

**Waunakee Community School District
Board of Education
Policy Committee Meeting
Monday, July 6, 2009
4:00 p.m.**

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

AGENDA

I. CALL MEETING TO ORDER

Julie Waner called the meeting to order at 4:00 p.m.

II. ROLL CALL

Members Present: Julie Waner, Paul Meese, Peggy Hill-Breunig

Staff Present: Randy Guttenberg

Others Present: Ryan Meese

III. REVIEW MINUTES OF MAY 28, 2009 MEETING

Paul Meese motioned to approve the minutes as submitted from May 28th, 2009.
Seconded by Peggy Hill-Breunig. Approved.

IV. APPROVE THE AGENDA AND ADDITIONS

Paul Meese motioned to approve of the agenda as written. Seconded by Peggy Hill-Breunig. Approved.

V. PUBLIC COMMENTS ON THE AGENDA

There were no public comments.

VI. DISCUSSION/DECISION ITEMS

A. Review Policy 353.1 School Volunteers

The committee reviewed a revised version of policy 353.1 School Volunteers.

The following changes are noted in the policy:

- Volunteer coaches must have an annual background check.
- The language pertaining to “long standing volunteers” has been eliminated.
- Language was added that makes it mandatory for all regular volunteers and people chaperoning field trips to have an annual background check.

The committee reviewed a copy of the Volunteer Application. They decided to not add to this document a statement that asks people to consider a voluntary \$5 donation to offset the cost of conducting background checks.

The committee also discussed having administration draft a memo that will be presented to all staff regarding the changes to the policy, and a memo to volunteers that explains the new policy and its rationale.

Paul Meese motioned to move Policy 353.1 forward to the full Board for its first reading. Seconded by Peggy Hill-Breunig. Approved.

- B. Review Policy 370-Rule (4) Co-Curricular Program Guidelines/Proposal
The committee reviewed a copy of Policy 370-Rule (4), which remained unchanged, but is accompanied by a new form to be filled out when someone wants to propose a new club. This form was being brought forward because of the confusion of advisor pay etc. that has occurred with the clubs we approved last fall. The new policy exhibit outlines information we want to see from a budget standpoint and particularly how the club will be funded and if the advisor is paid.

Paul Meese moved to approve the new club application form and move it to the full board for a first reading. Seconded by Peggy Hill-Breunig. Approved.

- C. Review Policy Guidelines for Youth Options
The committee reviewed a copy of Policy 343.4 and 343.4-Rule regarding the Youth Options Program. They also reviewed a copy of the application for the Youth Options program that was brought before the Curriculum Committee. It was approved by the curriculum committee and forwarded to Policy for review and approval. These materials support the policy that is currently in place and add language that addresses a student being responsible for reimbursing the district if they drop/fail a course.

The policy committee agrees with the new form that better articulates a student's responsibility to reimburse the district should they drop or fail a youth options course, but the committee did not think this form needed to be added to the policy since the language in the policy is already clear on this issue. The committee views the form as an administrative function.

- D. Discuss Options for Contracting for Policy Updates and Development
The committee reviewed summary of services provided by NEOLA, a company that writes and administers policies for school districts. Randy Guttenberg worked with NEOLA during his time in a previous district and asked the committee if they would be interested in additional information on NEOLA's services and potentially have them come to a future meeting explain what they could provide for Waunakee and at what cost. The committee is interested in hearing more about this option, and Randy Guttenberg will set up a presentation to the committee at a future meeting.

- G. PTO Fundraiser
Randy Guttenberg asked the committee for clarification on Board of Education guideline that all fundraisers must have a 50% profit margin. This issue was brought before the committee because the Elementary PTO would like to change their fundraiser, and have asked the Intermediate School to pilot a magazine sale. After working with the fundraising provider, they have come up with a proposed profit margin of 48%. The committee stated that the 50% profit margin value is a guideline and not a strict rule. The reason it was added to the fundraiser form was to ensure that fundraising work had a strong financial benefit to the district and its

associated groups. The committee did not take action on anything related to this issue but stated that a 48% profit margin was appropriate in their view.

VII. FUTURE MEETINGS

Date:

Time:

Agenda Items:

VIII. ADJOURN

The committee meeting was adjourned at 4:43 p.m. Paul Meese moved, Peggy Hill-Breunig seconded.

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle, Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”