

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

Monday, June 13, 2011

Closed Session 6:00 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 property publication/posting of the meeting agenda had occurred.

Time: 6:03 p.m.

II. ROLL CALL

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

Absent: None

Also Present: Steve Summers, Randy Guttenberg, Connie Beth, Brian Smith, Tom Nack, Scott Groholski

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

Motion Hansen/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 and retirements, review 2011-12 Department Chairs, Building Coordinators and Staff Development Representatives, Review Summer School administrative contracts, discuss land purchase/sale options, discuss co-curricular athletic coaching position and review and take action on a student discipline/expulsion recommendation.

Vote:

Ensign-yes

Epping-yes

Hansen-yes

Hill-Breunig-yes

Homan-yes

Waner-yes

Meese -yes

IV. RETURN TO OPEN SESSION – BEGIN REGULAR AGENDA - 7:00 PM

The board returned to open session at 7:35 pm.

V. APPROVAL OF MINUTES

Motion Homan/Epping to approve the minutes for the regular board meeting held on May 9, 2011 and special meeting held on May 23, 2011. Motion carried 7-0.

VI. APPROVAL OF AGENDA AND ADDITIONS

Motion Homan/Ensign to approve the agenda as presented. Motion carried 7-0.

VII. BUDGET HEARING 2011-2012

Steve Summers provided a brief overview of the 2011-12 budget process along with the remaining steps of the budget timeline. Summers indicated that any member of the community who wishes to give feedback to the board on the budget planning process could do so in the public listening session.

VIII. PUBLIC LISTENING SESSION – 30 MINUTES

President Meese indicated that this meeting was one of four public listening sessions where the board provides an opportunity for the public to comment on non-agenda items related to the governance or management of the Waunakee Community School District. No comments were received.

IX. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. 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 or activities they attended.

B. Administration Reports/Action Items

1. Finance
 - a. Monthly Finance Reports
Motion Hill-Breunig/Hansen to approve the monthly finance reports as presented. Motion carried 7-0.
 - b. Approval of Fund Balance Classifications
In March 2011 school board made a change in the fund balance policy which was in order to comply with national accounting requirements established by the GASB. This change required all public schools to change the way they report fund balances and approve the category of the fund balance prior to the end of the fiscal year. Steve Summers provided a spreadsheet with his recommendation on how we allocate the new fund balance accounts to comply with the new standards that apply to fund balances. Motion Homan/Hansen to approve the new fund balance classifications as of June 30, 2011. Motion carried 7-0.
 - c. 2011-2012 Pupil Transportation Handbook Approval
The board reviewed changes to the 2011-12 Pupil Transportation Handbook which is incorporated into student handbooks. Motion Hill-Breunig/Waner to approve the 2011-2012 Pupil Transportation Handbook. Motion carried 7-0.
 - d. Approve Part-time Open Enrollment Applications
Two students from Middleton-Cross Plains have applied for part-time open enrollment to attend classes at WHS.
Motion Hill-Breunig/Hansen to approve the part-time open enrollment applications. Motion carried 7-0.
2. Curriculum Report: Writing
Pam Smith and Tim Schell provided an overview of the district's writing curriculum.
3. Approval of 2011-2012 CESA 2 Contract
CESA 2 currently provides services that support our instructional programs and special education. Motion Hill-Breunig/Ensign to approve the 2011-2012 CESA 2 contract. Motion carried 7-0.

4. Approval of 2011-2012 CESA 6 Contract
The district currently contracts with CESA 2 for website services. Motion Hill-Breunig/Homan to approve the 2011-2012 CESA 6 contract. Motion carried 7-0.
5. Approval of Middleton-Cross Plains Area/WCSD Cooperative Contract for Special Education Services for Hearing Impaired 2011-2012
Wisconsin Statute 66:0301
We are currently in a cooperative relationship with Middle Cross Plains district for hearing impaired services.
6. Approval of Middleton-Cross Plains Area/WCSD Cooperative Contract for Mandarin (Chinese) Language Instructional Services 2011-2012
Wisconsin Statute 66:0301
The board reviewed a new agreement with Middleton-Cross Plains for the Mandarin Chinese language program. Middleton is the fiscal agent for this program and they will manage the staff.
Motion Homan/Waner to approve the 66:0301 contracts with Middleton-Cross Plains for Hearing Impaired services and Mandarin Chinese. Motion carried 7-0.
7. Announcements

X. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

- A. Budget Committee Report
 1. Review Minutes of June 6, 2011 Meeting
The minutes of the June 6, 2011 meeting were reviewed.
 2. 2010-2011 Budget Changes
Steve Summers reviewed the major changes to the 2010-2011 budget. Motion Epping/Homan to accept the 2010-2011 budget changes. Motion carried 7-0.
 3. 2011-2012 Budget Approval
The board reviewed the second draft of the budget. Steve Summers explained the changes found in the second version. Motion Hill-Breunig/Hansen to approve the 2011-2012 preliminary budget. Motion carried 7-0.
 4. 2011-2012 Lease Agreements
The board reviewed a request from the Budget Committee for approval of the 2011-2012 lease agreements. The district currently has leases with the Wisconsin Youth Company, Dane County and the New Teacher Project. Motion Hill-Breunig/Homan to approve the 2011-2012 lease agreements. Motion carried 7-0.
 5. Lamer's Contract Extension Approval
The district's contract with Lamer's Bus Service expires on June 30, 2012 and includes a 3% increase for the 2011-2012 school year. Steve Summers has asked Lamer's to consider removing this cost increase in lieu of additional contract years. The board reviewed a recommendation from the Budget Committee recommending a one year contract extension for Lamer's Bus Service that adjusts the 2011-2012 annual rate increase from 3% to 0% and extends the contract for the 2012-13 school year and includes a 1.5% rate increase. Motion Epping/Hansen to approve the Lamer's Contract Extension as presented. Motion carried 7-0.

6. Wisconsin Retirement System Loan Payment Approval
Administration reviewed a proposal to allocate approximately \$300,000 of the end of the year balance to pay off the remaining balance of the Wisconsin Retirement System Loan. By doing so it would reduce interest costs for this loan and to provide budget flexibility for the 2011-2012 budget. The WRS payroll costs would be reduced by 1.2% effective July 1, 2011 if the loan is paid off. Motion Homan/Waner to approve the request to pay the remaining balance owed to the WRS for the prior service liability. Motion carried 7-0.
 7. NAMI Controls Project Funding Approval
The board approved the Andover Control System project for the Heritage/Intermediate School at the May 2011 meeting and directed the Budget Committee to determine the best method of funding this project. Motion Hill-Breunig/Homan to approve funding the Andover Control System project from the fiscal years of 2010-2011 and 2011-2012. Motion carried 7-0.
 8. Intermediate School Solar Project Approval
The board reviewed a recommendation from the Budget Committee related to the solar project proposal from Jay Farnsworth at the Intermediate School. Farnsworth has received a grant from Waunakee Utilities for \$20,000 along with other potential funds. Motion Homan/Epping to approve the recommendation to fund the difference between the funding and the cost of the Intermediate School solar energy project. Motion carried 7-0.
 9. Review OPEB Actuarial Report
Steve Summers reviewed the OPEB Actuarial Report. Summers informed the board that the district has significantly reduced post-employment liability over the last two years. This item was informational in nature and no action was taken.
- B. Curriculum Committee Report
1. Review Minutes of May 25, 2011 Meeting
 - a. Social Studies Program Evaluation Approval
Motion Hill-Breunig/Ensign to approve the Social Studies Program Evaluation as presented. Motion carried 7-0.
- C. Facility Committee
1. Review Minutes of May 16 and May 26, 2011 Meetings
The minutes of the May 16 and 26, 2011 meetings were reviewed.
 2. Review Short-term Field Maintenance Plan
Randy Guttenberg reviewed the short-term field maintenance plan that was approved by the facility committee.
- D. Policy Committee Report
1. Review Minutes of June 6, 2011 Meeting
 2. Policy Committee Recommendations
The following policies were presented for first reading and discussion by the full board. They will be brought back for a second reading and approval in July.
 - a. 751.3 School Bus Safety Program
This policy changes the grades and the frequency of the bus emergency drills. The rationale for this change is to update the policy per practice and requirements. Mandated bus fire drills will be performed in grades K-8.

- b. 431 Proof of Residence
The rationale for this change is to broaden and update the types of proof of residence information we will accept from families, and to clarify that existing families that move within our district need to provide proof of residence.
- c. 423 Open Enrollment
Legal requirements for open enrollment changed when issues of truancy and habitual truancy become an issue. The new language reflects current law and allows the non-resident district to prohibit the open enrollment student from continuing if habitual truancy is an issue.
- d. 662 Fraud Prevention and Reporting (new)
This policy is new and is recommended by our auditor and is also recommended as best practice by DPI.
- e. 347 Student Records
Agenda Items e. and f. pertain to current policies 347 and the three associating rules that accompany that policy on student records. Kurt Eley and his intern completely reviewed these policies, updated them to current law and practice, and have truncated the policies down from four documents to two documents. New policy 347 and 347 Rule are the documents that are being recommended for approval. The most pressing change is the decision to not release any directory information on our students unless there is active consent granted by parents authorizing the school to do so.
- f. 347-Rule (1) Procedures for the Maintenance and Confidentiality of Student Records
See agenda item e. for the description of the changes to this policy.
- g. 773-Exhibit Records Retention Schedule
The Wisconsin Records Retention Schedule for School Districts dated May 2010 is the new schedule for records retention that we are adopting as our exhibit to lead this policy's implementation.
- h. 421 Entrance Age
Agenda items h., i., and j. are all related to our implementation of 4K and new state law regarding kindergarten becoming mandatory. As a result of these changes we updated the policies to reflect new procedures to address entrance age, early admission, and compulsory attendance.
- i. 421-Rule (2) Procedures for Early Admission to First Grade
See agenda item h. for the description of the changes to this policy.
- j. 430-Rule (3) Compulsory Student Attendance
See agenda item h. for the description of the changes to this policy.
- k. 443.6 Electronic Communication Devices
The high school administration has requested the electronic communication devices policy be revised to reflect needed flexibility per use of devices for instructional purposes, and to reflect current practice at the high school. The Intermediate and Middle School do not want to change their practices, yet, but want to observe how this goes at the high school for next year. This policy will most likely come back at a point in the future as we review other aspects of the technology plan.

