

**Waunakee Community School District**  
**Board of Education**  
**Policy Committee Meeting**  
Monday, June 6, 2011  
7:00 p.m.

District Administration & Maintenance Center  
905 Bethel Circle  
Waunakee, Wisconsin 53597

**MINUTES**

**I. CALL MEETING TO ORDER**

Committee Chair Hansen called the meeting to order by noting proper publication/posting of the meeting agenda had occurred.

Time: 7:01 p.m.

**II. ROLL CALL**

Present: Hansen, Meese, Hill-Breunig

Also Present: Randy Guttenberg, Steve Summers, Brian Kersten, Tim Schell,  
Kurt Eley, Bob Smiley, Tim Svendsen

**III. APPROVE THE AGENDA**

Motion Hill-Breunig/Meese to approve the agenda as presented. Motion carried 3-0

**IV. PUBLIC COMMENTS ON THE AGENDA**

No comments were received.

**V. DISCUSSION/DECISION ITEMS**

A. 751.3 School Bus Safety Program

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. Motion Meese/Hansen to approve changes to Policy 751.3 School Bus Safety Program. Motion carried 3-0.

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. Motion Meese/Hill-Breunig to approve changes to Policy 431 Proof of Residence. Motion carried 3-0.

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. I also want to discuss with the committee an interpretation of the policy as it relates to resident on-line open enrolled-out students and their ability to participate in any programs within our system. Motion Meese/Hill-Breunig to approve changes to Policy 423 Open Enrollment. Motion carried 3-0.

- 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. Motion Meese/Hill-Breunig to approve the creation of Policy 662 Fraud Prevention. Motion carried 3-0.
- E. 347 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. Motion Meese/Hill-Breunig to approve changes to Policy 347 and 347 Rule (1). Motion carried 3-0.
- F. 347-Rule (1) Procedures for the Maintenance and Confidentiality of Student Records  
See agenda item E. for changes to this policy.
- G. 773 Data Management (no changes – just informational)
- H. 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. Motion Meese/Hill-Breunig to approve the new schedule for records retention dated May 2010. Motion carried 3-0.
- I. 421 Entrance Age  
Agenda items I., J, and K 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. Motion Meese/Hill-Breunig to approve changes to policies 421, 421-Rule (2) and 430 Rule (3). Motion carried 3-0.
- J. 421-Rule (2) Procedures for Early Admission to First Grade  
See agenda item I. for the description of the changes to this policy.
- K. 430-Rule (3) Compulsory Student Attendance  
See agenda item I. for the description of the changes to this policy.
- L. 152 Board Self Evaluation  
Peggy Hill-Breunig asked for this policy to be reviewed by the committee.
- M. 851 Advertising in the Schools  
Agenda items M and N are related. District Administrator Guttenber asked for feedback on advertising as part of future fundraising campaigns by booster and community groups. Questions have been posed as to what extent can they display donor names and sell space for donor advertising.
- N. 851-Rule Sales/Advertising – Exceptions  
See agenda item M for the background on this policy.
- O. 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. Motion Meese/Hill-Breunig to approve changes to 443.6 electronic Communication Devices. Motion carried 3-0.

**VI. FUTURE MEETINGS**

No future meetings were schedule.

**VII. ADJOURN**

Motion Meese/Hill-Breunig to adjourn. Motion carried 3-0

Time: 9:00 p.m.

Respectfully submitted,  
Julie Waner, Board Clerk  
JW:mm