

**MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT OF DELAVAN-DARIEN
MAY 14, 2018**

President Jeffery Scherer called the meeting of the Delavan-Darien School District Board of Education held at the School Administration Center to order at 7:00p.m.

Board Members Present: J. Scherer, J. Andreoni, S. Gonzalez, R. Deschner, M. Los, D. Grams

Board Members Absent: G. Moses

Administrators Present: Superintendent R. Crist, Business Administrator A. Klein, Director of Bilingual and School Coordinator R. Sandoval, Director of Pupil Services S. Halberg, Director of Instruction J. Sorbie, Principals K. Pickel, J. Karedes, H. Schmelz, Director of Athletics G. Otte

The press was represented by Mike Hoey, *Delavan Enterprise* and by Nate Jackson, *Janesville Gazette*.

Minutes Approved: The minutes of the April 9, 2018 regular/closed session meeting, April 10, 2018 closed session meetings, April 16, 2018 special meeting, April 23, 2018 special meeting, April 26, 2018 special meeting, May 1, 2018 closed session meeting, May 2, 2018 special/closed session meeting, May 8, 2018 closed session/special meeting, and May 9, 2018 special/close session meeting were unanimously approved on a Andreoni/Gonzalez motion with D. Grams abstaining as she was not present for all of the meetings.

Student Council Report: No report was given.

Director of Curriculum Kudos: Principal J. Karedes gave kudos to 13 students that took the ACT WorkKeys Assessment. The ACT WorkKeys is comprised of 3 different assessments (Applied Math, Graphic Literacy & Workplace Documents) which help measure the workplace skills that could possibly affect job performance. Students that score at least a 6 out of 7 in each of the three assessments earn the highest honor, Platinum. We had zero students in the 2016-17 academic year earn that honor, but increased it to 13 students this year. Coordinator R. Sandoval gave kudos to International Night held on May 4 with approximately 450 people attending and the spring sing programs for K-5. Nick Stark gave kudos to the jazz ensemble for being awarded the WSMA exemplary performance award. Kudos was also given to Turtle Creek PLC group for their commitment to staff and quality education for each and every child and Patrick Wrubbel for working with an author and then inviting the author to school for super hero theme day. Kudos was also given to Jackie Jordan for nine of her students passing the certified guest service test. Congratulations to all.

Election of Officers: Board President J. Scherer relinquished the chair to Superintendent R. Crist for election of a new president. R. Deschner, seconded by M. Los, moved that Jeff Scherer be nominated for President. J. Andreoni made a motion to close nominations and R. Deschner seconded the motion. The motion was unanimously approved and Jeff Scherer was elected President of the Delavan-Darien School Board. Superintendent Crist relinquished the chair to President Scherer.

President Scherer called for nominations for Vice President. Grams/Andreoni nominated Sharon Gonzalez. J. Andreoni made a motion to close nominations and R. Deschner seconded. The motion was unanimously approved and Sharon Gonzalez was elected Vice President of the Delavan-Darien School Board.

President Scherer called for nominations for Clerk. Gonzalez/Andreoni nominated Monica Los. R. Deschner made a motion to close nominations and J. Andreoni seconded. The motion was unanimously approved and Monica Los was elected Clerk of the Delavan-Darien School Board.

President Scherer called for nominations for Treasurer. Deschner/Gonzalez nominated John Andreoni. M. Los made a motion to close nominations and R. Deschner seconded. The motion was unanimously approved and John Andreoni was elected Treasurer of the Delavan-Darien School Board.

Official Newspaper: Gonzalez/Andreoni moved that the Delavan Enterprise be designated as the official newspaper for the district for the 2018-2019 school year. Motion carried unanimously.

Public Depositories: Andreoni/Deschner moved that Town Bank be designated as the public depository for the 2018-2019 school year. Motion carried unanimously.

WASB Delegate: On an Andreoni/Gonzalez motion, the board unanimously approved Ron Deschner as the delegate to the WASB convention in January 2019 and Doreen Grams as the alternate.

School District Attorney: Gonzalez/Andreoni moved that Ed Thompson, WASB, Law Firm of Strang, Patteson, Renning, Lewis & Lacy, S.C., Quarles & Brady, and Davis & Kuelthau Law Firm be designated as attorneys for the school district for 2018-2019 school year. Motion carried unanimously.

Citizen Comments: Citizen Andy Terpstra addressed the board regarding finances of the district. Village of Darien resident Kurt Zipp addressed the board regarding the closing of Darien Elementary School.

