

**BOARD OF EDUCATION REGULAR MEETING MINUTES
SCHOOL DISTRICT OF OAKFIELD
OAKFIELD ELEMENTARY SCHOOL IMC
MONDAY, FEBRUARY 26, 2018**

1. Meeting called to order by President Kottke at 5:30 p.m.
2. Pledge of Allegiance
3. Roll call
 - a. Members: P. Dercks, P. Kottke, H. Kopf, T. Marcoe, J. Nyhuis, A. Patterson, T. Schulz
Absent: None
 - b. Staff: V. Dalzin, B. Doyle, G. Jakubos, C. Klassy, M. Liebelt, K. McCarty, D. Mock, S. O'Malley, M. Zimmerman
 - c. Others: S. Chiavetta, B. Jacobs, B. Justmann, A. Kamenski, E. Karls, J. Karls, B. Kissinger, M. Kottke, A. Lichtenberg, L. Schraufnagel
4. Mrs. Patterson, seconded by Mr. Nyhuis, moved to approve the January 22, 2018 Regular Board meeting minutes and February 12, 2018 Committee of the Whole Board meeting minutes, as presented. Motion carried: 7 ayes, 0 noes, 0 absent
5. Mrs. Marcoe, seconded by Mrs. Kopf, moved to approve the warrants through February 26, 2018, as presented. Motion carried: 7 ayes, 0 noes, 0 absent
6. Public Comments – None
7. FFA Officers, under the direction of Miss. Zimmerman, were recognized for their giving and leadership during FFA week last week. Each officer shared their role and a little about what they like about FFA. They also pointed out that FFA membership is so high, it's easier to count how many aren't in Oakfield FFA; two high school and seven middle school students are not involved. Mrs. Kottke was President of FFA from 1983-1985, and now her son is. She wouldn't be who she is today, if it wasn't for Oakfield FFA. As Board President Kottke pointed out, this team of leaders is learning an immense amount that will bode well for them in their futures and their privilege to share it and teach younger generations.
8. Reports:
 - a. Student Representative Samantha Chiavetta reported that the high school started Book Club. They have had two meetings thus far and are planning a day field trip to the Art Museum. Juniors have ACT tomorrow and Work Keys Wednesday.
 - b. Administrator Reports
 - i. Dr. Dalzin reported that school safety continues to be at the forefront of priority with fresh review and analysis with local authorities in process. Mr. Ernst and Deputy Tackett were instrumental in creating our existing safety system, colored *Emergency Preparedness Procedures* quick-reference spiral notebooks, and stocking Emergency Go Bags. We are taking this review and analysis very seriously. Continued focus is on students and relationships, while reviewing procedures and applying modification, where applicable. Sparsity Aid passes the senate; we will see if that continues, which would mean an additional \$50,000 for us next year, based on this year's student numbers. He recently attended the National Convention for District Administrators; a lot was discussed about digital learning. Dr. Dalzin mentioned what Mrs. Marcoe had asked in email about training of coaches as well as pairing up each new coach with an experienced coach. Our next regular board meeting is early at 5:00 pm due to the 6:30 Athletic Banquet that evening.
 - ii. Principal Klassy reported that FFA was a hit. Students were so well-behaved. Visitors from outside our community that also came to attend our Eva Kor event, commented on how quiet, respectful, and well-behaved our students were. For PBIS, teachers recognized that Valentine's Day can be a stressful, anxiety-filled day for students. So they decided to put a Valentine Note from teachers on all lockers. They had a courthouse field trip yesterday. Mohr lead "March" Madness for an introduction of more types of music for all

students. Parent/Teacher Conferences went well, connected well with parents. Friday is the Red Cross Blood Drive.

