DeForest Area School District
Operational Expectations Monitoring Report

OE-7 ASSET PROTECTION
SUMMARY OF COMPLIANCE STATUS

Interpretations & indicators accepted by DASD Board of Education on January 11, 2016 Revised: November 23, 2020, January 23, 2023, August 14, 2023, November 11, 2024

Date Presented: October 27, 2025
Date Approved: October 27, 2025

SUPERINTENDENT CERTIFICATION

With respect to Operational Expectations OE - 7, Asset Protection, taken as a whole, the Superintendent certifies that the proceeding information is accurate and complete, and the district is:

___x_____ In Compliance
_____ In Compliance with Exception (as noted in the evidence)
_____ Not in Compliance

Superintendent Summary Statement:

This report assesses the District's compliance with Board of Education Operational Expectations (OE) Policy 7, which focuses on asset protection. Findings confirm that the District has implemented effective protocols to safeguard its assets and maintain fiscal stability, supporting the efficient operation of the District. The report highlights that appropriate oversight and protective measures are in place for district property and resources. One indicator revision is suggested at the end of this report for future approval.

Based on these findings, this monitoring report is recommended as "In Compliance" with Board Policy OE-7, *Asset Protection*, for the 2024–2025 school year.

Signed: _____ Date: _____
Superintendent

BOARD OF EDUCATION ACTION

With respect to Operational Expectations OE -7, Asset Protection, the Board finds the district to be:

___X_____ In Compliance
_____ In Compliance with Exception (as noted in the evidence)
_____ Not in Compliance

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Board Summary Statement/Motion:

The Board agrees with administration and finds this report to be in compliance. The Board applauds the district for implementing the action plan in last year's monitoring report which has resulted in better collection of data, better forms, and better processes. The Board also applauds the interdepartmental collaboration shown in the report and in its presentation.

On a motion by Taylor, seconded by Leonhart, the DeForest Area School District Board of Education voted to accept OE-7, Asset Protection Board Policy Monitoring Report, as presented, as in compliance. The vote passed with a unanimous voice vote, with Lewis absent.

Signed: _____ Date: _____
Board President

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The superintendent will assure that all physical, digital, and electronic assets are adequately protected, properly maintained, appropriately used and not placed at undue risk.

Superintendent Interpretation:

The Board values the investment made in both the physical and non-physical resources of the district. The board expects these resources to be safeguarded, cared for and managed in a manner that guarantees their efficient, safe, and effective utilization.

Key words or phrases:

- **Assure** means that all reasonable means are utilized
- **District assets** means capital equipment, buildings, intellectual property, human capital, and public image.
- **Adequately protected** means insured and/or adequately prepared with reserves in order to cover 100% of replacement value and also locked when not attended by staff
- **Properly maintained** means taken care of in a manner to ensure the longest possible service
- **Appropriately used** means handled in a manner consistent with the intended use
- **Placed at undue risk** means put in a reasonably avoidable situation that could reasonably be foreseen to cause damage or loss

7.1	**The superintendent will:** Maintain property and casualty insurance coverage on district property with limits equal to 100% of replacement value.	**Compliant**

Interpretation: The board values that assets are protected and we maintain adequate insurance on district property that will cover the costs of replacing such property in case of loss.

- **Property:** Facilities, vehicles, equipment, and materials with an insurable risk.
- **100% of replacement value:** The ability to replace and make whole property losses experienced by the District subject to any and all deductibles.

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Indicator 1: The District presents coverage declarations documenting property and casualty insurance combined with appropriate levels of reserve sufficient to cover 100% of replacement value.
Evidence: The district maintained property and casualty insurance coverage through EMC/Tricor Insurance for the period of July 1, 2024, to June 30, 2025 (Appendix A Insurance Declarations). The district also holds sufficient cash reserves to cover the policy deductibles.

7.2	**The superintendent will:** Maintain both Errors and Omissions and Comprehensive General Liability Insurance coverage protecting board members, staff and the district itself, in an amount that is reasonable for school districts of comparable size and character.	**Compliant**

Interpretation: The Board values maintaining adequate insurance coverage that will protect the board members, staff and district against the risk of financial loss resulting from legal action or challenge.

