

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

**Operations Committee Meeting
February 27, 2023**

A meeting of the Operations Committee of the Board of Education was held on the above date at the Educational Service Center at 6:30 p.m. Board Committee members present: Isaac Dornfeld, Marge Jorgensen, John Kraus, Jr., and Joanne Tyjeski.

Ms. Malkovich, Director of Business Services, presented health insurance proposals. The district's health insurance carrier has been Quartz since 2017. With the low renewal rate offered by Quartz last year, the district waited to go to bid until this year. Proposals were received from Quartz, Dean, and Security. She reviewed cost and plan information from each proposal and rate caps data from M3, the district's insurance partner. The district has reviewed the top 25 providers for its employee group and noted potential disruptions in service. The pros and cons of changing insurance companies versus remaining with Quartz were discussed. A proposal will be presented to the board for action at the March regular meeting.

Ms. Malkovich reviewed the process to identify capital project partners. The district will issue Requests for Proposals (RFP) for qualified architectural firms and construction managers to partner with to plan for renovations and updates to Washington Elementary School and explore the prospect of a new middle school. She reviewed the individual RFP timelines for architectural firms and construction managers. A recommendation for an architect will be presented to the board for action in April and a construction manager in May.

Dr. White, Director of Human Resources, presented proposed revisions to the Employee Handbooks and Appendices. The Employee Handbook revisions include a potential amendment to how staff are allowed to use sick time for dependents for short-term medical needs and "years of service" will replace the "seniority" reference. Updates to Appendix A: Certified Staff Handbook includes replacement of COVID language, adding a statement for termination of personal contract, confirming the number of days out ill that require a doctor's note, and a proposed change to add additional benchmark years for the longevity stipend. Updates to Appendix B: Support Staff Handbook includes updating the work year calendar language to match current practice, replacement of COVID language, a proposal to increase the payout amount from \$40 to \$50 for unused personal days for retiring support staff, adding 2 steps to the maintenance pay scales, and changing vacation time eligibility for eligible staff to receive it up front similar to other employee groups. She shared items that are scheduled to be reviewed.

The next committee meeting is scheduled for April 24.