

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

Monday, December 8, 2008

**Closed Session 6:00 p.m.**

**Regular Meeting 7:00 p.m.**

Teaching & Learning Center

Conference Room A-C

101 School Drive

Waunakee, Wisconsin 53597

**MINUTES**

**I. CALL TO ORDER**

President Statz called the meeting to order by noting proper publication/posting of the meeting agenda had occurred.

Time: 6:00 p.m.

**II. ROLL CALL**

Vote:

Esser -Yes

Heimann –Yes

Hill-Breunig - Yes

Kruschek – Yes

Meese -Yes

Statz - Yes

Waner- Absent

**III. CLOSED SESSION – ADJOURN TO CLOSED SESSION – PER WISCONSIN  
STATUTES 1985 (1) (C ) AND (F)**

Motion Meese/Heimann to adjourn to Closed Session pursuant to Wisconsin Statutes 19.85 (1) (c ) and (f) to review teacher contract recommendations, to review co-curricular contract recommendations, to review support staff and custodial recommendations, and discuss consideration of a request for a leave of absence for a member of the teaching staff.

Vote:

Esser -Yes

Heimann -Yes

Hill-Breunig - Yes

Kruschek –Yes

Meese -Yes

Statz - Yes

Waner- Absent

Time: 6:00 p.m.

Waner arrived at 6:30 p.m.

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

**V. APPROVAL OF MINUTES**

Motion Meese/Waner to approve the minutes for the regular board meeting held on November 10, 2008 and the special meeting held on December 2, 2008.

Motion carried 7-0.

**VI. APPROVAL OF AGENDA AND ADDITIONS**

Motion Esser/Meese to approve the agenda as presented.

Motion carried 7-0.

**VII. PUBLIC LISTENING SESSION – 30 MINUTES**

President Statz asked if there were any comments from the public on non-agenda items related to the governance or management of the Waunakee Community School District. No comments were received.

**VIII. ADMINISTRATIVE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

A. Student Reports

Jessica Strang and Mackenzie Amato reported on recent activities at the high school.

B. Board Reports/Action Items

1. Individual Board Reports

None

2. WASB Delegate Assembly – Review Resolutions – Waunakee Designee (Waner)

The Board reviewed a summary of the WASB resolutions that will be discussed and acted upon by the Board member delegates at the Milwaukee Convention in January. Julie Waner who is the Waunakee delegate asked for direction from the Board on any proposed resolutions/bylaws. President Statz indicated that she felt it was important that we strongly support the Menomonie Area School District School initiative on tax levy tax credit. Motion Kruschek/Meese to authorize Julie Waner to vote at her discretion at the WASB convention while acting as our delegate.

Motion carried 7-0.

C. Administration Reports/Action Items

1. Finance

a. Monthly Finance Reports

Mr. Summers reviewed the following monthly financial reports.

- Cash Reconciliation for the Month of October 2008
- Budget Status Report – November 30, 2008
- Self Insurance (Dental) - November 2008

Motion Kruschek/Meese to approve the monthly finance reports.

Motion carried 7-0,

2. Curriculum Presentation: Communication Arts

Mike Hensgen presented an overview of the Communication Arts Department.

3. Requests for Additional Staffing

a. Additional Solo and Ensemble Coach – Vocal Music

The Board reviewed a request from the high school music department to hire an additional Solo and Ensemble Coach to assist with preparation for the 08-09 Solo and Ensemble Festival. The Board felt that this met the policy guidelines and will be able to move forward with that request and recommendations for this position will come back at next board meeting.

b. Additional Special Education Assistant

Motion Kruschek/Waner to approve request to hire an additional special education assistant. Motion carried 7-0.

4. F-1 Visa Tuition Approval

The board reviewed a letter from Carrie & Kurt Jeschke requesting permission for a Vietnamese student to attend Waunakee High School under the F1 visa program during the 09-10 school year. The parents of this child will pay full tuition for her to

attend school in Waunakee. Motion Heimann/Esser to approve request for attendance at WHS under the F1 visa program. Motion carried 7-0.

5. Request for Leave of Absence from Member of Teaching Staff  
Motion Meese/Waner to approve the request for leave as it meets all requirements under the contract. A friendly amendment was offered and accepted to note that the leave was accepted for the requested reason. Motion carried 7-0.
6. Announcements  
The board received a note from Katie Heinemann thanking the board for approving her C.N.A. class at MATC through the Youth Options program. It was noted that Dennis Heimann has submitted his non-candidacy paperwork, so there will be a vacancy in April for the Town of Vienna..

