MINUTES
BOARD OF EDUCATION
SCHOOL DISTRICT OF DELAVAN-DARIEN
AUGUST 14, 2023

President Dave Henriott called the regular meeting of the Delavan-Darien School District Board of Education held at the School Administration Center to order at 6:00p.m.

Board Members Present: D. Henriott, D. Salas, K. Hermann, T. Schutt, K. Pohl, G. Moses

Board Members Absent: J. Dutton

Administrators Present: Chief Operating Officer/Business Administrator A. Klein, Director of Pupil Services/Interim Curriculum Director M. Burke, Athletic Director K. Polzin, Coordinator of Marketing & Communications A. Duchemin, Director of Buildings & Grounds J. McKinney, Principals K. Pickel, B. Fossler

The press was represented by Mike Hoey, *The Delavan Enterprise*.

Approval of Agenda: A motion was made by K. Hermann to approve the agenda as presented and D. Salas seconded the motion. The motion carried unanimously on a voice vote of 6-0.

Approval of Minutes: A motion was made by D. Salas and seconded by T. Schutt to approve the minutes from the July 10, 2023 regular/closed session meeting, the July 27, 2023 closed session meeting, and the August 4, 2023 closed session meeting. The motion carried unanimously on a voice vote of 6-0.

Citizens Comments: Residents Jessie Grober and Andy Terpstra addressed the Board.

Consent Agenda: A motion was made by G. Moses and seconded by K. Pohl to approve the Manifest of Bills dated August 14, 2023; gifts and grants of $5000 for fireworks display for football game from Kunes Auto Group, Delavan, WI, $275 for Sports Guide from Utiger Jewelry Inc., Delavan, WI, $400 for Sports Guide from Central Printing, Delavan, WI, $275 for Sports Guide from The Hair Company, Delavan, WI, $250 for Sports Guide from DeBuck's Sod Farm, Delevan, WI, $250 for Sports Guide from Southern Lakes Plumbing & Heating Inc., Elkhorn, WI, $200 for Sports Guide from Delavan Lions Club, Delavan, WI, $350 for Sports Guide from Duck Inn, Delavan, WI, and $350 for Sports Guide from Sorgs Quality Meats and Sausages, Darien, WI; staff resignations for the 2023-2024 school year for Belinda McCarthy – Principal and Jessica DuBois – Social Worker; and new staff contracts for the 2023-2024 school year for Willem VanHaaften - 8th grade academics, Beth Casey – 5th grade academics, Nicole Schmidt – special education teacher, Bernardo Martinez Segovia – 8th grade academics, Kristin Parker – Dean of Students DDHS, Elizabeth Fossler – Principal Turtle Creek Elementary and Caiping Sue– FACE teacher. The motion carried unanimously on a voice vote of 6-0.

Tennis Court Update: Chief Operating Officer A. Klein gave a timeline of proposed schedule of activities for the tennis courts. Concrete work on the center viewing area will take place in October and if the test areas of mesh repair show no signs of further disturbance, the tennis court mesh repair will be done June 15, 2024 – July 15, 2024.

Children At-Risk Plan: Director of Pupil Services M. Burke reviewed the at-risk plan to identify students, tailoring interventions to their specific requirements, and ultimately guiding them towards a successful graduation. This plan exemplifies our dedication to creating an environment where every student, regardless of their challenges, can rise above their adversity and achieve their full potential. A motion was made by G. Moses and seconded by D. Salas to approve the Children At-Risk Plan. The motion carried unanimously on a voice vote of 6-0.

Three-Year Old Program: Director of Pupil Services M. Burke spoke on creating an early childhood playgroup (3 year old EC program). This will offer a play-based preschool environment that teaches positive self-concepts, physical and intellectual development. Our youngest learners have time to develop social and emotional skills that are critical to $k readiness. The language-rich environment encourages language skills and self-expression through large and small group learning. Classroom activities will focus on the specific developmental domains and standards that have been created for three-year olds in the Wisconsin Model Early Learning Standards. The program would run Monday-Thursday for two hours in the morning with parent providing transportation. The cost will be $20.00 and there will be limited slots and a waitlist will be created when the program is full. This program will be staffed with our existing DDSD Early Childhood staff. A motion was made by T. Schutt and seconded by D. Henriott to approve a three-year old playgroup for the 2023-2024 school year. The motion carried unanimously on a voice vote of 6-0.

Potential Sale of the Reader Farm Property: Chief Operating Officer A. Klein stated that the Board previously directed him to seek appraisals on the Reader Farm property. Mr. Klein has spoke to legal counsel the West Allis School District that has sold property recently. It was suggested that we should go to RFP to get a real estate agent. There is a different market now than when we got the appraisals before. A motion was made by T. Schutt and seconded by K. Hermann to authorize the Business Administrator to go to RFP for a real estate agent. The motion carried unanimously on a voice vote of 6-0.

