

**WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION REGULAR MEETING**

Monday, August 15, 2011

Closed Session 6:30 p.m.

Regular Meeting 7:00 p.m.

District Administration & Maintenance Center

905 Bethel Circle

Waunakee, Wisconsin 53597

MINUTES

I. CALL TO ORDER

President Meese called the meeting to order by noting proper publication/posting of the meeting agenda had occurred.

Time: 6:30 p.m.

II. ROLL CALL

Present: Ensign, Epping, Hill-Breunig, Homan, Waner, and Meese

Absent: Hansen

III. CLOSED SESSION - ADJOURN TO CLOSED SESSION – PER WISCONSIN STATUTES 19.85 (1) (c) (e) and (f)

Motion Homan/Hill-Breunig to adjourn to Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c) (e) and (f) to review individual teacher contract recommendations and renewals, resignations and retirements, to review individual co-curricular contract recommendations, to review individual support staff and custodial recommendations, resignations.

Vote:

Ensign-yes

Epping-yes

Hansen-absent

Hill-Breunig-yes

Homan-yes

Waner-yes

Meese –yes

Time: 6:30 p.m.

IV. RETURN TO OPEN SESSION

The board returned to open session at 7:00 p.m.

V. APPROVAL OF MINUTES

Motion Hill-Breunig/Waner to approve the minutes for the regular board meeting held on July 11, 2011. Motion carried 6-0.

VI. APPROVAL OF AGENDA AND ADDITIONS

Motion Hill-Breunig/Homan to approve the agenda as presented. Motion carried 6-0.

President Meese submitted a letter of resignation earlier in the month citing his inability to fulfill his role on the board due to a change in employment which will move his out of

state. Vice President Hill-Breunig took the opportunity to thank President Meese for his dedication to the district. Meese was presented with an award from WASB.

VII. PUBLIC COMMENTS ON EVENING'S AGENDA

This is the general comment section of the agenda where members of the public may comment on any item contained within the evening's agenda. Comments were received from members of the public on long range planning and possibility of creating a waitlist for schools.

VIII. ADMINSTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

- A. Student
- B. Board Reports/Action Items
 - 1. Individual Board Reports on Educational Related Events, Meetings, or Trainings Attended by Individual Board Members
Board members reported on recent meetings and activities they attended.
 - 2. Resolution for District Expulsion Officer
Be it resolved that the Board of Education for the Waunakee Community School District hereby authorizes the appointment of an independent hearing officer for the 2011-2012 school year to determine pupil expulsion from the school under State Statute 119.25 Expulsion of Pupils. Sub (2).
Motion: Waner
Seconded by: Hill-Breunig
Motion carried 6-0 on a roll call vote (Hansen absent).
Dated: August 15, 2011
 - 3. Appoint District Expulsion Hearing Officer for 2011-2012
Motion Hill-Breunig/Ensign to appoint attorney Karl Marquardt to serve as the district Expulsion Hearing Officer for the 2011-2012 school year.
Motion carried 6-0 on a roll call vote (Hansen absent).
 - 4. Appoint Medical Advisor for 2011-2012 – Dr. Bill Ranum
Motion Homan/Ensign to appoint Dr. Bill Ranum as the District Medical Advisor for the 2011-2012 school year. Motion carried 6-0 (Hansen absent)
 - 5. Board Member Coverage/First Day of School
Board members discussed availability to greet students on the first day of school.
 - 6. Board Vacancy
 - a. Vacancy Appointment
The board discussed the policy and legal parameters that will need to be followed in filling the vacancy created by President Meese's resignation. It was decided to advertise the vacancy in the Waunakee Tribune and ask interested individuals to submit a letter of interest to the Board by noon on Wednesday, September 7th. The names of the applicants will be reviewed at the September Board meeting and schedule a date to interview the candidates.