- iii. Principal Doyle reported that 4th grade had a field trip to our Capital in Madison. Mrs. Roy paid for the bussing. She looks for ways to spend her Scrip profit, including cover costs of field trips and mostly for Science related education endeavors. Parent/Teacher Conferences were last week; 50% attendance by parents. Future Oaks Night was successful. For ELL, Mrs. Liebelt worked with our Spanish speaking families and our translators from Fond du Lac County the night of conferences to discuss ways we can communicate with them. Mrs. Liebelt had reached out to the Spanish speaking families at the beginning of the school year and had them complete a questionnaire about our service and communication with them. This meeting was to follow-up about the results. They were complementary and appreciative of our efforts. Mrs. Liebelt also showed them the 'photo mode' option in Google Translate, where it will automatically translate a document in the picture frame while the camera hovers over it. Mrs. Liebelt and Mrs. O'Malley also had Title I meetings with parents for a school-wide plan. Dr. Seuss week is this week. Elementary has invited companies in our community to come read to students Friday for Read Across America day. We did announcements about the winter Olympics to create an awareness there. And now we are having "March" Madness with Mrs. Mohr as well. Each day some marches were announced, the march music was played, and the students voted for which one was their favorite. We are also celebrating Youth Art Month.
 - iv. Activities Director Mock reported that the blood drive is Friday afternoon in the middle school/high school cafeteria; blood donated earns scholarship money for high school students. Then Friday night, we are hosting our Boys Basketball game vs. Stockbridge. We are into a busy pre-Spring with state solo & ensemble, trap shooting, track & field, baseball, soccer, golf, and all the other great events and opportunities we have for our talented students. Theater is up and running, with show times March 23rd-25th. Another shout out to our Booster Club; they are so giving to our students. Each time we go to them for our needs, they willing support us; most recently our Track & Field team needs.
 - c. Dr. Dalzin pointed out aspects of the state of the finances; we are on target and ahead of target. He will have architect recommendation under the later agenda item.
 - d. Mrs. Patterson did not have an update for CESA 6.
9. Mr. McCarty presented the plan for the 6th annual high school trip to Washington D.C. It will consist of 4 or 5 nights. Approximately 30 Oakfield students typically attend. Every student must have an adult attending with them. They are looking at the week of March 11, 2019. For now, looking for Board approval to proceed with making plans for the annual Washington D.C. trip. Once travel dates are finalized, he will come back for final Board approval of the trip. Mrs. Marcoe, seconded by Mrs. Patterson, moved to approve the annual Washington D.C. trip planning, as presented. Motion carried: 7 ayes, 0 noes, 0 absent
10. The Board reviewed the policies for a second reading. We will ensure there is a readily available listing of who our Compliance Officers are on our District website. The Board is removing the FMLA policy, to be researched and brought back to the Board at the March 12th Regular Board Meeting:
- a. Policy 1630.01-FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
Otherwise, the 2nd reading was completed for all the NEOLA recommendations for changes, additions, and deletions for our policies. See page 3 of minutes for the entire listing. Mrs. Marcoe, second by Mr. Nyhuis, moved to approve all the policies except 1630.01 dated May 8, 2017. Thereafter, it was pointed out that there were additional policies that involve FMLA.
 - b. Policy 3430.01-FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
 - c. Policy 4430.01-FAMILY & MEDICAL LEAVE OF ABSENCE ("FMLA")
- Thus the Board approval of policies is amended to revisit these two additional policies, all policies that involve FMLA. Motion carried: 7 ayes, 0 noes, 0 absent

2nd Reading of Recommended Changes, Additions, and Deletions of Policies as Recommended by NEOLA:

