670. Motion by Haak/Cwik to approve proposal. Carried 7-0.

E. Overnight Field Trip Request: Cheer Squad, Science Club: Michelle Jensen shared Julie Jacobson's request for an overnight trip to Wisc. Dells for the participation in the national cheer competition. The students will be staying in a rental condo and transportation will be via school vans. Motion by Page/Mack to approve trip. Carried 7-0.

Michelle Jensen shared that the Science Club trip proposal has been tabled at this time so no action needs to be taken.

- F. Staff Advancement on Salary Schedule:** Michelle Jensen shared the names of the following teachers who have earned credits to advance on the salary schedule. Five of the six advancements are through teachers pursuing a Masters degree. Congratulations to Angie Bazan, Jennifer Schultz, Jill Fleming, Cindy Perucco, Christian Ezell, Kirsten Wohlers. Motion by Bush/Winkler to approve advancements. Carried 7-0.
- G. Long Term Substitute Recommendation: Bus. Education, HS Science:** Michelle Jensen recommended Vicky Borger and Jim Barnstable as long term substitutes. Mrs. Borger is filling in for HS Business Education and Mr. Barnstable is filling in for Biology. Both teachers are certified in these specific areas. Motion by Fischer/Winkler to approve the long-term substitute recommendations. Carried 7-0.
- H. Extracurricular Staffing Recommendations including: HS Asst. Track Coach:** The extracurricular committee met prior to the board meeting to discuss the recommendation of Connor Graffin to fill the assistant track coach position. Motion by Fischer/Mack to approve recommendation. Carried 7-0.
- I. Preliminary Non-Renewal of One Year Teaching Contract:** – Michelle Jensen shared that the one-year contract for Rebekah Johnson, a part-time phy. ed. teacher, must be non-renewed per state statute. This non-renewal process is a formality of the contract. Ms Johnson has done a wonderful job in the classroom and we are pleased to have her on staff. Motion by Fischer/Haak to approve non-renewal. Carried 7-0.
- J. Staff Resignation(s):** – Michelle Jensen shared that Veda Stavonet, a HS Family and Consumer Ed teacher, has submitted her letter of resignation. After 31 years of teaching in Deerfield and 33 years total teaching in Wisconsin, she has decided to retire. Veda has served in many capacities during her time in the district including JV cheerleading advisor, student council advisor, class advisor, prom advisor, mentor teacher and currently NHS advisor. Motion by Page/Cwik to accept resignation. Carried 7-0.
- K. Preliminary Staffing Proposal for 2010-2011:** – Per state statute the preliminary proposal will be taken into executive session.
- L. WASB Delegate Resolutions from 2010 State Convention:** – Tom Bush shared the resolutions decided by the WASB delegates at the recent state convention. One issue of significance was the resolution stating that WASB supports locally elected school boards with local control which has come in the news recently through efforts in larger districts.

12. School Board President's Report: Tom Bush wished all winter athletics participants well in their upcoming tournament play.

13. Administrative Reports:

Michelle Jensen: Michelle Jensen shared that the administrative team participated in a full day training on Classroom Walk-Throughs as a method for informal teaching observations. The training was led by CESA 2 at the Milton School District. CWT assesses seven areas in a 3-4

minute observation period. The admin. team is working on an implementation plan to share with staff this semester. She also shared that the new public address system will be installed in the HS large gym on Feb. 26th. The PA was partially funded through a Deerfield Community Trust Fund Grant and referendum money. Phase two of this project is planned for next year with expanding the PA system to the small gym and commons.

Barb Callahan: Announced that this is the last week for open enrollment.

Doreen Treuden: Doreen shared that the facility use calendar opened today for spring building use with 170 events requested. While this number is not as high as the winter reservations, it indicates that building usage continues to be high by the community.

Mark Luetschwager: Mark shared a thank you to Robin Apold for leading the HS caroling before winter break, final exams went well at the end of the first semester, scheduling for next year has begun and a recent staff activity has established a small group committee structure at the high school.

Mark Becker: Mark shared the dates for 4K registration which is February 24 and kindergarten registration on February 18 and 19, the student Action Committee recently held a popcorn sale which raised \$350 for Haiti.

Upcoming Meetings were scheduled. Future meetings will be scheduled for the ad-hoc Transportation committee and a special meeting of the board to discuss the MS/HS safe and secure entrance and administrative office areas.

Roll call vote taken to move to executive session at 8:28 pm. Roll call vote taken, all ayes.

Motion by Mack/Haak to move to open session at 9:30 pm and announced that action was taken in executive session. Carried 7-0.

Adjournment

Motion by Mack/Haak to adjourn at 9:33 pm. Carried 6-0.

Respectfully Submitted,

Doug Cwik
Clerk