



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

**Board of Education Meeting**  
**August 28, 2017**

### **Proceedings**

The regular meeting of the Board of Education was called to order by Board President, Mark Putra, on Monday, August 28, 2017, beginning at 6:00 p.m., the Board Room, at the Educational Service Center, 111 Dodge Street, Watertown, WI.

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

**Board Members Absent:** None

**Preview of Agenda:** Cassandra Schug, Superintendent of Schools, previewed the meeting agenda and noted two changes to the agenda. The resolutions for the TSI and D&H Bus Transportation Contracts will be moved up on the agenda after announcements and recognitions.

**Public Input:** None

**Announcements/Recognition/Communications:**

**Student Board Representatives:** No report this month.

Cassandra Schug shared the following:

- All teachers returned to school this week and the student's first day of school is on September 5<sup>th</sup>.
- Board members are invited to the All-Staff Cookout on Wednesday, August 30<sup>th</sup>. The program begins at 10:00 a.m. in the WHS Auditorium and the cookout will start at noon in the Peace Garden.

**Transportation Services, Inc. (TSI) Bus Contract**

It was moved by Tony Arnett, seconded by Karrie Uttech, that the following resolution be adopted.

**SCHOOL BOARD RESOLUTION**

**#8695**

BE IT RESOLVED, that the Board of Education authorize the administration to enter into transportation contracts, on behalf of the Board of Education, with Transportation Services, Inc.

BE IT FURTHER RESOLVED, that the basic terms of the contract are as follows:

1. All regular routes, shuttles and transfers be reimbursed at \$3.19 per certified mile.
2. Mileage for extracurricular trips will be \$ 1.10 per mile.
3. Mileage for extracurricular trips when the 82 passenger bus is used will be \$1.22 per mile.
4. All in-district extracurricular and field trips will be reimbursed at \$44.54 per hour for the first hour.
5. The hourly rate for driver time will be \$19.54 per hour for extracurricular and field trips after the first hour.
6. Mileage for the out of district vehicle (9 passenger or less), run will be \$ 1.10 per mile.

7. Bus routes that never leave the city limits will be reimbursed at \$150.52 per day plus fuel mileage as determined in #9.
8. Bus routes that never leave the city limits will be reimbursed at \$216.82 per day plus fuel mileage as determined in #9 when the 82 passenger bus is deemed necessary.
9. The District will pay the contracted rate per documented mile for all fuel used on designated routes.
10. The Board agrees that the School District shall pay up to 50% of the increased cost of the required \$2,000,000 umbrella liability insurance each year. In the event of a decrease in premium, the Board will be entitled to 50% of the decreased cost of the policy.
11. The length of the contract per items, 1 - 9 will be until August 1, 2018.
12. General length of contract will be five years, beginning August 31, 2017, and ending on or about August 1, 2022, with complete re-openings on all monetary items after July 1, 2018.

The resolution was adopted unanimously by roll call vote.

### **D&H Bus Contract**

It was moved by Ron Buchanan, seconded by Steve Kauffeld, that the following resolution be adopted.

#### **SCHOOL BOARD RESOLUTION**

#8696

BE IT RESOLVED, that the Watertown Unified School District Board of Education authorize the administration to enter into the transportation contracts on behalf of the Board of Education, with D & H Enterprises, Inc.

BE IT FURTHER RESOLVED, that the basic terms of the contract are as follows:

1. All regular routes, shuttles and transfers be reimbursed at \$4.13 per certified mile.
2. Mileage for extracurricular trips will be \$ 1.08 per mile.
3. All in-district extracurricular and field trips will be reimbursed at \$44.54 per hour for the first hour.
4. The hourly rate for driver time will be \$19.54 per hour for extracurricular and field trips after the first hour.
5. The District will pay the contracted rate per documented mile for all fuel used on designated routes.
6. The Board agrees that the School District shall pay up to 50% of the increased cost of the required \$2,000,000 umbrella liability insurance each year. In the event of a decrease in premium, the Board will be entitled to 50% of the decreased cost of the policy.
7. The length of the contract per items, 1 - 6 will be until July 31, 2018.
8. General length of contract will be five years, beginning August 1, 2017, and ending on or about July 31, 2022, with complete re-openings on all monetary items after July 1, 2018.
9. The resolution was adopted unanimously by roll call vote.