XI. CONSENT AGENDA

A. Approval of Checks

B. Gifts, Field Trips

Gifts

- Culver's of Waunakee donated proceeds of \$422.00 from Team Scoopie Night on April 28, 2011 to benefit Heritage School.
- Culver's of Waunakee donated proceeds of \$273.00 from Team Scoopie Night on April 28, 2011 to benefit Intermediate School
- Uniek Plastics, Inc. donated 12 acrylic frames (\$70 value) to Heritage Elementary to be used by the district social workers
- Lamers Bus Lines donated the cost for the bus trip on May 13th to Chula Vista for the Safety Patrol group - \$232.98
- Cops for Kids donated \$769.00 to be used to assist our social workers in providing services for students families in need.
- Lake Melvin Yacht Club donated \$200.00 to be used to cover summer school costs for a family in our district.
- Dane County Sheriff's Cops for Kids donated \$188.00 to assist our social workers in providing services for students/families in need.
- Holly Mauritz, Kennedy Horras, Alesha Steuart, Mikaela McWilliams donated another \$28 raised from walking dogs and picking up their dodo. This brings their total donation to \$58.
- Waunakee Utilities donated \$1,000 to help sponsor solar car projects at the Intermediate School.

C. Approve Individual Teacher Contract Recommendations, Resignations and Retirements

New Teachers

Alyssa Appleton - Kindergarten Teacher, HES (replaces Maeline Schall)

Kelli Greiber - 4th Grade Teacher, AES (new position)

Molly Grupe - Speech & Language Pathologist, PES (replaces Leah Christenson)

Anna Koll - 91% Music Teacher, PES (replaces Karen Benson)

Brenda Murty - 2nd Grade Teacher, AES (new position)

Shannon Schoelzel - 4th Grade Teacher, HES (new position)

James Sercombe - Band Director, IS (replaces Ross Cowing)

Courtney Vaughan - Phy. Ed. Teacher, IS (replaces Jeb Loth)

Dyana Worrell - Guidance Counselor, AES (replaces Bill Benson)

Resignations

Tina Bollig - Math Teacher, HS

John Ehle - 5th Grade Teacher, IS

Amanda Madderom - Spanish Teacher, PES

Dana Poulsen - Phy. Ed. Teacher, MS

D. Approve Individual Co-Curricular Recommendations

E. Review Individual Support Staff/Custodial Recommendations. Resignations and Retirements

New Support Staff

Lisa McLean - Para Educator, Special Education, PES (new position)

Resignations

Lori Allen - Attendance Administrative Assistant, HES

Deborah Armstrong - Para Educator, Special Education, PES

Trevor Evans - Para Educator, Regular Education, HS

LTE Summer Assignments

Mark Clemens - LTE Summer Custodian/Maintenance, District
Chris Bennett - LTE Summer Custodian/Maintenance, District
Stacey Epping - LTE Summer Custodian/Maintenance, District
Lindsey Gillitzer - LTE Summer Custodian/Maintenance, District
Lance Maerz - LTE Summer Custodian/Maintenance, District
Martha McConnell - LTE Summer Custodian/Maintenance, District
Merry Seng - LTE Summer Custodian/Maintenance, District
Michael Steen - LTE Summer Custodian/Maintenance, District

- F. Approve Administrative Summer School Contracts
- G. Approve Individual Summer School Contract Recommendations
- H. Approve 2011-2012 Department Chairs, Building Coordinators and Staff Development Representatives

Motion Hill-Breunig/Homan to approve the consent agenda as presented.
Motion carried 7-0.

XII. BOARD BUSINESS

- A. Conventions/Workshops
- B. Legislative Update

XIII. FUTURE AGENDAS AND MEETINGS

No future meetings were scheduled.

XIV. RETURN TO CLOSED SESSION

The board did not return to closed session.

XV. RETURN TO OPEN SESSION

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

XVII. ADJOURN

Motion Homan/Hansen to adjourn. Motion carried 7-0.

Time: 9:30 p.m.

Respectfully submitted,

Julie Waner, Clerk

JW:mm