

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION**  
Human Resources Committee Meeting  
Thursday, April 2, 2009  
3:00 p.m.  
District Administrative Center  
905 Bethel Circle  
Waunakee, WI 53597

**MINUTES:**

- I. CALL TO ORDER** – *The meeting was called to order by Ms. Hill-Breunig.*
- II. ROLL CALL**- *Ms. Hill-Breunig and Mr. Heimann were present. Dr. Statz joined the committee a few minutes later. Mr. Heimann had to leave the meeting after agenda item C.*
- III. APPROVE AGENDA**- *Motion by Mr. Heimann, seconded by Ms. Hill-Breunig to approve the agenda. Motion carried (2-0)*
- IV. ADJOURN TO CLOSED SESSION – PER WISCONSIN STATUTES 19.85 (1) (C).**  
*Motion by Mr. Heimann, seconded by Ms. Hill-Breunig to adjourn to closed session. Motion carried (2-0).*
  - A. REVIEW PROPOSED HANDBOOK, JOB DESCRIPTIONS AND WAGES FOR AQUATIC CENTER POSITIONS** –*Motion by Mr. Heimann, seconded by Dr. Statz, to approve the handbook, the job descriptions, and the proposed base wages. Motion carried (3-0). The committee will review wage advancement and the remainder of the wage scale at a future meeting.*
  - B. REVIEW SALARY AND BENEFIT SURVEY RESULTS**
    - 1. CLASSIFIED STAFF** – *No action.*
    - 2. ADMINISTRATIVE ASSISTANT STAFF** – *No action.*
    - 3. ADMINISTRATIVE STAFF** – *No action.*
    - 4. SUBSTITUTES** –*Motion by Dr. Statz, seconded by Ms. Hill-Breunig, to increase pay for substitute teachers to \$110 per day for the 2009-2010 school year. Motion carried (2-0).*
  - C. DISCUSS BOE RESPONSE TO SURVEY RESULTS**
    - 1. WHAT ACTION, IF ANY, WOULD THE BOE LIKE TO TAKE?** *The committee will wait to hear what the representatives of the non-union groups request at the April 16<sup>th</sup> meeting.*
    - 2. HOW WILL THE INFORMATION BE SHARED WITH APPROPRIATE GROUPS?**  
*The survey results will be shared with the representatives of the non-union groups at the April 16<sup>th</sup> meeting.*
  - D. DISCUSS REQUEST TO REVISE AN ADMINISTRATOR’S CONTRACT** - *No Action.*
  - E. DISCUSS PROCESS FOR RECRUITMENT AND SELECTION OF BUILDINGS AND GROUNDS DIRECTOR** – *Motion by Dr. Statz to approve the job description with slight revisions as discussed, seconded by Ms. Hill-Breunig. Motion carried (2-0).*
- V. RETURN TO OPEN SESSION** *Motion by Ms. Hill-Breunig, seconded by Dr. Statz to return to open session and adjourn the meeting. Motion carried (2-0)*
- VI. SET ADDITIONAL MEETING DATE(S)** –*No action.*
- VII. ADJOURN** –*Meeting adjourned at 5:30 p.m.*

**VIII.**

“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.”