- b. Board Officers
District Administrator Guttenberg indicated that per Board policy, the duties of the Board President are filled by the Vice-President in the event that President is no longer able to serve in that position.
- C. Administration Reports/Action Items
- 1. Finance Reports
 - a. Monthly Reports
Motion Hill-Breunig/Homan to approve the monthly finance reports as presented. Motion carried 6-0 (Hansen absent)
 - b. 2011 Annual Meeting Agenda
Motion Waner/Hill-Breunig to approve the copy of the annual meeting agenda pending any modifications that may be deemed necessary by the district's attorney. Motion carried 6-0 (Hansen absent)
 - 2. Curriculum Report: District Planning
District Administrator Guttenberg reviewed the Waunakee Community School District Mission, Vision, Beliefs, and Objectives document for 2011-2012 and discussed how he envisions the district moving forward with a planning process to add more meaning to the five district objectives.
 - 3. 2011-2012 Handbook Approval
Motion Hill-Breunig/Ensign to approve the Intermediate School Staff Handbook and Special Education Handbook for 2011-12. Motion carried 6-0 (Hansen absent).
 - 4. Request for Early Entrance to First Grade
A request for early entrance to first grade was reviewed. All necessary assessments were conducted with this child and the team recommends this child should be placed in first grade for the 2011-2012 school year. Motion Hill-Breunig/Epping to approve the request for early entrance to first grade. Motion carried 6-0 (Hansen absent)
 - 5. Request to Host Foreign Exchange Student
Motion Homan/Ensign to approve the request for a foreign exchange student for the 2011-12 school year. Motion carried 6-0 (Hansen absent)
 - 6. Facility Use Rental Fee Exemption Request
The board reviewed a request from the Girl's on the Run organization asking for a fee exemption to use Prairie and Arboretum Elementary Schools for their after school running program. After discussion the board decided to table any action on this item until September and the receipt of additional information.
 - 7. Long Range Planning
Steve Summers regarding the long-range planning proposals. Summers asked for approval to move forward with the Applied Population Lab (APL) study of enrollment projections. Motion Waner/Hill-Breunig to approve the APL study. Motion carried 6-0 (Hansen absent). Summers indicated that the Building Capacity Study and the Facility Planning

Proposals appear to be more complex than initially thought and requested that they be brought back to the September meeting.

8. Correspondence

IX. HCOMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

- A. Budget Committee Meeting
 1. Review Minutes of July 25, 2011 Meeting
The minutes of the July 25, 2011 were reviewed.
 2. Approve Revised Second Draft of the 2011-12 Budget
The board reviewed the revised second draft of the 2011-2012 budget along with a summary document outlining draft of the budget. Motion Waner/Homan to approve the revised second draft of the 2011-12 budget. Motion carried 6-0 (Hansen absent).
 3. Approve Liability Insurance Bids for 2012-13
Motion Homan/ensign to approve the liability insurance bids for the 2012-13 school year. Motion carried 6-0 (Hansen absent).
- B. Curriculum Committee Meeting
 1. Review Minutes of July 19, 2011 Meeting
The minutes of the July 19, 2011 meeting were reviewed.
 2. Chinese Textbook Approval
The board reviewed a recommendation from the Curriculum Committee to approve the Chinese textbook, Zhen Bang Level 1 as the textbook for the Chinese 1 class. Motion Epping/Homan to approve Zhen Bang Level 1 as the textbook for the Chinese 1 class. Motion carried 6-0 (Hansen absent).
 3. Marketing Program Partnership Information
Information was provided to the board on new opportunities for the marketing program at the high school.
 4. High School Grading Information
The board reviewed modifications to the reporting cycle for grades at the high school. Grades will be computed on a semester basis, versus on a quarterly basis, and progress reports will continue each 4 weeks to maintain quality communication with parents.
- C. Facility Committee Meeting
 1. Review Minutes of July 26, 2011 Meeting
The minutes of the July 26, 2011 meeting were reviewed.
 2. Farm Lease
Motion Waner/Homan to raise the cost of the lease from \$150 per acre to \$200 per acre based on current farm lease rates in the area. Motion carried 6-0 (Hansen absent).
- D. Human Resources Committee Meeting
 1. Review Minutes of July 26, 2011 Meeting
The minutes of the July 26, 2011 meeting were reviewed.
 2. Letter to Staff Regarding Employment Provisions
The board reviewed a draft letter that the HR Committee would like consideration by the full board to send to staff regarding employment conditions and practices moving forward for 2011-2012 and beyond.

Motion Ensign/Epping to approve the letter with modifications. Motion carried 6-0 (Hansen absent).

3. Grievance Procedure

Per changes in law we are required to have a grievance procedure in place to address issues about employee safety, termination, and discipline. This procedure was written by our attorney and modified to fit our school district. Motion Waner/Ensign to approve the grievance procedure as presented. Motion carried 6-0 (Hansen absent).