## **IX. COMMITTEE REPORTS/RECOMMENDATIONS/ACTION ITEMS**

- A. Budget Committee Report  
The Budget Committee did not meet this month.
- B. Co-Curricular Committee Report
  1. Review December 1, 2008 Meeting Minutes
  2. Ultimate Frisbee Club—this club already exists but is asking for status to be able to travel and compete. The committee recommends approval based on the club being self-funded.
  3. Pay it Forward Club—this club is requesting full club status after serving a period as a pilot. The committee recommends approval based on the club being self-funded.
  4. Waunakee Ski and Snowboard Club—this is a new club that is requesting approval to start-up as a pilot. The committee recommends approval based on the club being self-funded.
  5. Culture Club—this club already exists as a pilot under the current name of Asian Multicultural Club. The club is asking for full club status. The committee recommends approval based on the club being self-funded.  
Motion Meese/Heimann to approve all four clubs as full-club status.  
Motion carried 7-0.
- C. Curriculum Committee Report
  1. Hill-Breunig recapped the minutes of the November 24, 2008 meeting.
- D. Facility Committee Report  
The Facility Committee did not meet this month.
- E. Human Resource Committee Report  
The Human Resource Committee did not meet this month.
- F. Policy Committee Report
  1. Heimann covered highlights of the December 1, 2008 Policy Committee meeting.
  2. First Reading: Policy 152 Exhibit—Board Evaluation Instrument  
The Board reviewed a revised board evaluation instrument that was modified from a WASB sample. The committee felt that this instrument allowed for more individual board member reflection and less speculation on what other board members were doing or not doing. Also, there is a component that allows for a look at board operations as a whole.

3. Discuss Board Evaluation Timelines

Since the board evaluation instrument is a policy the revision will require a second reading which will require an extension of the timeline. Motion Waner/Heimann to extend timeline for conducting self-evaluation to conduct second reading of policy. Motion carried 7-0.

G. Goals & Objectives-Visions Committee Report

1. District Administrator Guttenberg reviewed the December 1, 2008 meeting minutes.
2. Approve 2008-2009 Goals

District Administrator Gutenberg gave an overview of the 2008-09 District Goals and explained how the district plans to move forward with these goals in the future. Guttenberg plans to have each building administrator present to the Board their building goals for the year and how they are progressing towards their goals. These presentations will begin in January so we can cycle through each of the buildings by the end of the year. The Goals Committee will also develop a process through which the departments will need to present their goals and progress towards those goals to a committee sometime during the second semester. Motion Meese/Esser to approve 2008-09 Goals. Motion carried 7-0.

H. Board Room Ad Hoc Committee

The Board Room Ad Hoc Committee did not meet this month.

**X. CONSENT AGENDA**

Motion Waner/Kruschek to approve consent agenda and pull the field trip request from marketing students for February 4-8, 2008 and the Spanish club fund raiser on data-match fundraiser for separate consideration. Motion carried 7-0.

Motion Hill-Breunig/Meese to approve Marketing field trip on February 4-8, 2008. Motion carried 5-2 (Kruschek/Waner voting no).

Motion Meese/Hill-Breunig to approve Spanish Club data-match fundraiser.

After discussion a motion was offered by Kruschek/Esser to table Spanish Club data-match fundraiser and bring back to January meeting.

Motion carried 6-1. (Meese)

A. Approval of Checks

B. Gifts, Field Trips and Fund Raisers

Gifts

- Waunakee PTO donated 9,190.46 for use in the K-6 schools.
- Waunakee Tri-County Girl's Basketball Program donated \$1,532 for the purchase of Middle School girls' basketball uniforms.
- Madison CW TV station donated \$200 to the Waunakee High School Athletic Department for the Waunakee football game on September 30<sup>th</sup> being their game of the week.

Field Trips

- Ms. Sandra Meinholz is requested permission for WHS Marketing students to attend the "Your Passion, Turn it into a Career, 2008 Sports and Entertainment Marketing Conference in Orlando, Florida on Wednesday, February 4<sup>th</sup> – Sunday,

February 8<sup>th</sup>, 2009. The marketing department/students have participated and attended this program in the past.

