



***Excellence for All – It's the Watertown Way  
Watertown Unified School District***

**Board of Education Meeting  
January 22, 2018**

**Proceedings**

The regular meeting of the Board of Education was called to order by Board President, Mark Putra, on Monday, January 22, 2018, beginning at 6:00 p.m., the Board Room, at the Educational Service Center, 111 Dodge Street, Watertown, WI.

**Board Members Present:** Tony Arnett, Ron Buchanan, Karrie Uttech, Frances Milburn, Paul VanDenLangenberg, Steve Kauffeld, Jennifer Bakke, Mark Holland, and Mark Putra

**Board Members Absent:** None

**Preview of Agenda:** Cassandra Schug, Superintendent of Schools, previewed the meeting agenda and noted there were no changes.

**Public Input:** None

**Announcements/Recognition/Communications:**

**Student Board Representatives:** Cassandra Schug introduced this month's student board representatives, Sam Will and Morgan Clifford.

Student Council events at WHS:

- The annual January Snow Dance was recently held with a nice turnout.
- Dude Be Nice Week began by spreading the word today (Monday), Tuesday- support staff will be recognized, Wednesday - Community Day businesses will be thanked; Thursday is recognition of a sporting event – this year's event will be a gymnastics meet, and Friday is the Dude Be Nice Day Assembly where a special person will be surprised and recognized at a student assembly.

**Lauren Kell – National Board Certification:** Dr. Schug introduced Lauren Kell, Grade 1 - Dual Language teacher at Schurz School who recently received her National Board Certification. National Board Certification is a voluntary advanced professional certification for preK-12 educators that identifies teaching expertise through a performance-based, peer-reviewed assessment. Ms. Kell shared her experiences in the process towards her certification.

**Board of Canvassers:** Board Clerk Paul VanDenLangenberg and volunteers Steve Kauffeld and Jennifer Bakke agreed to canvass the Spring Election results on Monday, April 9, 2018, at 4:00 p.m.

Cassandra Schug shared the following:

- Proclamation recognizing January 22 – 26, 2018, as Adult School Crossing Guard Recognition Week.

- A note from crossing guard, Marge Kotur, thanking the District for the gift certificate for Crossing Guard Week.
- The District received a \$5,000 donation from Phillip and Robyn Cooper to purchase a Lobster ball machine and a custom wind screen for the tennis courts.

**Strategic Discussion:**

**Social Studies Field Trip:** WHS Social Studies teacher, Meghan Davis gave a review of the field trip to England and France in 2019 for interested high school students.

**Evaluation Tool Update – Lincoln/STEM:** Dr. Dave Vitale, Assistant Superintendent and Kayla Wendt, Dean of Students, distributed information on the STEM school evaluation process and shared a STEM video.

Sarah Skretta, K-1 teacher and her students Ally Schlatter and Aubrey Schultz shared the Engineer Design Process (ask, explore, model, evaluate, and explain) and activities associated with that process.

Tina Oiler, grade 2/3 teacher and her students Gavin Phelps and Clara Bernhardt shared their quarterly goals (math and reading), tracking and growth in those areas, and self-reflection.

Ms. Skretta and Ms. Weinheimer also shared information on tracking students through Learner Profiles.

**Budget/Calendar/Enrollment Projections:** Brittany Altendorf, Business Manager, reviewed the timeline for the 2018/19 budget; the definition of zero-based budgeting (ZBB) which is the model to be used for 2018/19; information on the student head count/FTE's; and enrollment projections.

**Open Enrollment Seats:** Brittany Altendorf, Business Manager, reviewed the open enrollment seat availability for the 2018/19 school year.