Consent Agenda: The board unanimously approved a motion by S. Gonzalez and seconded by M. Los to approve the Manifest of Bills dated May 14, 2018; gifts/grants –\$2,000 Amerock Cabinet Hardware Displays and Merchandise, Michael Costoff, Ace Hardware, \$800 for culinary program from Delavan Comfort Suites, \$2,000 for physical education equipment from Green Bay Packers Tailgate Tour, \$2,000 for to be determined by Jennifer Bayerl from Grammy Museum Foundation, Inc., \$359 for New York choir trip from United Methodist Women, Delavan, \$100 for New York choir trip from John and Marian McClellan, Delavan, \$400 for 2018 Senior Class from Elizabeth’s Café, Delavan, \$100 for Comet Care Center from Nancy Geidel, Delavan, \$100 for Comet Care Center from Richard and Charlotte Carlson, Delavan, \$131 for comet Care Center from Delavan Service League, Delavan, \$500 for Wileman Science and Math initiatives from Exxon Mobil, Delavan, and \$200 for Wileman classroom and materials for PBIS from MacLean-Fogg Component Solutions, Mundelein, IL; Staff retirements for the 2018-19 school year for Anne Landis, elementary school counselor and Michele Joslyn 4th grade teacher; Staff Resignations for the 2018-19 school year for Jenny Pflieger – special education teacher, Danielle Kniess – special education teacher, Samantha Newton – 3rd grade dual language teacher, Riley Clark – 7th grade academic teacher, Kelsey Norton – English teacher, Tracy Foley – physical education teacher, Jane Ward ELL teacher, Conalee Laabs – Spanish teacher, Brad Stibbe – ELL teacher, Alice Helmick – 8th grade academic teacher, Wendy Cabrera – ESL teacher, Melissa Povlich – administrative assistant (eff. 7/27/18), and Cynthia Yager – Director of Careers & Occupations (eff. 12/31/18).

Volunteering for Overloads: Principal J. Karedes presented to the board a proposal from his high school teachers. The teachers came to him to ask if they could forego their supervisory period and voluntarily teach an extra period to reduce their class sizes because of the staff cuts. Principal Karedes stated that he was bringing this to the board because the Employee Handbook states that if they teach an overload they would receive compensation of 15% of their base salary. These teachers are volunteering

to forego that overload pay to reduce class sizes and also being cognizant of the district finances. Principal Karedes asked the board that in consideration for their volunteering they could be provided with two days of additional personal leave, one day each semester, for the 2018-19 school year only. A motion was made by M. Los and seconded by R. Deschner to accept teachers volunteering for overloads in return for two personal days, one day each semester, with a letter signed by the teacher accepting volunteering for the 2018-19 school year. The motion carried unanimously.

Handwriting Without Tears and Sensory Rooms: Occupational therapists K. Huerta and A. Wylie and M. Skarphol OT assistant, gave a presentation to the board on Handwriting without Tears and sensory program outcomes for the school year.

Responsibilities During One-Year Leave of Absence: ESL teacher Janet Beilman was granted a one-year leave of absence and has requested to maintain her overload assignment as Coordinator of the ESL programming for the 2018-19 school year. She reviewed the responsibilities for this position and stated that these can be accomplished online and/or can be accomplished remotely. She has been in Costa Rica already and tested the connectivity and everything has worked. Janet also stated to the board that the Department of Public Instruction calls her and asks what she is seeing because our district is doing the right things and they collaborate a lot. She asked the board to consider her request as it would be best for the students and best for the district reporting. A motion was made by J. Andreoni and seconded by R. Deschner to approve the responsibility of duties and accept the continuation of the overload assignment during the one-year leave of absence. The motion carried 5-1 with D. Grams opposing.

Teacher Contract Renewals for the 2018-2019 School Year: A motion was made by D. Grams and seconded by S. Gonzalez to approve the teacher contract renewals for the 2018-19 school year as presented. The motion carried on a 5-0 vote with J. Andreoni abstaining.

Policy and Intent to Rehire Non-Renewed Teachers: Superintendent Crist stated that board policy doesn't have a recall procedure and non-renewed teachers could apply for any posting and the best candidate would be given the opportunity. A motion was made by D. Grams that those staff who were non-renewed or resigned because of the reduction in force for budgetary measures be given priority in openings in which they are certified/qualified as long as they apply for the position and this would be in effect until the end of the 2019-2020 school year. R. Deschner seconded the motion and the motion carried unanimously.

Appoint Representative to CESA 2 Delegate Convention May 15, 2018: A motion as made by D. Grams and seconded by S. Gonzalez to appoint Ron Deschner as the CESA 2 delegate. The motion carried unanimously.

Review of Old Textbooks Looking to Sell: Director of Curriculum J. Sorbie reported that the district has some old textbooks that we may be able to sell. Dr. Sorbie stated she is trying to sell these textbooks to make a little money for the district and would like permission to sell. A motion was made by S. Gonzalez and seconded by D. Grams to grant permission to sell old textbooks for Math Investigations. The motion carried unanimously.

