

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

Monday, February 14, 2011

Closed Session 6:00 p.m.

Regular Meeting 7:00 p.m.

District Administration & Maintenance Building
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: 6:00 p.m.

II. ROLL CALL

Present: Esser, Hill-Breunig, Homan, Knutson, and Meese

Absent: Epping

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

Motion Knutson/Hansen 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 a request for expungement of student discipline records, hear an update on WTA negotiations and to review administrative employment guidelines. Motion carried 6-0 on a roll call vote.

Vote:

Epping-absent	Esser-yes	Hansen-yes	Hill-Breunig-yes
Homan-yes	Knutson-yes	Meese -yes	

Epping arrived at 6:05 p.m.

- A. Review Minutes of January 10 and 24, 2011 Meetings
- B. Review Individual Teacher Contract Recommendations and Resignations
- C. Review Individual Co-Curricular Contract Recommendations
- D. Review Individual Support Staff/Custodial Staff Recommendations and Resignations
- E. Review Request for Expungement of Student Discipline Records
Motion Knutson/Esser to approve request to approve request to expunge expulsion order from the records of a student. Motion carried 7-0.
- F. Update on WTA Negotiations
- G. Review Administrative Employment Guidelines

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

The board returned to open session at 7:10 p.m.

V. APPROVAL OF MINUTES

Motion Knutson/Hill-Breunig to approve the minutes of the regular board meeting held on January 10, 2011 and special meeting on January 24, 2011. Motion carried 7-0.

VI. APPROVAL OF AGENDA AND ADDITIONS

Motion Knutson/Hill-Breunig to remove the approval of the WTA calendar and approve the agenda as modified. Motion carried 7-0.

VII. PUBLIC COMMENTS ON EVENING'S AGENDA

No public comments were received.

VIII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS

A. Student Reports

Lauren Allen and Mikaela Breunig provided an update on recent activities at the high school.

B. Board Reports/Action Items

1. Convention Reports/Highlights

Several board members and the district administrator shared highlights from the state education convention in Milwaukee.

C. Administration Reports/Action Items

1. Finance

a. Monthly Finance Reports

Motion Esser/Hill-Breunig to approve the monthly finance reports as presented. Motion carried 7-0

2. Curriculum Presentation: Technology Report

Bob Smiley presented some of the tools discussed in the 2011-14 Information Literacy and Technology Plan. Lisa Carothers demonstrated how she utilizes Moodle in her classroom at the high school.

3. Summer School Course Approval

The board reviewed a request to add Middle School Art to our summer school offerings. Motion Knutson/Hansen to approve the addition of Middle School Art to the summer school offerings. Motion carried 7-0.

4. Short-Term Planning Update

District Administrator Randy Guttenberg updated the board on items related to short term planning. Guttenberg reported to the board that the district has purchased a portable classroom unit for \$1,000. He also shared that the Kindergarten enrollment numbers are down. Recommendations in terms of moving students to other attendance areas will be addressed next month. It was also reported that Tom Nack has been working with architects to begin the design phase of the 101 School Drive/Bethel Circle project.

5. Announcements

Stephen Bormann has been named a finalist for the National Merit Scholarship competition. Joe Bellomo has been named Wisconsin State School Safety Director of the Year.

IX. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS

- A. Budget Committee Report
1. Review January 31, 2011 Meeting Minutes
The minutes of the January 31, 2011 meeting were reviewed.
 2. Approval of Actuary Proposals
National accounting standards require the district to complete an actuarial study of other post employment benefits (OPEB) every two years. The report needs to be completed this spring. The Budget Committee has recommended that the board approve the proposal presented by Willis. Motion Esser/Knutson to approve Willis as the district's actuary firm. Motion carried 7-0.
 3. Approval of Audit Proposals
Steve Summers presented a request for the approval of audit proposals. School Board policy requires that the district receive audit proposals every three years. Based on a review of proposals and references Summers recommended approval of Johnson Block & Company. Motion Knutson/Hansen to approve the audit proposal from Johnson Block & Company. Motion carried 7-0.
 4. Approval of Paying Agency Agreement/Resolution Appointing the Bank of New York Mellon Trust Company, N.A. to Serve as Fiscal Agent in Connection with Outstanding Bond Issues
Robert W. Baird, the district's financial advisor has made the recommendation that their clients enter into a paying agency agreement because of new requirements placed on debt issuers in regards to payment procedures. Steve Summers offered a recommendation of the Bank of New York. The cost of approximately \$2400 a year would be funded through the debt service fund. Motion Hill-Breunig/Knutson to approve the Bank of New York as the district's Fund 38 & 39 paying agent. Motion carried 7-0.
 5. Approval of Fund 73 Employee Benefit Trust
Steve Summers reviewed a recommendation from the Budget Committee to approve an investment change of the Fund 73 benefits trust from M & I Bank to MidAmerica/AUL based on earning a higher rate of return. Motion Hill-Breunig/Knutson to approve changing the transferring of funds from M & I Bank to MidAmerica/AUL for the investment of the Fund 73 benefits trust. Motion carried 7-0.
- B. Curriculum Committee Report
1. Review January 26, 2011 Minutes
The minutes of the January 26, 2011 meeting were reviewed.
 2. Approve 2011-2014 Technology & Library Media Plan
Amy Johnson and Bob Smiley provided a presentation on the 2011-2014 Technology & Library Media Plan. Motion Knutson/Esser to approve the 2011-2014 technology & Library media Plan as presented. Motion carried 7-0.
- C. Facility Committee Report
1. Review January 31, 2011 Meeting Minutes
The minutes of the January 31, 2011 meeting were reviewed.
 2. Update on High School Needs Assessment and Process
The board reviewed a spreadsheet outlining the needs/wants for facility projects at the high school.