- **Errors and Omission Insurance:** Protection for board members and staff who make a mistake or knowingly misstep in performing their duties in good faith and results in harm to the District, employees and the Board.
- **Comprehensive General Liability Insurance:** Protection for the district against all claims of bodily injury and property damage by third parties.
- **Amount that is reasonable:** The value of the insurance that is appropriate for industry standards and State Statutes.
- **Comparable size and character:** Other school districts with similar numbers of students and risk factors.

Indicator 1: The district purchases and receives the coverage declarations for Errors and Omissions insurance for board members and staff.
Evidence: The district purchased Errors and Omissions insurance through EMC Insurance for the 2024–25 fiscal year (see Appendix A, Linebacker Public Officials and Employment Practices Liability Declarations page 11).
Indicator 2: The district purchases and receives Comprehensive General Liability Insurance for board members, staff and the district itself.
Evidence: The district purchased comprehensive general liability coverage and a commercial umbrella policy from EMC insurance that covered the July 1, 2024 to June 30, 2025 period (see Appendix A, page 1).
Indicator 3: The district maintains Worker's compensation coverage as casualty insurance for workplace injuries, accidents, or illness.
Evidence: The district purchased Worker's Compensation insurance from EMC Insurance for the July 1, 2024 to June 30, 2025 period (see Appendix A, page 15).

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7.3	**The superintendent will:** Protect intellectual property, information, files, records and fixed assets from loss or significant damage.	**Compliant**

Interpretation: The Board values protecting any creative work that can be legally protected by a patent or trademark. I further interpret this policy to mean that all files will be backed up, secured, and stored as appropriate, and an appropriate maintenance plan and insurance coverage will be secured for fixed assets.

- **Intellectual property:** District created original curriculum, teaching materials, or other documents created by district employees as part of their job for use by the District or its employees.
- **Information, files and records:** Paper documents and electronic data on district servers deemed critical (Finance, Human Capital, Student Support and Research, Data & Accountability) to the operations of the District.
- **Significant Damage**: Damage that would result in interruptions to the daily operations of the district, would be irrevocable, or costly to repair.
- **Fixed Assets:** Capital items that are valued at $25,000 or more.

Indicator 1: The district has implemented and executes a process for regularly backing up the district's digital data.
Evidence: All servers are backed up either daily, weekly or monthly depending on operational criticalness. They are backed up to a storage device on school premises and a secondary back up to the cloud. Key user google workspace data gets backed up on a continual basis. This includes the user's Gmail, google drive, calendar and contacts plus most shared drives. For this last year, a testing environment was implemented to confirm backup validity. Appendix B - OE 7.3 Indicator 1: Daily log screenshot sample
Indicator 2: The district has in place a security access protocol that limits user access to sensitive and financial information Indicator
Evidence: For Skyward Financial, access is granted to only necessary users deemed by the business office and they give them access with Skyward. Only Human Resources has access to their (HR) systems. Skyward student access is granted by our Registrar. All windows computer access to files and folders are controlled by file and folder permissions by user or group deemed necessary by a user's role or assignment determined by their supervisor. Access is granted to that user or group by LISD (Learning Information Systems Department).
Indicator 3: The district has implemented Data Loss Prevention measures to monitor and prevent unauthorized sharing or transfer of district information and data.
Evidence: There are rules and alerts in place in google workspace that prevent certain PII (Personally Identifiable Information) (social security and credit card numbers) from being shared via gmail, google drive, chat or uploaded files. The action is blocked, and an alert is generated. The alert is sent to the Director of LISD and the Network Administrator. The alerts are also listed in the dashboard of the Google administration panel. Appendix C OE 7.3 Indicator 3 Dashboard screenshot sample

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Indicator 4: The district equips buildings with and maintains surveillance cameras, alarms, and secure locks to protect physical assets and deter unauthorized access or potential damage.
Evidence: During the 2024-25 school year, the director of safety and operations worked closely with the technology department creating a process for maintaining cameras functionality and upkeep. This draft process was shared with District leaders during the 8/21/24 all leadership meeting. Through this work and data collected through the process, vendor support was brought in and looked into the program that runs the cameras, repaired infrastructure and replaced cameras themselves. During the 24-25 school year 20 cameras were replaced including cameras at the High School, Windsor, Middle School, Yahara and Harvest. The door access system was also taken over by the Safety and Operations team. The district is looking into who has what access and provide access to different groups rather than individual people. Appendix D

7.4 The superintendent may not: Allow facilities and equipment to be subject to improper use or insufficient maintenance.	**Compliant**

Interpretation: The Board values that the physical and digital property of the organization is used and cared for as well as properly maintained.

