

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

June 12, 2023

The regular meeting of the Beaver Dam Unified School District Board of Education was held on the above date at the Educational Service Center. Vice-President, John Kraus, Jr., called the meeting to order at 6:30 p.m. Board members present: Isaac Dornfeld, Marge Jorgensen, John Kraus, Jr., Mary Kuntz, Maria Mason, Lisa Panzer, Gary Spielman, and Joanne Tyjeski. Board members absent: Chad Prieve.

Mr. Kraus led in the Pledge of Allegiance.

Jorgensen moved, Spielman seconded, to approve the minutes from the regular meeting and special meeting on May 8, 2023, as presented.

The motion was adopted by unanimous vote.

Mr. Kraus welcomed visitors.

Jorgensen moved, Tyjeski seconded, to adopt the agenda as presented.

The motion was adopted by unanimous vote.

Dr. White, Director of Human Resources, presented updates to the Employee Handbook, Appendix A: Certified Staff, Appendix B: Support Staff, Appendix C: Administrative Support, Supervisors, and Coordinators, and Appendix D: Substitute Staff.

Jorgensen moved, Tyjeski seconded, to approve the proposed staff handbook and appendices updates as presented.

The motion was adopted by unanimous vote.

Mr. DiStefano, Superintendent, presented a draft of the board engagement plan for the 2023-2024 school year. The list includes formal board engagement opportunities and district team/committee meetings that include board member participation, as well as school and community engagement opportunities.

Tyjeski moved, Kuntz seconded, to approve the board engagement plan as presented.

The motion was adopted by unanimous vote.

Mr. DiStefano presented the Dodge County Truancy Plan for approval. He explained the plan has been completed in accordance with State Statute which requires a committee to be convened and make recommendations to the school boards of all school districts in the county. The plan includes a general statement of policy, mission, factors contributing to truancy, definition of a habitual truant, recommendations for truancy procedures, and truancy referral process references.

Tyjeski moved, Jorgensen seconded, to approve the Dodge County Truancy Plan as presented.

The motion was adopted by unanimous vote.

Ms. Jorgensen, Operations Committee Chair, reported the committee met on May 22. The committee received an overview of the district's Facility Use Procedures, reviewed a list of possible vehicle and maintenance capital equipment purchases for 2023, and received a recommendation for stipend positions pay to be presented to the board at a later date. The next meeting is scheduled for June 26.

Mr. Woreck, District Facilities and Safety Officer, reviewed the final recommendation for capital equipment purchases, which included a mower/snow remover and a vehicle.

Tyjeski moved, Jorgensen seconded, to approve the capital equipment purchases for 2023 as presented.

The motion was adopted by the following vote: Aye – Jorgensen, Kraus, Kuntz, Mason, Spielman, Tyjeski, and Dornfeld. Nay-None. Abstained – Panzer.

Ms. Panzer, Teaching and Learning Committee Chair, reported the committee met on May 22 and received summary of the Human Growth and Development Guidebook. The next meeting is scheduled for June 26.

Mr. Meyer, Director of Teaching and Learning, provided an overview of the Human Growth and Development Curriculum Guidebook and the development process.

Panzer moved, Kuntz seconded, to approve the Human Growth and Development Curriculum Guidebook as presented.

The motion was adopted by unanimous vote.

Board members shared the engagement opportunities they participated in over the past month.

Board members recognized the High School administration and staff for their work with the graduation ceremony and they congratulated the graduates. They thanked all district staff for their efforts to make the district run so smoothly. They expressed appreciation for the end of the year activities and recognitions that were highlighted on district social media.

Mr. DiStefano recognized the Administrative Team for their engagement at the recent Administrative Academy to wrap up the school year. He recognized the Summer School staff as Summer School begins and thanked parents.

Tyjeski moved, Jorgensen seconded, the board recess into closed session per Wis. Stat. §19.85 (1)(c) considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility, specifically to discuss specific employees, employee groups, and to discuss negotiation strategy.

The motion was adopted by the following vote: Aye – Kraus, Kuntz, Mason, Panzer, Spielman, Tyjeski, Dornfeld, and Jorgensen. Nay-None.