- D. Human Resource Committee Report
1. Review February 1, 2011 Meeting Minutes
The minutes of the February 1, 2011 meeting were reviewed.
 2. Approve Grandfathering Health Insurance Plans
Motion Homan/Knutson to approve grandfathering of the district's health care plans. Motion carried 7-0.
 3. Approve Middle School Assistant Principal Classification
Motion Knutson/Hansen to approve the new middle School Assistant Principal classification guidelines and proceed with posting the position. Motion carried 7-0.
 4. Approve WTA Calendar
There was no action taken on this item.
- E. Policy Committee Report
1. Review January 24, 2011 Meeting Minutes
The minutes of the January 24, 2011 meeting were reviewed.
 2. First Reading
The following policies were presented for first reading. They will be brought back to the board for a second reading and approval in March, 2011.
 - a. Policy 923 Energy Efficiency Management
 - b. Policy 375 Student Activities Funds Management
 - c. Policy 661.3 General Fund Balance
 - d. Policy 453.4 Medication Administration to Students
 - e. Policy 453.4-Rule Medication Administration to Students
 - f. Policy 432-Rule Intra-District Transfers of Students

X. **CONSENT AGENDA**

- A. Approval of Checks
- B. Gifts, Field Trips
- Gifts
- Waunakee Girl's Basketball Booster Club donated \$1830.00 to the WCSD to pay for extra GBB warm-ups and ½ of new varsity uniforms
 - Waunakee Wrestling Booster Club donated \$2185.00 to pay for new pull up bars for the wrestling room.
 - Waunakee Gymnastics Booster Club donated \$1500 to offset half the cost of new gymnastic leotards
 - Leon Marty Family donated \$1000 to the HS Football program.
- Field Trips
- Varsity Girls Soccer Team to Burlington, Iowa April 29-30, 2011
 - Marketing II Class to Orlando, FL: April 28-May 2, 2011
- C. Resignations, Leaves, Retirements
- Resignations**
Shari Liebe - Para Educator-Special Education, IS
- Retirements**
Monica Butler - School to Work Coordinator, HS
Paulette Emberson - FACE Teacher, HS
Regina Lohre - Medical Terminology Teacher, HS
- D. Approve Individual Teacher, Co-Curricular, Support Staff and Custodial Recommendations

New Support Staff

Ashley Usitalo - Para Educator-Special Education, HES (replaces Shari Liebe)

Wendy Van Asten - Para Educator-Special Education, HS (replaces Mary O'Connell)

Co-Curriculars

Jason Cole - Assistant Track Coach, MS

Ibrahima Doumbya - Assistant Track Coach, HS

Tom Furbee - 50% Assistant Track Coach, HS

KaSandra Gehrke - Assistant Softball Coach (Head JV), HS

Jon Gustafson - Assistant Track Coach, MS

Samantha Heyer - Assistant Track Coach, MS

Eric Huttenburg - Assistant Boys' Tennis Coach, HS

Randy Jennerjohn - Assistant Boys' Golf Coach, HS

Corey King - Assistant Boys' Golf Coach, HS

Kurt Kliminski - Assistant Girls' Soccer Coach, HS

Matt Koslowski - Assistant Lacrosse Coach, HS

Paul Kuehn - Assistant Ski Team Coach, HS

Kyle Mack - Assistant Baseball Coach (Head JV), HS

Kelly McGrath - Head Freshman Girls' Soccer Coach, HS

Tim Mommaerts - 50% Assistant Baseball Coach, HS

James Prieve - Assistant Girls' Soccer Coach (Head JV), HS

Heather Raffel - 50% Assistant Track Coach, HS

Jeff Rickett - 50% Assistant Baseball Coach, HS

Andy Scharenbroch - Head Freshman Baseball Coach, HS

Lindsey Schubert - Assistant Track Coach, MS

Tom Slater - Assistant Track Coach, HS

Hannah Smits - Head Freshman Softball Coach, HS

Jesus Torres - Head Girls' Soccer Coach, HS

Amie Zellner - 50% Assistant Musical/Choreography Advisor

Melissa Zimmer - Assistant Softball Coach, MS

Motion Knutson/Homan to approve of the consent agenda as presented. Motion carried 7-0

XI. BOARD BUSINESS

- A. Conventions/Workshops
- B. Legislative Update

XII. FUTURE AGENDAS AND MEETINGS

- A. Special Board Meeting – March 21, 2011 @ 6:30 p.m.
- B. Agenda Items for Next Board Meeting
- C. Budget Committee – March 9 @ 6:30 p.m.
- D. Co-Curricular
- E. Curriculum Committee
- F. Facility Committee – February 23 @ 6:00 p.m. and March 9, 2011 @ 7:30 p.m.
- G. Human Resource Committee – March 22, 2011 @ 4:00 p.m./5:00 p.m. (TLC)
- H. Policy Committee
- I. Goals & Objectives –Visions Committee

XIII. RETURN TO CLOSED SESSION – (if necessary) to complete agenda as listed under agenda item III.

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

Time: 8:50 p.m.

Respectfully submitted,

Tryg Knutson, Clerk

TK:mp