Policy 0100-DEFINITIONS, Policy 0131.1-BYLAWS AND POLICIES, Policy 0144.1-COMPENSATION, Policy 0151.2-REQUIRED STUDENT ACADEMIC STANDARDS AGENDA ITEM, Policy 0164.1-REGULAR MEETINGS, Policy 0164.2-SPECIAL MEETINGS, Policy 0166-AGENDA, Policy 1460-PHYSICAL EXAMINATION, Policy 1461-UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY, Policy 1619-GROUP HEALTH PLANS, Policy 1619.02-PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS, Policy 1619.03-PATIENT PROTECTION AND AFFORDABLE CARE ACT, Policy 2260-NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY, Policy 2261.01-PARENT AND FAMILY ENGAGEMENT IN TITLE I PROGRAMS, Policy 2370-EDUCATIONAL OPTIONS, Policy 2411-GUIDANCE AND COUNSELING AND ACADEMIC AND CAREER PLANNING, Policy 2413-HEALTH EDUCATION, Policy 2430-DISTRICT-SPONSORED CLUBS AND ACTIVITIES, Policy 2431-INTERSCHOLASTIC ATHLETICS, Policy 2460.03-INDEPENDENT EDUCATIONAL EVALUATION (IEE), Policy 3120-EMPLOYMENT OF PROFESSIONAL STAFF, Policy 3120.01-JOB DESCRIPTIONS, Policy 3122.01-DRUG-FREE WORKPLACE, Policy 3124-EMPLOYMENT CONTRACT, Policy 3140-TERMINATION, NON-RENEWAL AND RESIGNATION TERMINATION AND NON-RENEWAL, Policy 3160-PHYSICAL EXAMINATION, Policy 3161-UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY, Policy 3310-EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS, Policy 3419-GROUP HEALTH PLANS, Policy 3419.02-PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS, Policy 3419.03-PATIENT PROTECTION AND AFFORDABLE CARE ACT, Policy 3420-HEALTH INSURANCE BENEFIT, Policy 3431-EMPLOYEE LEAVES, Policy 4120-EMPLOYMENT OF SUPPORT STAFF, Policy 4120.01-JOB DESCRIPTIONS, Policy 4122.01-DRUG-FREE WORKPLACE, Policy 4160-PHYSICAL EXAMINATION, Policy 4161-UNREQUESTED LEAVES OF ABSENCE/FITNESS FOR DUTY, Policy 4310-EMPLOYEE EXPRESSION IN NONINSTRUCTIONAL SETTINGS, Policy 4419-GROUP HEALTH PLANS, Policy 4419.02-PRIVACY PROTECTIONS OF FULLY INSURED GROUP HEALTH PLANS, Policy 4419.03-PATIENT PROTECTION AND AFFORDABLE CARE ACT, Policy 4420-HEALTH INSURANCE BENEFIT, Policy 4431-EMPLOYEE LEAVES, Policy 5111-ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS, Policy 5111.01-HOMELESS STUDENTS, Policy 5111.03-ESSA CHILDREN AND YOUTH IN FOSTER CARE, Policy 5130-WITHDRAWAL/DROPOUT FROM SCHOOL, Policy 5136-PERSONAL COMMUNICATION DEVICES, Policy 5310.01-EMERGENCY NURSING SERVICES, Policy 5330-ADMINISTRATION OF MEDICATION/EMERGENCY CARE, Policy 5341-EMERGENCY MEDICAL AUTHORIZATION, Policy 5421-GRADING, Policy 5517-STUDENT ANTI-HARASSMENT, Policy 5530-DRUG PREVENTION, Policy 5540-THE SCHOOLS AND GOVERNMENTAL AGENCIES, Policy 5610-SUSPENSION AND EXPULSION, Policy 5771-SEARCH AND SEIZURE, Policy 5780-STUDENT/PARENT RIGHTS, Policy 5830-STUDENT FUND-RAISING, Policy 6145-BORROWING, Policy 6150-TUITION INCOME, Policy 6152-STUDENT FEES, FINES, AND CHARGES, Policy 6350-PREVAILING WAGE COORDINATOR, Policy 6605-CROWDFUNDING, Policy 6700-FAIR LABOR STANDARDS ACT (FLSA), Policy 6800-SYSTEM OF ACCOUNTING, Policy 7540-TECHNOLOGY, Policy 7540.01V1-TECHNOLOGY PRIVACY, Policy 7540.01V2-TECHNOLOGY PRIVACY – SUPPLEMENT, Policy 7540.02-WEB CONTENT, SERVICES, AND APPS, Policy 7540.03-STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY, Policy 7540.04-STAFF TECHNOLOGY ACCEPTABLE USE AND SAFETY, Policy 7540.06-DISTRICT-ISSUED STAFF E-MAIL ACCOUNT, Policy 7540.07-DISTRICT-ISSUED STUDENT E-MAIL ACCOUNT, Policy 8146 (previously 2370)-NOTIFICATION OF EDUCATIONAL OPTIONS, Policy 8310-PUBLIC RECORDS, Policy 8320-PERSONNEL RECORDS, Policy 8320.01-UNAUTHORIZED ACQUISITION OF STAFF PERSONAL INFORMATION, Policy 8330-STUDENT RECORDS, Policy 8350-CONFIDENTIALITY, Policy 8452-AUTOMATED EXTERNAL DEFIBRILLATORS (AED), Policy 8500-FOOD SERVICES, Policy 8510-WELLNESS, Policy 8531-FREE AND REDUCED-PRICE MEALS, Policy 8605-USE OF ELECTRONIC WIRELESS COMMUNICATION DEVICES BY DISTRICT EMPLOYEES WHO OPERATE BOARD-OWNED OR OPERATED VEHICLES, Policy 8770-JOINT SELF-INSURANCE POOL, Policy 8800-RELIGIOUS AND PATRIOTIC CEREMONIES AND OBSERVANCES, Policy 9160-PUBLIC ATTENDANCE AT SCHOOL EVENTS, Policy 9700-RELATIONS WITH NON-SCHOOL AFFILIATED GROUPS

11. Mr. Mock recommended the following high school coaches for the 2018 season:
 - a. Baseball: Varsity-Aaron Schepp, JV-Jeff Ogle, Volunteers-Matt Shafer and Nick Straks
 - b. Softball: Varsity-Brian Sabel, Volunteers-Chad Conger and Casey Cook
 - c. Golf: Varsity-Eric Schreiner
 - d. Track and Field: Brittany Gibson