- **Facilities and equipment:** Fixed assets (buildings) and personal property (e.g. computers & vehicles) both instructional and non-instructional.
- **Improper Use:** Inappropriate operation, treatment, or utilization in a manner that is contrary to intended purpose or violates District policies and procedures.
- **Insufficient maintenance:** Inadequate repair, cleaning, inspection, or upkeep as outlined by specifications or operational policies and procedures.

Indicator 1: The district tracks vandalism and misuse of facilities and equipment.
Evidence: A “Vandalism, Theft, Accidental damage, misuse of facilities” form was created and implemented for buildings to use during the 2024-25 school year (Appendix E). This was rolled out to head custodians for them to keep track of incidents as they happened. The following data was collected: DAHS-7 issues DAMS/DO-3 issues Havest-1 EPES-1 WES-1 YES-0

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B&G-0

9 events were from student misuse

2 were community/rental misuse

1 was a staff misuse

1 is unknown

Incidents include broken windows, damaged carpet, bathrooms, fixtures, gym floors, walls, ceilings and signage.

While this system was able to collect some data, changes have been made for the 25-26 school year including an online form and more professional development for our staff on how to use the form and why we are collecting this information.

Indicator 2: The district performs annually scheduled facility inspections to monitor conditions of facilities, equipment, and ensure maintenance issues are addressed in a timely fashion.

Evidence: During the 24-25 school year B&G staff started monthly walk throughs, but were unable to complete formal walk throughs. A new system has been developed for the 2025-26 school year.

Multiple walk-throughs with the Fire Department were held during the 2024-25 school year. They were held on August 23, December 26-30 and June 11-18. These walk-throughs focused on compliance with local, state and national regulations. Head custodians and the Director of Safety and Operations were present during the walk throughs. These walk throughs are also used to grow the knowledge of staff in order to be a resource to the building. Notably, there are less violations as walk-throughs are conducted.

Walk-throughs with law enforcement happened on July 30 and August 1 2024. All rooms and offices were entered during the walk-throughs with law enforcement and checked for safety concerns and other suggestions. These walk-throughs were done with law enforcement and the Director of Safety and Operations.

Indicator 3: 96% of technology maintenance requests are completed within the school year requested and the average completion time is under 90 days.

Evidence:

The rolling average of tickets opened and closed in the 24-25 Fiscal Year was 97.39% meeting the threshold within 90 days.

4921 requests opened between 07/01/2024 and 06/30/2025
5171 requests closed between 07/01/2024 and 06/30/2025 (Tickets closed are higher than tickets opened. This takes into account the closing of tickets that were left pending, or open for monitoring situations since the inception of this ticketing program 12/2022). Appendix F OE 7.4 Indicator 2 screenshot of ticketing tracking

Indicator 3: Patches, updates, and addendums to the District network servers were regularly applied and documented by the Learning Information Systems Department.

Evidence: Windows Server updates are automatically installed monthly. For the beginning of the 24/25 school year, a manual check on each server was conducted to confirm updates installed and then are documented. LISD then created a script that runs monthly that informs staff if the server was updated and when. LISD installed the Skyward addendum within 2 weeks of its release along with other required updates. Appendix G OE 7.4 Indicator 3 screenshot of script

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7.5 The superintendent may not: Recklessly expose the district, the board, or staff to legal liability.	**Compliant**

Interpretation: The Board values following the approved policies, regulations, and applicable laws in order to protect the board and staff from legal liability.

- **Recklessly expose:** Negligent actions that put the District in a legally untenable position.
- **Legal liability:** Situations the result in the District being legally and financially responsible.

Indicator 1: The District appropriately used legal counsel to protect the District against potentially litigious actions.