Financial Statement for Month Ending July 31, 2023: Business Administrator A. Klein reviewed the financial statement for month ending July 31, 2023. Operating cash on hand $3,957,304.87, funds accessed on business line of credit $1,500,000.00, and net operating funds $2,457,304.87. The purchasing card usage for the month ending June 30, 2023 was $84,614.18. A motion was made by K. Hermann and seconded by D. Henriott to approve the financial statement for month ending July 31, 2023. The motion carried unanimously on a 6-0 vote.

Resolution Authorizing A Taxable Tax And Revenue Anticipation Promissory Note For Cash Flow Purposes In An Amount Not To Exceed $2,000,000: A motion was made by T. Schutt and seconded by D. Salas to authorize a taxable tax and revenue anticipation promissory note for cash flow purposes in an amount not to exceed $2,000,000. The motion carried unanimously on a 6-0 vote.

DDHS Overnight Trips/Sunday Events/Fundraising for 2023-2024 School Year: District Athletic Director K. Polzin reviewed the overnight trips for FFA, Art Club, German Exchange, and the cross-country team. Mr. Polzin stated that he is working with coaches as to what the district will provide for basic needs and what the booster club could provide as extra requests above the basics. He stated the fundraisers were still a work in progress. A motion was made by T. Schutt and seconded by K. Pohl to approve the overnight trips and fundraising as presented. The motion carried unanimously on a voice vote of 6-0.

Parent Transportation Contracts for the 2023-2024 School Year: A motion was made by G. Moses and seconded by T. Schutt to approve the parent transportation contracts for the 2023-2024 school year as presented. The motion carried unanimously on a voice vote of 6-0.

Approval of New Job Descriptions: Chief Operating Officer A. Klein reviewed the new job descriptions of Head/Assistant Swimming Coach, Special Education Coordinator (1-yr only), Administrative Assistant to District Administrator, and Curriculum and Instruction Coordinator (1-yr only). A motion was made by D. Salas and seconded by T. Schutt to approve the new job descriptions presented. The motion carried unanimously on a voice vote of 6-0.

Second Reading NEOLA Board Policy 8500-Food Service: A motion was made by K. Hermann and seconded by K. Pohl to approve the second reading of NEOLA Board Policy 8500. The motion carried unanimously on a voice vote of 6-0.

First Reading NEOLA Board Policy 2241 – Displays and Postings in Student Environments: A motion was made by K. Pohl and seconded by D. Salas to approve the first reading of NEOLA Board Policy 2241. The motion carried unanimously on a voice vote of 6-0.

District Administrator Search: Chief Operating Officer A. Klein stated that he had reached out to a school district who recently went to RFP for a District Administrator search firm. We could tailor that RFP to fit our needs and send out our RFP for a search firm consultant. Mr. Klein reviewed a timeline for the process with the hope we could have this in the hands of a search firm in January 2024. A motion was made by G. Moses and seconded by K. Pohl to go to RFP for a search firm for a District Administrator. The motion carried unanimously on a 6-0 vote.

Administrator Report: Chief Operating Officer A. Klein gave a brief update on the Back to School Kickoff picnic/Service awards on August 24, 2023, the WASB Regional Meeting on September 16, 2023 and a WASB Contact as Legislative Liaison for the District.

Future Agenda Items: None

Next Meeting Date: Regular Meeting – September 11, 2023 – 6:00 p.m.
Regular Meeting – October 9, 2023 – 6:00 p.m.
Certify Tax Levy – October 30, 2023 – 6:00 p.m.

A motion was made by G. Moses and seconded by T. Schutt to go into closed session, pursuant to Wis. Stat. §19.85(1)(c) to consider the employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. Specifically, to discuss and take action, if appropriate, on employment, promotion, and compensation for all staff members. The motion carried unanimously on all aye votes 6-0.

The Board went into closed session at 7:19 p.m.

The Board held closed session. A motion was made by K. Hermann and seconded by K. Pohl to reconvene in open session. The motion carried unanimously on a 6-0 vote. The Board came back into open session at 8:14 p.m.

A motion was made by K. Hermann and seconded by D. Henriott to approve Educational Support Personnel family health insurance starting in January 2024 with an Employee Handbook revision. The motion carried unanimously on a 6-0 vote.

A motion was made by T. Schutt and seconded by K. Pohl to approve J1 Visa employees fee at 100% instead of 50%. The motion carried unanimously on a 6-0 vote.

A motion was made by K. Pohl and seconded by D. Henriott to approve payout of vacation days that cannot be carried over after 10/31/2023 for A. Klein and M. Burke as they are fulfilling extra duties in the District. The motion carried unanimously on a 6-0 vote.

A motion was made by T. Schutt and seconded by D. Salas to deny a retirement benefit request for J. Duval. The motion carried unanimously on a 6-0 vote.

There being no further business, a motion was made by T. Schutt and seconded by K. Hermann to adjourn the meeting. The motion carried unanimously on a 6-0 vote. The meeting adjourned at 8:21p.m.

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Karen Logterman, Secretary Dave Henriott, President