Dr. Dalzin presented the rates of stipend pay listing for extra-curricular positions. Mr. Dercks requested equality in pay, explanation for how it is established. Mr. Mock replied that it is based on length of season and how many students participating. Mrs. Marcoe asked about a training mechanism for coaches, new and existing. Mr. Mock to look into additional summer training for soft skills and applicable guidance for all coaches. He also confirmed that all coach evaluations are complete. Mrs. Patterson, seconded by Mr. Dercks, moved to approve the Spring 2018 high school coaches and volunteers, as presented. Motion carried: 7 ayes, 0 noes, 0 absent

12. Mr. Mock recommended Mark Morell and Josh Thone for the middle school wrestling coaches, Al Justmann volunteering, for the 2018 middle school wrestling season. Mrs. Patterson, seconded by Mr. Dercks, moved to approve the 2018 middle school wrestling coaches and volunteer, as presented. Motion carried: 7 ayes, 0 noes, 0 absent
13. Mrs. Klassy made changes to the 2018-19 high school course catalog as recommended by the Board at the Committee of the Whole Board meeting on February 12, 2018. Mr. Nyhuis, seconded by Mr. Schulz, moved to approve the 2018-19 high school course catalog as discussed at the Committee of the Whole Board meeting on February 12, 2018, with changes made and re-presented now. Motion carried: 7 ayes, 0 noes, 0 absent
14. Mrs. Klassy added a class Slime, Slime & More Slime to the 2018 Summer School course booklet after the Committee of the Whole Board meeting on February 12, 2018. Mrs. Marcoe, seconded by Mrs. Kopf, moved to approve the 2018 Summer School course booklet as discussed at the Committee of the Whole Board meeting on February 12, 2018, and with the addition of the course. Motion carried: 7 ayes, 0 noes, 0 absent
15. Dr. Dalzin shared the proposed 2018-19 Academic Calendar. He explained that in the February 12, 2018 Committee of the Whole meeting, the Board and administration had discussed having more staff input for school year calendar options. Thus at the February 19, 2018 Professional Development day, we provided two academic calendar options. Without the Administrators voting, it was an even vote. We feel the calendar being recommended is best for student learning and families. Mrs. Marcoe, seconded by Mrs. Kopf, moved to approve the 2018-19 Academic Calendar, as presented. Motion carried: 7 ayes, 0 noes, 0 absent
16. Dr. Dalzin explained that after the Board authorized the Facilities Committee to issue Request for Proposals, they interviewed Architect/Engineering firms and are recommending Excel Engineering, Inc. They are asked to move with all deliberate speed to execute the architectural and engineering needs for this project. Mrs. Kopf, seconded by Mrs. Marcoe, moved to approve Excel Engineering, Inc. for the locker room and science classroom/laboratory project for \$53,300, as presented. Motion carried: 7 ayes, 0 noes, 0 absent
17. Mrs. Doyle shared quotes for dry wall installation to accommodate the Special Education classroom modifications into three learning spaces. She previously had a quote for moveable partitions that were double the cost, yet may offer more versatility. The one dry wall installer, O'Laire Construction, works with the moveable partition systems company, Interior Systems, as well. O'Laire was already in the process of getting a quote from Interior Systems. The Board asked that Mrs. Doyle obtain the 2nd quote for moveable partitions and bring all back to the Board on March 12, 2018.
18. Dr. Dalzin shared the option of paying off the remaining debt on the unfunded liability from the WI State Trust Fund. Mrs. Kottke, seconded by Mrs. Patterson, moved to approve making the payoff payment and balance on the Finance Unfunded Prior Service Liability Loan ID #02008100.01, as presented. Motion carried: 7 ayes, 0 noes, 0 absent
19. Dr. Dalzin shared the update that the Health Insurance Task Force had our representative Greg Kuelz at both meetings. He helpfully explained HSA vs. HRA. They are gaining information as a group at this point. They will then proceed into what it would mean for us.
20. Dr. Dalzin shared that the Food Service selection process is on hold, awaiting the DPI template which will provide the process.
21. Meetings – Next School Board Meetings:
 - a. Regular School Board Meeting - Monday, March 12, 2018 at 5:00 p.m. in the Middle School/ High School Instructional Media Center
 - b. Committee of the Whole School Board Meeting - Monday, April 9, 2018 at 5:30 p.m. in the Elementary School Instructional Media Center
22. Mrs. Kottke, seconded by Mr. Dercks, moved to adjourn at 7:57 p.m. Motion carried: 7 ayes, 0 noes, 0 absent

Respectfully submitted by:

Grace Jakubos, School Board Administrative Assistant