**Events in the Watertown Unified School District:** Cassandra Schug, Superintendent of Schools shared positive happenings in the District:

- WASB Convention was held last week with many great sessions and keynote speakers.
- The District social media has transitioned as of January 3<sup>rd</sup> with great results.
- Douglas hosted a successful family STEM night with many hands-on activities for students and their families.
- February 25<sup>th</sup> is the annual Arts, Beats and Eats Festival at WHS
- Trivia Night is February 17<sup>th</sup> – this year's theme is Classic TV Shows
- January 29<sup>th</sup> is Freshmen Preview Night at WHS

There was no Planning Committee or Policy Review Committee this month.

Board President Putra reported out on last month's Board evaluations.

**Department Reports and Board Committee Reports:**

**Business Update:** There was no meeting this month. The next meeting is January 24<sup>th</sup> and the agenda includes:

- Review of Invoices and Variance Report
- Shared Use Path – Cassandra
- RMS Traffic Study – Cassandra
- Banking RFP Matrix – Mike Fischer
- MidAmerica as TPA for 403b and 457b Plans
- WISNO Co-op – Brittany
- Budget Calendar and Budget Drivers
- Change Date of February Meeting

**Human Resources Update:** Ivan Thompson, Director of Human Resources, gave an update from the Human Resources Committee meeting held on January 15, 2018. Agenda items included:

- Consent Agenda – Staff Appointments, Resignations, Non-Renewals, and Terminations
- Salary & Benefit Summaries
- Health Insurance Transition
- Onsite Clinic Update

**Educational Services Update:** Dave Vitale, Assistant Superintendent, gave an update from the Educational Services Committee meeting held on January 9, 2018. Agenda items included:

- Lincoln STEM School Evaluation Tool preview
- Personalized Learning - Learner Profiles update
- Student Presenters - STEM Showcase
- UW Whitewater - Lincoln STEM Science Outreach Grant Update

**Teaching and Learning:** Jenny Borst, Director of Elementary Teaching and Learning, highlighted the following:

- January 30<sup>th</sup> begins 4K online enrollment. Schurz School will be open to families for computer use and Spanish translators.
- February 16<sup>th</sup> is Staff Development Day. There will be many sessions available to staff throughout the day including sessions on mindfulness, trauma-sensitive schools, addressing challenging behaviors, and meeting students needs.
- 4K staff are working on the Ages and Stages Questionnaire, (ASQ).
- Dialectic Behavioral Techniques (DBT) Lunch and Learn schedule of events was handed out to Board members.

### **Consent Agenda**

It was moved by Ron Buchanan, seconded by Karrie Uttech, that the following resolution be adopted.

#### SCHOOL BOARD RESOLUTION

#8729

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve the following consent agenda items:

### **Minutes:**

Board Meeting – December 18, 2017

### **Committee Summaries:**

Educational Services – January 9, 2018

Fiscal Management – None

Human Resources – January 15, 2018

Planning – None

Policy Review – None

**Personnel/Staffing:**

**Staff Resignations/Retirements/Terminations:**

Certified Staff:

Pamela Brown	Kindergarten Teacher Webster Elementary School (Effective 7-20-18) - retirement
Vicki Cichanofsky	Elementary Teacher Webster Elementary School (Effective 1-2-18)
Timothy Gifford	Grade 7 Teacher Riverside Middle School (Effective 6-8-18) - retirement
Mary Ann Lea	Title 1 Reading Teacher District Wide (Effective 6-8-18)
Lynn Miller	Business Teacher High School (Effective 6-8-18) - retirement

Non-Certified Staff:

Larry Birr	Custodian Schurz Elementary School (Effective 2-2-18)
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**Staff Appointments:**

Non-Certified Staff:

Sharon Lopnow	Nutrition Services High School (Effective 1-15-18)
Angela Sisulak	Special Education Paraprofessional Lincoln Elementary School (Effective 12-18-17)

Extra-Curricular Appointments:

Timothy Dunn	Coach JV Softball
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Jeffrey Meloy	Coach JV2 Softball
Scott Pirkel	Stage & Props, Spring Play
Alexis Sponable	Coach JV2 Girls Soccer
Jacob Voigt	Riverside Middle School Musical, co-director

### **Approval of Bills**

#### **First Reading of the Following District Policies:**

None

#### **Second Reading of the Following District Policies:**

None

The resolution was adopted unanimously by roll call vote.