The resolution was adopted unanimously by roll call vote.

### **Strategic Discussion:**

**Greater Watertown Community Health Foundation Grants:** Emily Lessner, Douglas School Principal, updated the Board on the Greater Watertown Community Health Foundation and the efforts focused on Healthy Living and Healthy Childhood Development. The District received several Spark

grants including - Water is Life; Building Core with Flexible Seating; Try it Tuesday, Gosling Nest, Panther Pause, Let's Get Moving in the Classroom, and Movin' and Grovin' in Music. The Changemaker grant is Playworks, which will be implemented at Douglas School.

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

- New teachers for the 2017/18 school year were in the District last week for orientation, tours, and activities. Kudos to Ivan Thompson and Sarah Miller from the Human Resources Department for all their hard work in organizing the week-long of activities and all the hiring done over the summer.
- Congratulations to the Watertown Goslings as the Gatorade Team of the Week!
- Summer work continued at PLC conferences and the SAIL Conference with staff and administration.
- Project Lead the Way training took place over the summer at the new Lincoln STEM school.

There was no Policy Review Committee meeting this month.

Board President Putra did not report out on last month's Board evaluations.

**Department Reports and Board Committee Reports:**

**Business Update:** Doug Linse, Director of Business Services, gave an update from the Fiscal Management Committee meeting held on August 23, 2017. Agenda items included:

- Review of Invoices and Finance Report
- Audit Contract
- Transportation Contracts
- Healthstat Update

The Board of Education thanked Doug Linse for his dedication and hard work to the students and families of WUSD over the years. Mr. Linse will be retiring September 8<sup>th</sup>.

**Human Resources Update:** Ivan Thompson, Director of Human Resources, gave an update from the Human Resources Committee meeting held on August 21, 2017. Agenda items included:

- Consent Agenda – Staff Appointments, Resignations, Non-Renewals, and Terminations
- Resolution – 2017 Summer School Hire
- 2017-18 Staffing Update
- 2017-18 Start of School Year Update
- Onsite Clinic Update

**Educational Services Update:** Dave Vitale, Assistant Superintendent, gave an update on:

- Bruce Roswell, Access Engineering LLC, has concluded site surveys with the City and the District for the Fiber Optics project. He will present the findings at the next Fiscal meeting and will update the full Board at the September BOE meeting.
- Project Lead the Way training at Lincoln School.
- The next Educational Services Committee meeting will be September 12<sup>th</sup>, at 7:30 a.m. at the ESC.

**Teaching and Learning:** Erin Meyer, Director of Secondary Teaching and Learning, highlighted the following:

- Beginning with the new school year Special Education teachers will now be called Learning Strategists.
- Peggy Black was in the District this summer sharing ideas for the classroom and coaching techniques for the staff.
- Douglas School will be a site for a 4K classroom this school year.
- Part-time mental health coordinator will be on staff this school year.
- The District will be involved with a Procedural Compliant Self-assessment which will look at IEPs, correction and action plans, etc.

**Consent Agenda**

It was moved by Ron Buchanan, seconded by Jennifer Bakke, that the following resolution be adopted.

**SCHOOL BOARD RESOLUTION**

#8694

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

**Minutes:**

- Special Board Meeting – July 17, 2017
- Special Board Meeting – August 17, 2017
- Board Meeting – July 24, 2017

**Committee Summaries:**

- Educational Services – None
- Fiscal Management – August 23, 2017
- Human Resources – August 21, 2017
- Planning – None
- Policy Review – None

**Personnel/Staffing:**

**Staff Resignations/Retirements/Terminations:**

Certified Staff:

- |                |   |
|----------------|---|
| Holly Bouche   | School Counselor<br>High School<br>(effective 8/9/17)               |
| Mary Meisner   | Grade 3 Teacher<br>Douglas Elementary School<br>(effective 7/31/17) |
| Suzanne Mitich | Alternative Education<br>ALC/High School<br>(effective 8/4/17)      |

Sherry Provenzano      Grade 1 Teacher  
Webster Elementary School  
(effective 6/8/18)

**Non-Certified Staff:**

Reece Anderson      Special Education Paraprofessional  
High School  
(effective 8/8/17)

Stephanie Kernen      Occupational Therapy Assistant  
District Wide  
(effective 7/31/17)