Evidence: Legal fees experienced an uptick in costs from the 2023-24 fiscal year. There were no known litigation losses though of which legal was utilized for in 2024-25.



Indicator 2: There are no lawsuits where the district is determined by a court of law to have been legally responsible.

Evidence: A small claims case was filed against the DeForest Area School District on October 30, 2024. The case was filed by a former employee seeking additional compensation. The case was ruled in favor of the school district and dismissed on April 23, 2025.

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7.6 The superintendent may not: Invest funds in investments that are not secured or that are not authorized by law.	**Compliant**

Interpretation: The Board values the security of District funds. District funds will not be invested into unsecured instruments that do not meet the legal requirements of Wisconsin or Federal State law or puts the district's fiscal assets at risk of loss.

- **Funds:** Money or capital
- **Investments:** The commitment of District funds or other assets with the purpose of gaining profitable returns in the form of interest, income, dividend, and appreciation of value.
- **Secured:** Providing certainty or a guarantee in conformance with law to minimize the risk of loss.

Indicator 1: All investments are in compliance with State of Wisconsin statutes in regards to investments and have been maintained in accounts protected by FDIC insurance or collateral agreements.
Evidence: District funds were held by financial institutions who either protected the funds with FDIC insurance or secured additional collateral. Copies of the collateral agreements/insurance have been provided as evidence in Appendix H.

7.7 The superintendent may not: Purchase or sell real estate, including land and buildings.	**Compliant**

Interpretation: The Board values preventing the purchase or sale of real estate, land and buildings without a board motion specifically allowing the Superintendent to do so.

- **Real estate:** Property consisting of land and buildings.
- **Purchase:** To obtain ownership of real estate in exchange for money or value.
- **Sell:** shall mean to surrender ownership of an asset in exchange for money or value.

Indicator 1: No real estate was purchased, encumbered or disposed of without Board approval.
Evidence: No real estate was purchased, encumbered or disposed of without Board approval during the 2024-25 school year. The Holum property was available for sale in 2024-25 which was approved by the Board in 2023-24. The property remains for sale at the time of this report.

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7.8	**The superintendent may not:** Take any action that damages the district's public image or credibility.	**Compliant**

Interpretation: The Board values a positive reputation of the District.

- **Public image:** Overall perception of the District among the members of the community.
- **Credibility**: Trust

Indicator 1: The percent of respondents to a parent/community survey indicating positive public image and credibility of District services increases each year with a target of 80%.
Evidence: The majority of respondents to the 2025 DASD Parent-Guardian Survey indicated that they were likely to recommend the district to others. The survey used a 0–10 scale, with 10 representing "most likely to recommend." While the chart below appears different due to an update in the survey tool, the question itself remained the same. Scores of 9–10 are considered *positive*, 7–8 *neutral*, and 0–6 *negative*. For comparison, results from the 2024 DASD Parent-Guardian Survey showed 51% positive, 36% neutral, and 13% negative responses.

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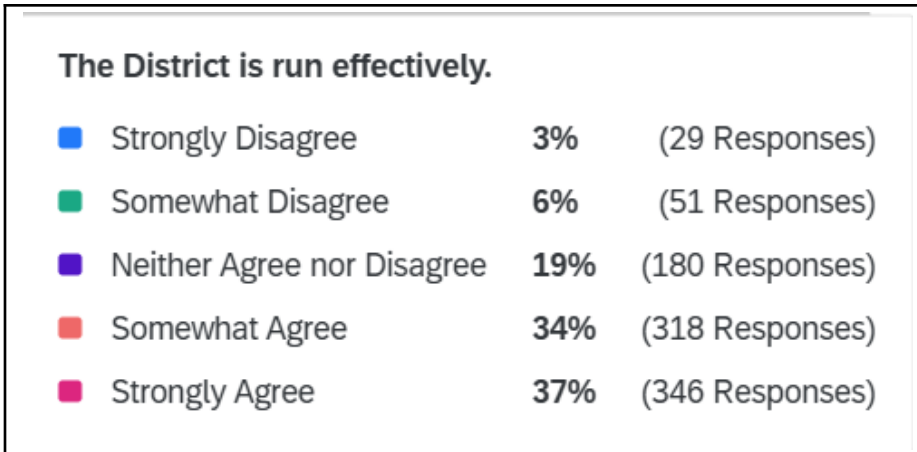
2025 DASD Parent-Guardian Survey: The majority of respondents also indicated favorably to the questions "The district has effective financial management," and "The district is run effectively."