### **Board Candidates – Spring Election**

It was moved by Tony Arnett, seconded by Jennifer Bakke, that the following resolution be adopted.

#### **SCHOOL BOARD RESOLUTION**

#8730

BE IT RESOLVED, that the declarations of the following candidates for the Board of Education be certified and placed on the ballot in the following order for the Spring Election to be held April 3, 2018.

**January 3, 2018**

**Educational Service Center**

**11:15 a.m.**

**Drawing for Placement on Ballot**

**For School Board Candidates**

**April 3, 2018 Spring Election**

1. Karrie Uttech
2. Fred Jandt
3. Frances Milburn

Signed: Cheryl Hollatz, Administrative Assistant

Signed: Sarah Miller, Administrative Assistant

Witnessed the Drawing: Jody L. Thompson, Administrative Assistant/Board Secretary/Deputy Clerk

The resolution was adopted unanimously by voice vote.

### **Open Enrollment Seat Availability**

It was moved by Tony Arnett, seconded by Ron Buchanan, that the following resolution be adopted.

#### **SCHOOL BOARD RESOLUTION**

#8731

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve 146 regular education open enrollment seats in the following manner:

**Watertown 4Kids Program:** 10 spaces (Provided Enrollee is coming from a district with a 4K program).

**Grades K-5:** 64 spaces, except at Schurz Elementary in the K-3 programs.

**Grades 6-8:** 28 spaces

**Grades 9-12:** 44 spaces

BE IT FURTHER RESOLVED, that the Watertown Unified School District approve 21 special education open enrollment seats in the following manner:

**Special Ed Open Enrollment – January 2018**

**District-wide**

	Target Caseload	FTE	Caseload Capacity	Occupied Space	Space Available
Elementary – Speech and Language	37	6.3	233	221	12
Middle School– Speech and Language	37	1.0	37	32	5
High School– Speech and Language	37	.6	22	22	0
Vision	8	1.0	8	8	0
Hearing	15	0.8	12	13	0

**High School**

	Target Caseload	FTE	Caseload Capacity	Occupied Space	Space Available
Cross Categorical – High School	16	8	128	141	0

<b>18-21 Year Old Program – High School</b>	10	1	10	9	1
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**Middle School:**

	<b>Target Caseload</b>	<b>FTE</b>	<b>Caseload Capacity</b>	<b>Occupied Space</b>	<b>Space Available</b>
Cross Categorical – Middle School	12	8.0	96	96	0

**Elementary:**

	<b>Target Caseload</b>	<b>FTE</b>	<b>Caseload Capacity</b>	<b>Occupied Space</b>	<b>Space Available</b>
<b>Cross Categorical – Elementary (K-5)</b>	9	12.0	108	109	0
<b>Cross Categorical – (Early Childhood/4K)</b>	10	3	30	27	3

The resolution was adopted unanimously by roll call vote.

**Social Studies Field Trip**

It was moved by Jennifer Bakke, seconded by Fran Milburn, that the following resolution be adopted.  
**SCHOOL BOARD RESOLUTION**

#8732

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve a field trip for Social Studies Student to travel to London, Paris, and Normandy, June, 2019 for approximately 10 students and 3 chaperones, with no cost to the district.

The resolution was adopted unanimously by voice vote.

**Public Input:** None

**Adjournment:** There being no further business, it was moved by Ron Buchanan, seconded by Jennifer Bakke, and unanimously carried that the meeting be adjourned at 7:37 p.m.

Respectfully submitted,

January 22, 2018

Mark Putra  
Board President (signed)

(Disclaimer: These minutes are uncorrected and any corrections made thereto will be noted in the meeting at which they are approved.)