During closed session, there was discussion regarding specific employees, employee groups, and negotiations strategy.

Jorgensen moved, Kuntz seconded, to reconvene into open session.

The motion was adopted by unanimous vote.

Panzer moved, Jorgensen seconded, to approve the following resignations: Patricia Ehlenfeldt-Special Education Teacher-Lincoln Elementary School (Resignation effective 1/22/24); Andrew Gibbons-Special Education Teacher-Middle School (Resignation effective end of the 2022-23 school year); Jesse Gilbertson-Social Studies Teacher-Middle School (Resignation effective end of the 2022-23 school year); Hannah Lockwood-Special Education Teacher-Jefferson Elementary School (Resignation effective end of the 2022-23 school year); Deryl McCauley-English Language Arts Teacher-Middle School (Resignation effective end of the 2022-23 school year); Russell Meyers-Math Teacher-Middle School (Resignation effective end of the 2022-23 school year); Kayla Murray-Physical Education Teacher-Elementary Schools (Resignation effective end of the 2022-23 school year); and Theresa Wuesthoff-Social Studies Teacher-Middle School (Resignation effective 7/27/23).

The motion was adopted by unanimous vote.

Panzer moved, Jorgensen seconded, to approve the following appointments: Celina Alvin-Associate Principal-Jefferson Elementary School; Daniel Aumann-Physical Education Teacher-Elementary Schools; Madeline Bishop-Math Teacher-Middle School; Mackenzie Chitko-Agriculture/Technology Education Teacher-High School; Skylar Eberle-Special Education Teacher-High School; Jen Mersch-Art Teacher-Washington Elementary School (.5 FTE); Mark Stoskopf-Physical Education Teacher-Elementary Schools; Brice Vircks-Social Studies Teacher-Middle School; and Erica Whittier-Art Teacher-Lincoln Elementary School (.5 FTE).

The motion was adopted by the following vote: Aye – Kuntz, Mason, Panzer, Spielman, Tyjeski, Dornfeld, Jorgensen, and Kraus. Nay-None.

Mr. DiStefano explained the Wisconsin Public Records Board recently replaced the Wisconsin Records Retention Schedule for School Districts with the General Records Schedule for Wisconsin Public Schools and Related Records. As a result, school districts need to adopt up to 11 records retention schedules, including the General Records Schedule, if those districts wish to dispose of their public records prior to the 7-year statutory retention period set forth in State Statutes. He recommended the board approve the General Records Schedule for Wisconsin Public School District and Related Records (GRS) including retention schedules for Administrative Records, Budget Records, Facilities Management Records, Fiscal and Accounting Records, Human Resources Records, Information Technology Records, Payroll and Benefits Records, Purchasing and Procurement Records, Risk Management Records, and Municipal Records.

Jorgensen moved, Tyjeski seconded, to approve General Records Schedule for Wisconsin Public School District and Related Records (GRS) including retention schedules for Administrative

Records, Budget Records, Facilities Management Records, Fiscal and Accounting Records, Human Resources Records, Information Technology Records, Payroll and Benefits Records, Purchasing and Procurement Records, Risk Management Records, and Municipal Records.

The motion was adopted by unanimous vote.

Tyjeski moved, Jorgensen seconded, to approve the payment of financial claims (Voucher #516, #517, #518, #519, and #520) for District Credit Card, ACH File, Net Payroll, Payroll Taxes, WEA Trust Advantage, Health Savings Account, Health Savings Account (District), AXA Equitable, Franklin, Fidelity, WEA TSA, Wisconsin Retirement System, Payroll Related Voucher, and District Insurances for a total of \$4,014,609.16. (A listing of these vouchers can be found in the Accounts Payable Check Register.)

The motion was adopted by the following vote: Aye – Mason, Panzer, Spielman, Tyjeski, Dornfeld, Jorgensen, Kraus, and Kuntz. Nay-None.

Jorgensen moved, Kuntz seconded to adjourn the meeting.

The motion was adopted by unanimous vote and the meeting was adjourned at 7:56 p.m.

/s/ _____
Chad Prieve, President

/s/ _____
Marge Jorgensen, Clerk