The District has effective financial management.

Strongly Disagree	**3%**	(31 Responses)
Somewhat Disagree	**6%**	(55 Responses)
Neither Agree nor Disagree	**30%**	(280 Responses)
Somewhat Agree	**29%**	(265 Responses)
Strongly Agree	**32%**	(292 Responses)

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Capacity Building – Funding/Staffing:

Action Plan:
During the 2025–26 school year, collaboration with the Technology Department is underway to develop a consistent system for funding and charging when district materials are damaged.

Possible indicator revision:
7.4 Indicator 3 consider removing the word "maintenance".

Appendix B - OE 7.3 Indicator 1: Daily log screenshot sample

Backup job: Daily VM backup — **Success**

Servers that need daily backups — **11 of 11 VMs processed**

Sunday, March 23, 2025 10:30:20 PM

Success	11	**Start time**	10:30:20 PM	**Total size**	6.6 TB	**Backup size**	209 GB
Warning	0	**End time**	10:59:30 PM	**Data read**	365.6 GB	**Dedupe**	1.7x
Error	0	**Duration**	0:29:10	**Transferred**	198.7 GB	**Compression**	1.6x

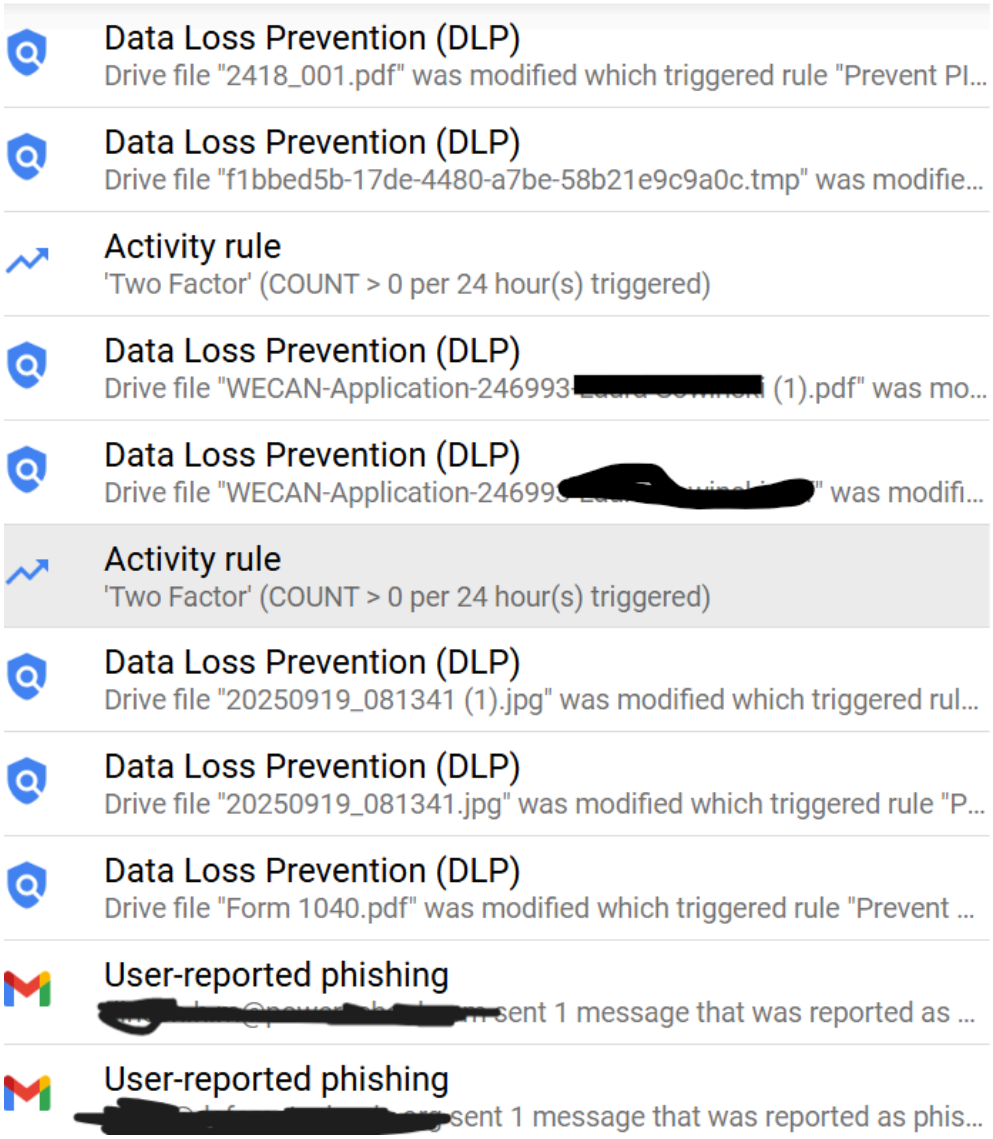
Details

Name	Status	Start time	End time	Size	Read	Transferred	Duration	Details
AD1	Success	10:30:48 PM	10:34:51 PM	60 GB	8.2 GB	2.9 GB	0:04:03	
AD2	Success	10:30:47 PM	10:35:41 PM	60 GB	6.2 GB	1.7 GB	0:04:53	
GLPI	Success	10:30:48 PM	10:33:20 PM	500 GB	4.5 GB	786.1 MB	0:02:31	
KeyScan2019	Success	10:30:47 PM	10:35:33 PM	100 GB	7.6 GB	2.2 GB	0:04:46	
MetaSys-Win10	Success	10:33:22 PM	10:36:08 PM	120 GB	5 GB	1.7 GB	0:02:45	
Win-SkyProg2016	Success	10:35:33 PM	10:42:26 PM	200 GB	2.5 GB	920.9 MB	0:06:52	
Win-Shared	Success	10:34:53 PM	10:40:21 PM	2.1 TB	15.4 GB	1.8 GB	0:05:28	
Win-Staff	Success	10:37:26 PM	10:45:33 PM	1.3 TB	16.5 GB	2.8 GB	0:08:07	
Win-Students	Success	10:40:22 PM	10:48:03 PM	690 GB	12.9 GB	1.2 GB	0:07:40	
Skyward23	Success	10:35:43 PM	10:59:24 PM	1.5 TB	280.3 GB	180.8 GB	0:23:40	