- Mr. Nick Brattlie, High School FFA Co-Advisor requested permission to have two FFA Officers attend the FFA Half-Time Leadership Conference to be held at the Ramada Inn Hotel located in Stevens Point, WI on Friday, January 9<sup>th</sup> and Saturday, January 10<sup>th</sup>, 2009.
- Mr. Nick Brattle, High School FFA Co-Advisor requested permission to take a maximum of four FFA students to attend the 2009 Farm Bureau FFA Farm Forum to be held at the Hotel Mead, Wisconsin Rapids, WI on Friday, February 20<sup>th</sup> and Saturday, February 21<sup>st</sup>, 2009.
- Brian Smith, Activities Director requested that four members of the WHS Girl's Hockey Coop Team be allowed to stay overnight when the coop team competes in a holiday tournament in the Twin Cities on December 29<sup>th</sup>-31<sup>st</sup>, 2008.
- Brian Smith, Activities Director requested the WHS Varsity Boys Basketball team be allowed to stay overnight when they compete against Stevens Point Area Senior High School in Stevens Point on December 12 and December 13, 2008.

#### Fundraisers

- WHS Art Club - Wrapping Christmas/Holiday presents.
- WHS Spanish Club - Spanish Clinic.
- WHS Spanish Club - Data Match fundraiser.
- WHS Spanish Club - Crush Soda fundraiser.
- WHS FBLA - Family portrait fundraiser.
- WHS Lacrosse Booster Club – Spaghetti Dinner and Silent Auction
- WHS Lacrosse Booster Club – Clothing sales
- WHS Lacrosse Booster Club – Campaign letter appeal
- Waunakee Fastpitch Booster Club – Conduct a softball camp.
- SkillsUSA/Yearbook – Dream Date Fundraiser

#### C. Resignations, Leaves, Retirements

##### Resignation

Kristin Maier – Para Educator, Reading Title 1, HES

#### D. Approve Teacher, Co-Curricular, Support Staff and Custodial Recommendations

##### Co-Curricular Recommendations

Jamie Anderson, Assistant Hockey Coach, HS

Jennifer Follen, Assistant Gymnastics Coach, HS

Sara Grant – Volunteer Assistant Girls' Basketball Coach, HS

Jeff Knatz – Head JV Boys' Basketball Coach, HS

Kristin Krueger – 66.6% Head JV Girls' Basketball Coach, HS

Paul Kuehn – Assistant Ski Team Coach, HS

Joe Ritchie – Assistant Boys' Basketball Coach, MS

Tyler Selk – Assistant Varsity Boys' Basketball Coach, HS

Jeff Weber – Assistant Hockey Coach, HS

##### New Hire

Lori Baumgart – Health Assistant (Grades 5-12), HS (replaces Lori Ungrodt)

**XI. BOARD BUSINESS**

**A. Conventions/Workshops**

Deadlines were discussed regarding the State Education Convention in Milwaukee – January 21-23, 2009 and the National School Board Association convention in San Diego, CA April 4-7, 2009 can be found at [www.nsba.org/conference](http://www.nsba.org/conference) . Eric Esser has expressed interest in attending the conference this year.

**B. Legislative Update**

**XII. FUTURE AGENDAS AND MEETINGS**

**A. Special Board Meeting—**The Board discussed holding a special board meeting each month on the 4<sup>th</sup> Monday of each month to address district growth planning starting in January on the following dates starting at 6 PM.

Motion Meese/Hill-Breunig to set special meetings on January 26, February 23 and March 23, 2008 starting at 6PM. Motion carried 7-0.

**B. Agenda Items for Next Board Meeting**

**C. Budget Committee-Thursday, January 15, 2008 6 PM -Bethel Circle**

**D. Co-Curricular -Monday, December 15, 2008 @ 5PM –Bethel Circle**

**E. Curriculum Committee -Wednesday, December 17, 2008 @ 2 PM – Teaching & Learning Center**

**F. Facility Committee - Monday, January 5, 2008 @ 5 PM – Bethel Circle**

**G. Human Resource Committee- December 17<sup>th</sup> @ 4PM – Teaching & Learning Center**

**H. Policy Committee- Monday, January 5, 2008 @ 4 PM – Bethel Circle**

**K. Goals & Objectives –Visions Committee**

The goals &objectives committee does not need to meet this month.

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

**XIV. RETURN TO OPEN SESSION**

**XV. ACTION AS APPROPRIATE, ON ITEMS DISCUSSED IN CLOSED SESSION**

**XVI. ADJOURN HEIMANN/MEESE**

Motion Heimann/Meese to adjourn.

Time: 8:46 p.m.

Respectfully submitted,

Juliette F. Waner

Clerk

JFW:mm