Alondra Rodriguez      Nutrition Services  
Webster Elementary School  
(effective 7/26/17)

Jennifer Szalanski      Special Education Paraprofessional  
Schurz Elementary School  
(effective 7/19/17)

Donald Vogel      District Accountant  
ESC  
(effective 8/15/17)

**Staff Appointments:**

**Certified Staff:**

Corliss Hamilton      Orchestra/Instrumental Music Teacher  
Riverside Middle School  
(effective 8/28/17)

Megan Jakubiak      Special Education Teacher  
High School  
(effective 8/28/17)

Kerry Neimon      Counselor  
High School School  
(effective 8/28/17)

Danielle McDonald      Social Worker  
Douglas Elementary School  
(effective 8/28/17)

Catherine O'Connor      Social Worker – 50% - Limited Term Position  
Lincoln Elementary School  
(effective 8/28/17)

Marie Severing      Choral Music Teacher  
Riverside Middle School  
(effective 8/28/17)

Linda Wallace      Grade 4K Teacher  
Douglas Elementary School  
(effective 8/28/17)

Jennifer Walter      Grade 4 Teacher  
Douglas Elementary School  
(effective 8/28/17)

Non-Certified Staff:

Michael Fischer      Bookkeeper  
District Wide  
(effective 9/12/17)

Crystal Galica      Special Education Paraprofessional  
Douglas Elementary School  
(effective 9/5/17)

Jason Ivkovich      Special Education Paraprofessional  
Lincoln Elementary School  
(effective 9/5/17)

Brenda Mohr      Special Education Paraprofessional  
Webster Elementary School  
(effective 9/5/17)

Natalyn Nelson      Media Instructional Paraprofessional  
District Wide  
(effective 9/5/17)

Sharon Pederson      Special Education Paraprofessional  
Schurz Elementary School  
(effective 9/5/17)

Caitlin Robertson      Special Education Paraprofessional  
High School  
(effective 9/5/17)

Autumn Severson      Special Education Paraprofessional  
High School  
(effective 9/5/17)

Dan Thompson      Custodian  
High School  
(effective 8/28/17)

MacKenzie VerHage Special Education Paraprofessional  
Douglas Elementary School  
(effective 9/5/17)

Extra-Curricular Appointments:

Alexander Crogan	Football Varsity Assistant Coach
Ronald Miller	Football Varsity Assistant Coach
Robin Roe	Football Junior Varsity Coach
Michael Wietor	Girls Golf Varsity Coach
Michael Gintner	Boys Soccer Varsity Assistant Coach
Linnea Nagel	Dance Varsity Coach
Susan Putra	Dance Varsity Assistant Coach
Hillary Bielefeldt	Cheerleading Varsity Coach
Randi Gottschalk	Girls Swimming Junior Varsity Coach

**Approval of Bills**

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

None

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

#5221 – Student Scholarships, Gifts, and Awards

#5222 – Laude System

The resolution was adopted by roll call vote 8-0 with Mark Putra abstaining from the vote.

**2018-20 Hawkins, Ash, Baptie & Company, LLC Audit Contract**

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

SCHOOL BOARD RESOLUTION

#8697

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve the 2018-20 audit contract with Hawkins, Ash, Baptie & Company, LLP in the amount not to exceed of \$18,500 for year ended June 30, 2018, \$18,900 for year ended June 30, 2019, and \$19,300 for year ended June 30, 2020. In the event that the District is randomly selected for a membership audit the amount to be charged will not exceed \$4,300 for each of the three years.

The resolution was adopted unanimously by roll call vote.

**2017 Summer School Hires**

It was moved by Ron Buchanan, seconded by Jennifer Bakke, that the following resolution be adopted.

SCHOOL BOARD RESOLUTION

#8698

BE IT RESOLVED, that the following staff be employed in the Watertown Unified School District for the 2017 Summer School Program:

**CERTIFIED TEACHERS**

Corliss Hamilton

The resolution was adopted unanimously by roll call vote.

**Third Party Administrator (TPA)**

It was moved by Jennifer Bakke, seconded by Ron Buchanan, that the following resolution be adopted.

**SCHOOL BOARD RESOLUTION**

#8699

BE IT RESOLVED, that the Watertown Unified School District Board of Education approve going into negotiations for the District's new Third Party Administrator (TPA) with UMR, A United Healthcare Company.