DASD-ADS	Success	10:43:39 PM	10:48:08 PM	90 GB	6.4 GB	1.9 GB	0:04:28	

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Appendix C OE 7.3 Indicator 3 Dashboard screenshot sample



Appendix D

DRAFT: DASD Camera Process 2024-25

Cameras are an important tool for our district, therefore it is important that they operate as they are supposed to. A non working camera could be fixed by resetting it, running a new cable to it and/or a full replacement. Please realize that having every camera work can sometimes be hard to accomplish due to budgetary restraints, equipment availability, time, staffing and/or location. A lot of times when fixing a camera many cameras may need to be shut off. We will do our best and communicate with you where we are in the process. A full rebuild/investigation of our camera system is slated to happen during the 2026-2030 school years.

Process for unresponsive Camera

1. Please fill out Tech Work Order under “webcam or camera” and explain which camera is not working
2. Tech work order system automatically notifies Director of Safety and Operations and Director of Technology
3. Within 24 hours the camera will be investigated at the data closet level. If fixed, the camera is operational:Process for resetting cameras is…
    a. Unplug and replug camera from switch (Tech staff only do this)
    b. Try a different, known working, switch port
        i. If works notify Network Admin to look at the bad switch port
        ii. If still not working put wires back to start
4. If resetting the camera doesn’t fix the issue, the camera itself will be investigated resulting in either new wiring or replacement of the camera. This will be communicated to the person filling out the work order. A plan for replacement/fixing will be discussed. This will most likely take time due to cost and/or outside vendor availability.