E. Policy Committee Meeting

1. Review Minutes of August 25, 2011 Meeting

The minutes of the August 25, 2011 meeting were reviewed.

2. Consideration/Discussion of Waitlist

District Administrator Guttenberg and Steve Summers reviewed policies related to school attendance areas and transfer of students. A list of proposed criteria was presented and administration asked for feedback from the board. The board was in agreement that "random draw" was not the preferred method for placement on the waitlist. It was also decided that this should be referred back to the policy committee for discussion. Motion Waner/Hill-Breunig to approve the creation of a waitlist. Motion carried 6-0 (Hansen absent).

3. Discussion of Facility Use Fees

830-Rule Use of Facility Regulations

The board reviewed proposed for restructuring the Facility Use Fee Policy which would impact who pays, who does not, and the amount of the fees. Guttenberg solicited feedback from the board to take back to a September policy committee meeting with the hopes of bringing a draft to the board for consideration at the September regular meeting. Motion carried 6-0 (Hansen absent).

4. Policy Review – First Reading

152 – Board Self-Evaluation

Policy 152 has been revised by Peggy Hill-Breunig. The policy will be brought back for a second reading and Board approval at the September regular meeting.

X. CONSENT AGENDA

A. Approval of Checks

B. Gifts and Field Trips
Gifts

- North American Mechanical Inc. donated \$2,500 for the solar project.
- TDS Telecom donated office furniture with an estimated value of \$4,000.

C. Resignations, Leaves, Retirements

Resignations

Deb Dagitz – LMTC Director, AES

Chandra Kalscheur Stegner – 5th Grade Teacher, IS

Gretchen Klein – Spanish Teacher, MS

Kelly Schroeder – Para Educator, Regular Ed, HES

Lindsey Schubert – 7th Grade Teacher, MS
Hannah Smits – 42% Art Teacher, HES
Elizabeth Watson – Para Educator, Reading Title 1, IS
Maryjane White – Para Educator, Special Ed, HES

- D. Approve Individual Teacher, Co-Curricular, Support Staff and Custodial Recommendations

New Teachers

Kathryn Allen – 5th Grade Teacher, IS (replaces Chandra Kalscheur-Stegner)
Pat Fischer – Spanish Teacher, HS (replaces herself)
Ashley Gossett – ELL Teacher, HES/IS (replaces Katherine Rozas Fahrenkrug)
Kathleen Kleisner – FACE Teacher, MS/HS (replaces Marge Tessner)
Keeley Meier – Math Teacher, HS (replaces Karin Carson)
Kelly Tasch - LMTC Director, AES (replaces Deb Dagitz)
Deborah Trzinski-Becker – Math Teacher, HS (replaces Tina Bollig)
Allison Voeller – 50% Pathways Teacher, PES (replaces Dawn Soulier transfer)

New Support Staff

Lynn Jaeger – Health Assistant, IS (replaces Dyanne Schwartz)
Nola Luhtala – Health Assistant, HS (replaces Julie Gengler transfer)

Internal Staff Changes-No Action

Julie Block – from SPROUTS Regular Ed. Para-Educator, PES to Special Ed. Para-Educator, PES (replaces Deb Armstrong)
Sandy Schleis – from Health Assistant, HES to Attendance Administrative Assistant, HES (replaces Lori Allen)
Julie Gengler – from Health Assistant, HS to Health Assistant, HES (replaces Sandy Schleis)

Co-Curricular's

See attachment

Motion Hill-Breunig/Epping to approve the consent agenda as presented.
Motion carried 6-0.

XI. BOARD BUSINESS

- A. Conventions/Workshops
1. 2011 WASB Fall Regional Meetings
B. Legislative Update

XII. FUTURE AGENDAS AND MEETINGS

The following committee meetings were scheduled:
Co-Curricular Committee—Thursday, September 8, 2011 @ 5:00 p.m.
Policy Committee – Thursday, September 8, 2011 @ 6:00 p.m.

XIII. RETURN TO CLOSED SESSION

The board did not return to closed session.

XIV. RETURN TO OPEN SESSION

XV. ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION

XVI. ADJOURN

Motion Homan/Waner to adjourn. Motion carried 6-0 (Hansen absent).

Time: 9:50 p.m.

Respectfully submitted,

Julie Waner, Clerk

JW: mm