The resolution was adopted unanimously by roll call vote.

**Public Input:** None

**Adjournment:** There being no further business, it was moved by Fran Milburn, seconded by Ron Buchanan, and unanimously carried that the meeting be adjourned at 6:55 p.m.

Respectfully submitted,

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.)



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

None

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

#5221 – Student Scholarships, Gifts, and Awards

**Students**

**Progress**

**Student Scholarships, Gifts, and Awards**

The Board of Education encourages the acceptance and disbursement of student scholarships and awards to graduating seniors. All gifts, scholarships, and awards to students, whether in a direct or indirect monetary form, shall be accepted through activities and from donors that are recommended by the Scholarship Committee and approved by the school administration. Scholarships and awards given by non-school organizations, in which the school is directly responsible for determining the recipient and/or qualifications for receiving such scholarship or award, must be accepted and approved by the Board prior to the disbursement of the scholarship or award.

Students shall be informed by the Scholarship Chairman of Watertown High School of any available academic scholarships. Literature concerning available scholarships shall be posted in the school building. The Scholarship Chairman shall maintain records of available scholarships and shall notify students of such scholarship opportunities.

In order to be eligible for academic scholarships in the District, a student must have been enrolled for five consecutive trimesters of course work at Watertown High School immediately prior to the awarding of the scholarship. Exceptions will be made for students who were enrolled in a study abroad program and other extraordinary circumstances. To attain senior standing a student must have earned at least 15.5 credits (17.5 effective with the Class of 2021).

The Watertown Unified School District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons on the basis of sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

**Wisconsin Academic Excellence Higher Education Scholarship**

The Watertown Unified School District shall annually designate academic scholars, for the purposes of the Wisconsin Academic Excellence Higher Education Scholarship. The scholars shall be the senior with the highest grade point average (GPAC) computation in all subjects. The grade point average calculation will be calculated in accordance with School Board Policy #5222 Laude System. The scholars shall be named in accordance with timelines required by law.

Students must be enrolled full-time at the High School for the five consecutive trimesters immediately prior to the awarding of the scholarship. The GPAC computed at the end of the fall trimester will be used to award the Wisconsin Academic Excellence Higher Education Scholarship. To attain senior standing a student must have earned at least 15.5 credits (17.5 effective with the Class of 2021).

In the event of a tie, the scholarship committee shall use the following criteria to break the tie to name the scholars and prioritize the remaining students as alternates:

1. Students must have applied, been accepted, and commit to attend a Wisconsin public college or technical school or a participating private college in Wisconsin.
2. If a tie continues to exist, the student(s) with the highest score on the American College Test (ACT) by the end of the tenth (Fall) trimester. If any of the students involved have taken the exam more than once, the highest composite score received, prior to the end of the tenth (Fall) trimester will be used.
3. If a tie continues to exist, the student(s) with the highest total number of credits earned in core curriculum courses as identified by the University System: English, Social Studies, Math, and Science.
4. If a tie continues to exist, it shall be broken by a chance drawing of names by the Board of Education with the first name drawn being named the scholar and the remaining names drawn to prioritize the alternates.

#### Technical Excellence Scholarships (TES)

The Watertown Unified School District shall annually designate students for the purposes of the Technical Excellence Scholarship. The students shall be seniors who have the highest demonstrated level of proficiency in technical education subjects. Students must be enrolled full-time at the High School for the five consecutive trimesters immediately prior to the awarding of the scholarship. The number of scholarships will be based on total student enrollment.

In order to be eligible for nomination to a TES scholarship, a student must exhibit interest in and planning for a technical career. In addition in order to be eligible for a TES scholarship, a student must also have completed at least one of the following eight eligibility items. Students awarded a TES scholarship must have:

1. Be a Career Technical Education (CTE) Concentrator, which is a high school student who has completed at least three (3) high school CTE courses in program areas leading to a degree or diploma in the student's chosen pathway. A student may be enrolled in (rather than have completed) the third course at the time of their nomination for TES.)
2. Participated in a youth Apprenticeship program.
3. Participated in a Technical High School Diploma program.
4. Participated in a Career and Technical Training pathway.
5. Participated in a Skills Standards program.
6. Completed (or be on track to complete) an industry-recognized certification program.
7. Participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCL, FFA, HOSA, or Skills USA.
8. Completed a technical training program for high school students.