Process for renaming cameras (please be aware at some time we will need to standardize our naming process for all cameras)

1. Set up a time with the director of Safety and Operations to rename cameras at your site
2. Cameras are renamed

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Process for readjusting/cleaning cameras

1. Fill out B&G work order for cleaning cameras
2. This will most likely be done at the earliest convenient time when cameras are not in use (When students are not here)
3. Will develop a summer cleaning/readjusting plan moving forward

Other problems and or questions

1. Send email to Director of Technology and/or Director of Safety and Operations
2. Collaborative problem solving will happen

Appendix E

INCIDENT REPORT

Vandalism/Theft/Accidental damage/Misuse of facilities

Date _____ Administrator_____

School Site_____

Reported by _____

Date and time discovered_____

If Police were called, please list case # and contact person
_____
_____

o Damage Only
o Theft Only
o Damage and Theft

Describe briefly:
_____
_____

__ Incident involves DASD Student(s), which have been identified.
o Yes
o Pending Investigation.
o Community

If property loss is evident, please describe and estimate cost:
_____
_____
_____

Work Order(s) submitted to facilities/Date submitted:

W. O. # _____ Date _____
W.O. # _____ Date _____

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Appendix F OE 7.4 Indicator 2 screenshot of ticketing tracking

Month	Opened	[redacted]	Closed	[redacted]	Total closed / Total Opened	[redacted]
2024-7	193		415		96.22%	
2024-8	415		400		96.23%	
2024-9	697		610		95.55%	
2024-10	501		609		96.94%	
2024-11	424		460		97.44%	
2024-12	309		400		98.42%	
2025-1	497		428		97.84%	
2025-2	371		410		98.27%	
2025-3	343		377		98.62%	
2025-4	466		357		97.75%	
2025-5	486		448		97.53%	
2025-6	219		257		97.88%	

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Appendix G OE 7.4 Indicator 3

Server	# OS	July	April	May
AD1	2019		4/9/2025	5/22/2025
AD2	2019		4/9/2025	5/24/2025
Andover - Yahara	XP		n/a	n/a
CloudPanel	Linux-Ubuntu		n/a	n/a
COS	2022		powered off	powered off
DASD-ADS	2022		4/9/2025	5/24/2025
dasd-techreq	2012	N/A	4/9/2025	5/25/2025
DHS-HVAC	2012	N/A	n/a	n/a
Docker	Linux-Ubuntu		n/a	n/a
GLPI	Linux-Ubuntu		n/a	n/a
Harvest Power Monitor	2019	N/A	4/9/2025	5/18/2025
Incoming SMTP			n/a	n/a
KeyScan			4/9/2025	5/13/2025
Marco Remote Access	2016	N/A	4/9/2025	5/24/2025
Mastercom			4/9/2025	5/15/2025
Meta-Sys			4/9/2025	5/24/2025
Mile-Calc			n/a	n/a
Milestone			4/9/2025	5/23/2025
Mitel Revolution			4/9/2025	5/18/2025
MiVoice			n/a	n/a
PowerChute Network			n/a	n/a

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Server	# OS	July	April	May
Printing			4/9/2025	5/23/2025
PRTG	2016	N/A	4/9/2025	5/23/2025
Radius	2016	N/A	4/9/2025	5/23/2025
SCCM		7/12/2024	4/9/2025	5/23/2025
Skyward23		7/10/2024	4/9/2025	5/22/2025
Snipe-IT			n/a	n/a
SysLog			n/a	n/a
TSGateway2		7/12/2024	4/9/2025	5/22/2025
TSGateway2016		7/12/2024	4/9/2025	5/18/2025
VEEAM		7/12/2024	4/9/2025	5/18/2025
vMiCollab			n/a	n/a
vMiVB			n/a	n/a
VMWare VCenter			n/a	n/a
WebTMA	2012	N/A	n/a	n/a
Win-Shared			4/9/2025	5/25/2025
Win-SkyProg2016			4/9/2025	5/21/2025
Win-SrvSkyDW			4/9/2025	powered off old skyward server
Win-Staff			4/9/2025	5/18/2025
WIn-Student	2012		4/9/2025	5/18/2025
WordPress			n/a	n/a
2025-COS			4/9/2025	5/25/2025

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Server	# OS	July	April	May
Camera (PD)	2022		4/9/2025	5/16/2025