Approval/Denial of Open Enrollment 2018-19 Applications Incoming/Outgoing: A motion was made by R. Deschner and seconded by M. Los to accept the approval/denial of open enrollment 2018-19 applications incoming/outgoing as presented. The motion carried unanimously. The board requested making calls to new open enrollment out parents and to report back on reasons for them going out.

First Reading Board Policies 0155,1210,2510,3125,7430,9130,9140,9211,0142.7,0144.1,0151.2,0152,1460,1619,2260.02,2271,2411,3160,3217,4160,4217,5113.01,5330,5460.01,5330,5460.01,5772,8605: A motion was made by J. Andreoni and seconded by S. Gonzalez to approve the first reading of board policies presented. The motion carried unanimously.

Discuss 2016-2017 Fund Balance Restatement by Baker Tilly Virchow Krause: Business Administrator A. Klein reported that he has been trying to reach out to our auditor. There is no money lost and apparently it is a payroll expense that our auditor missed and then was corrected in the 2016-17 school year. Since our payroll extends school years, some of the expense needs to be expensed back to the previous school year and that was overlooked. The auditor has now made the correction. Mr. Klein will continue to contact the auditor for confirmation.

Financial Statement for Month Ending April 30, 2018: Business Administrator A. Klein reported that moving forward he will be presenting the board with a financial statement for the preceding month during each regularly scheduled board meeting. This statement provides the board with an update on our current fiscal year spending in relation to the district's approved budget, and further allows comparison to spending from the previous year. Mr. Klein reviewed the new financial statement for information only.

Preliminary Budget 2018-2019 School Year: Business Administrator A. Klein reviewed a proposed budget with adjustments for the 2018-19 school year. He stated that we have a continued moving target with open enrollment out and if we can't find anywhere else to cut we will need to look at benefits. Mr. Klein is looking to have a company check out savings for the district on our health care benefits. Principals and directors have been submitting their budgets and looking for savings. Mr. Klein would like to see the district increase their use of purchasing cards to increase rebates to the district. Next month the board will approve a preliminary budget.

Koerner Bus Service Contract for the 2018-19 School Year: Business Administrator A. Klein reviewed the Koerner Bus Service contract which proposed an increase of 3.8%. It has been projected that we will be reducing our needs by two students for transportation by Koerner Bus for a total of 14 students being transported next year. A motion was made by J. Andreoni and seconded by S. Gonzalez to approve the 3.8% increase for Koerner Bus Service for the 2018-19 school year. The motion carried unanimously.

WIAA Membership for 2018-2019 School Year: A motion was made by D. Grams and seconded by R. Deschner to approve the WIAA membership for the 2018-2019 school year. The motion carried unanimously.

Concussion Management Plan: Athletic Director G. Otte and R. Romeo spoke to the board about adopting a concussion management plan. The district started this at the beginning of the school year but need to approve in writing and put it on the online athletic registration page. Mr. Romeo stated that the WIAA provides concussion insurance for IAA sponsored sports. This insurance can be used by athletes and their parents to obtain medical opinions and clearance in regards to concussions. Insurance information can be obtained through the athletic and activities office. The WIAA states that the school district has the final say if the athlete is allowed to play. This policy may also be put into the middle school. A motion was made by S. Gonzalez and seconded by R. Deschner to accept the Concussion Management Plan as presented. The motion carried unanimously.

Athletic Injury Management Plan: Athletic Director G. Otte and R. Romeo spoke to the board about adopting an athletic injury management plan. Two main points on the plan are signing a waiver to release the school from liability as the school district doesn't provide insurance for athletes and to have a policy for lightning protocol. Mr. Romeo explained the lightning protocol and that the WIAA criteria is that when thunder is heard, or a cloud-to-ground bolt is seen, the thunderstorm is close enough to strike your location with lightning and play will be suspended and everyone takes shelter immediately. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play. Any subsequent thunder or lightning after the beginning of the 30-minute count, you would reset the clock for another 30-minute count. They requested the board to approve this protocol for other organizations that share our facilities. President J. Scherer asked that we get a legal opinion to make sure we can hold other organizations to that protocol. A motion was made by S. Gonzalez and seconded by J. Andreoni to approve the Injury Management Plan as written for the high school with investigation into outside groups for the lightning protocol. The motion carried unanimously.