The Watertown Unified School District shall use the point system to rank eligible candidates created by the Higher Education Aids Board (HEAB).

The ranking system consists of ranking eligible students according to a point system reflective of course work and technical education experience. Under the recommended point system:

- One point is given to a student for each credit earned in high school in CTE.



## #5222 – Laude System

### Students

### Progress

### Laude System

#### Laude Overview

This system is a point-based system that combines a student's GPA and designated advanced coursework to arrive at a Grade Point Average Calculation. Under this system, advanced courses will be identified by the WHS Faculty and approved by the Board of Education. Advanced courses include, but are not limited to: Advanced Placement, Youth Options, articulated courses, Capstone courses, and other courses designated as Dual Credit, Advanced Standing or Honors.

#### Our Laude System

Beginning with the Class of 2021, the Laude System will replace the present class rank system. Class rank will not be routinely provided to colleges for admissions purposes. The transcript will report the student's cumulative grade point average with an accompanying Grade Point Average Calculation (GPAC) and distinction. A cover letter will be provided to the colleges explaining our Laude System.

#### Laude Recognition Process

Students will be eligible for the Summa Cum Laude, Magna Cum Laude, or Cum Laude recognition by multiplying their cumulative grade point average times the total number of advanced classes successfully completed by the end of the winter trimester of their senior year. *Please note that the number of Laude Courses that will be included in the Grade Point Average Calculation will be capped at 36.*

#### Grade Point Average Calculation (GPAC)

The GPAC involves multiplying the student's cumulative GPA in all coursework by the number of advanced classes as illustrated below:

$GPA \times \#Advanced\ Classes = Grade\ Point\ Average\ Calculation$  (ie.  $3.25\ GPA \times 20 = 65.0\ GPAC$ )

The following special provisions apply when determining the Grade Point Average Calculation:

1. Grades received by students for courses taken at a Wisconsin technical college or university for dual credit or high school credit and pre-approved commensurate with procedures identified in the Watertown High School Student Handbook shall be included in determining the student's GPAC.
2. Grades received by students for courses taken at other public schools or approved alternative programs shall be included in determining the student's GPAC.
3. Grades received by students for courses taken at private or parochial or through home-based private educational program instruction shall be used in determining GPAC as approved by the principal as (s)he reviews each course and grade as compared to the course content and academic standards of Watertown High School.

4. Grades earned by a student in another country or through study abroad shall not be used to determine GPAC.
5. A passing grade for a pass/fail course will reflect a credit on the transcript but will not be used to determine GPAC. A failing grade for a pass/fail course will count in the GPAC.
6. High school subjects taken by middle school students may be used in determining the GPAC per Policy #5235 - High School Credit for Courses taken by Middle School Students.
7. If a student retakes a course, regardless of whether it is during the academic year or over the summer, the previous grade will remain on the transcript, the new grade added, and both grades used to calculate the GPAC.
8. GPAC shall be updated at the end of each trimester. Grade Point Average will be computed according to the following grade point values:  
A+ or A = 4.000, A- = 3.667, B+ = 3.333, B = 3.000, B- = 2.667, C+ = 2.333, C = 2.000, C- = 1.667, D+ = 1.333, D = 1.000, D- = 0.667, and F = 0.000.

To Qualify for Cum Laude or Higher

A student must have a cumulative GPA of 3.0 or higher and have earned a minimum of 60 honor points. *Please note that the number of Laude Courses that will be included in the Laude Score will be capped at 36.*

Under the Laude system, students must meet the two criteria above. Once a student meets these requirements, they can earn one of the following distinctions:

- Cum Laude (with honor/distinction) 60-79 honor points
- Magna Cum Laude (with great honor/distinction) 80-99 honor points
- Summa Cum Laude (with highest honor/distinction) 100 + honor points or more

Top Ten, Valedictorian, & Salutatorian

Special recognitions such as the Valedictorian, Salutatorian, and Top Ten will be determined using the Grade Point Average Calculation (GPAC) at the end of the winter trimester of one's senior year.

**Policy Approved: July 22, 1999**

**Policy Revised: November 18, 1999  
April 25, 2002  
June 28, 2007  
January 26, 2015  
August 28, 2017**