New DDHS Club Proposal – E-Sports/Gaming Club: Athletic Director G. Otte spoke to the board about a new club that has been proposed by teacher Mr. Marsh. The purpose of the proposed club is to allow students a safe, easy to access environment where they can meet up and play video games, tabletop games and board games with a group of like-minded peers. They would possibly like to host friendly video game competitions or tournaments. All materials for this club would be brought in or donated by community members and students. The club would not cost the district anything other than the use of a single classroom once a week and occasionally the auditorium when and if appropriate. Mr. Marsh would be willing to supervise the club on a volunteer basis. Mr. Otte stated that all games would be kept school appropriate (rate T for Teen or below). The hope of this club is to create a safe place for students to enjoy these activities and also to foster new or existing friendships. A motion was made by J. Andreoni and seconded by R. Deschner to approve the new E-Sports/Gaming Club for next school year. The motion carried unanimously.

Boys & Girls Club of Dane County: Superintendent Crist stated that he has been working with the Boys & Girls Club of Dane County as they have taken over for Walworth County because they have more funding. The Boys & Girls Club has been working with our middle school students and now they can also provide summer school programs for students. This is perfect timing as we aren't holding summer school this summer. Their summer program will begin at 8:00 a.m. until 5:00 p.m. They will be serving breakfast and lunch which our food service department will be involved in and dinner may be catered. They are currently trying to hire teachers with a ratio of 12 students to one teacher. They will be using Turtle Creek Elementary and the high school and hopefully in future years they would use Darien Elementary. Cost for their services has an income threshold \$25 a week for everything and if below the threshold it would be free. The service would start the week after school is out and go until the week before our inservice in August. Dr. Crist stated that flyers had been sent home and probably the only drawback would be no transportation provided.

PLC Final Review: Director of Pupil Services S. Halberg reviewed the Professional Learning Center grant that started with Turtle Creek five years ago and was funded from the DPI with \$80,000. The focus was on norming, reviewing data, and collaboration. The goals were working on norming, using data and collaborating, engaging families with academic parent teacher conferences and increased family nights, and using common formative assessments, individual learning plans and closing the achievement gap for students with IEPs. The presentation made to the Board was presented to the Department of Public Instruction by teacher Shalina Liptow and afterwards the Assistant State Superintendent Carolyn Taylor stated that she would like to come and see what you are doing in Delavan. Ms. Carolyn Taylor and

Director, Special Education Barbara Van Haren are scheduled to visit the school district on May 25. Dr. Halberg will take them to Wileman and they are very interested in our dual language program at Turtle Creek. Dr. Halberg invited any board members who wanted to come that day to take the tour.

Superintendent Search: Board President J. Scherer stated that the district has an interim designated and we have to see how things go and re-evaluate things after we are off and running. If we find the need for a different one, other than Dr. Sorbie, we would have to start looking at a time frame for this year to start a search.

Future Referendum: Board President J. Scherer stated that this is something the district has to look very seriously at and we have to get the community involved. He would like the board members to bring some brainstorming ideas and hold a special meeting to talk about this. He asked Dr. Crist to get some dollar amounts from the business administrator that the district would need to consider. An email will go out to try to find a date the week of June 11 to brainstorm the next referendum.

Superintendent Report: Superintendent Crist shared with the board two major events for dual language trainings were cancelled and saved the district about \$48,000. Dr. Crist shared that six teachers were nominated and selected for the Bilingual/Bicultural Educator of the Year 2017-2018 Award from WIABE. They are: Helen Guerrero – kindergarten dual language teacher Wileman, Ray Paez – first grade dual language teacher Turtle Creek, Jorge Inzunza – 4th grade dual language teacher Darien, Janet Beilman – ESL/bilingual teacher at Phoenix, Maria Ramos Speth – ESL/bilingual teacher DDHS, and Matthew Hadlock – reading specialist/ESL/bilingual teacher Darien/Phoenix. Dr. Crist also reported that International Night at the high school on May 4 was a big success. Multiple donations from the community were received for either main dish items or prizes for raffles. The district only expended \$350.00 for the entire event.

Future Agenda Items: Referendum, second reading board policies, legal opinion on lightning protocol

Next Meeting Date: June 11, 2018 – Regular meeting 7:00 p.m.

A motion was made by J. Andreoni and seconded by R. Deschner to adjourn into executive session, pursuant to Wis. Stat. §19.85 (1)(c) for the purpose of discussing and taking action, if appropriate, concerning the employment, compensation, promotion or performance evaluation of any public employee. The motion carried unanimously on a roll call vote of all ayes and the regular meeting adjourned at 10:10p.m.

Discussion was held in closed session. No motions were made.

There being no further business, a motion was made by J. Andreoni and seconded by R. Deschner to adjourn the meeting. The motion passed unanimously and the meeting was adjourned at 10:55 p.m.

Karen Logterman, Secretary

Jeffery Scherer, President